

## Coordinate implementation of emergency preparedness and response plans

As the Workplace Safety and Health Act extend to cover all workplaces, every employee in the company has a part to play.

Participant will be able to possess the knowledge and skills to coordinate the implementation and maintenance of emergency preparedness and response plans. It focuses on building learners' competency in implementing, organising the evaluation and coordinating maintenance of emergency preparedness and response plans.

### COURSE OBJECTIVES

- Assist in implementation of emergency preparedness and response plans
- Organise evaluation of emergency preparedness and response plans
- Coordinate maintenance of emergency response equipment and plans

### COURSE OUTLINE

- Types of emergency situations
- On-site emergency response equipment
- Types of organisational emergency plans
- Notification requirements during emergency
- Emergency contact list
- Roles and responsibilities of response team members
- Types of emergency training and practices for the response team
- Types of external assistance
- Legal requirements
- Types of drills to be conducted
- Preparation for drills

### WHO SHOULD ATTEND

Employee with assigned responsibilities on WSH as representative or leaders among the workers. Person with little WSH background knowledge and skills.

- WSH Coordinator
- Supervisor

### METHODOLOGY

- Presentation
- Discussion
- Observation and Feedback
- Role Play
- Case Study
- Workplace Delivery/Practices
- Written Exercise

### COURSE DETAILS

**Duration:** 10hrs

**Date:** 19 Sept  21 Nov  (08)

**Time:** 9am – 8pm

**Venue:** ESIS Academy (161 Lavender St, Lavender Place #02-09)

**Full Fees (incl. GST):** SGD460.10

**Funding:** (eligibility criteria apply)

**SDF** - Up to 90% funding for course fees

Application for SDF funding [www.sdf.gov.sg](http://www.sdf.gov.sg)

**SRP** – Up to 80% of hourly basic salary

Application for SRP funding [www.srp.org.sg](http://www.srp.org.sg)

### REGISTRATION FORM

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**HP:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Payment Mode (pls tick):**

Cash  Cheque  SGD \_\_\_\_\_

**To: ESIS Asia Pacific Pte Ltd**

**600 North Bridge Road #08-01 Parkview Square  
Singapore 188778**

Places are limited to provide a focused and effective learning experience. Register now to guarantee your seat. Multiple registrants from the same company are eligible for special rates. Full payment to be made to ESIS before the commencement of course.

### ADMINISTRATIVE INFORMATION

**Person in charge:** Wendy Lim

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Parkview Square Singapore 188778