

Course Outline for bizSAFE Level 1

1. bizSAFE Workshop for Company CEO/Top Management

1.1. Objectives

- 1.1.1. Provide understanding of the WSH Act and its subsidiary regulations, Risk Management Regulations and Guidelines on Risk Management. Risks to be addressed include Workplace Safety and Health (WSH) risks as well as security risks posed by terror threats.
- 1.1.2. Introduce the concept of bizSAFE
- 1.1.3. Enable top management to understand the role they play towards cultivating good safety and security culture in the workplace
- 1.1.4. Facilitate participants to prepare their own WSH policy to address WSH risks and security risks posed by terror threats

1.2. Course outline

S/N	Suggested time allocation (%)	Topic of discussion
1	15%	Overview of WSH Act, subsidiary legislation and Director's Guidelines
2	10%	Introduction of *Risk Management concept, bizSAFE concept (including roles and responsibilities of RM Champion and WSHMS Program Lead) Corporate Social Responsibilities (CSR) of companies.
3	10%	How to create a conducive safety and security culture in the company
	10%	Introduction of SGSecure messages, advisories, 2 videos, and the need to address terror risks in WSH Policy.
4	10%	Financial planning; balancing profitability and safety in the organization. Business case studies, tangible and intangible consequence of an accident.
5	30%	<u>Individual Assignment / Group Discussion</u> - To prepare a suitable WSH Policy

		- BSPs shall guide company CEO on the contents of the policy.
6	15%	Official endorsement of the company's WSH Policy. Path forward towards progressing through the various levels in bizSAFE.

* The Risk Management process should consider the management of infectious disease outbreak, employees' health (including mental well-being) and terrorist threats. Training Provider should take reference from the 3rd revision of the Code of Practice on Risk Management.

Total WSH

Total WSH presentation slides will be issued upon approval of the Training Provider. The materials are provided strictly for the explicit use and guidance of training providers for the conduct of this course.

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1.3 Recommended class size: Not more than 30 participants per class

1.4 Course duration: 3 hours (Attendance : 100% for classroom and practical sessions)

1.5 Target audience: Top management, such as company owner, Director, CEO, MD or GM. (limited to the top 3 tier of the company's management hierarchy)

1.6. Course Deliverables: Company CEO to prepare and endorse his/her WSH Policy.

1.7 Version Control Record

Version	Effective Date	Changes	Author
1.0	8 Sep 2017	First Official Issue	WSHC
2.0	21 Jan 2022	Update	WSHC
3.0	1 Sep 2023	Update	WSHC

1.8. Industry Requirements: MOM/WSH Council officers shall conduct audits with or without notice on WSQ WSH TPs.