

## WSQ: Develop a Workplace Safety and Health Management System Implementation Plan (bizSAFE Level 4) (Synchronous e-learning)

Course Ref. No.: TGS-2013500099

Skill Code: WPH-WSH-4086-1.1

Course Validity Period: 1<sup>st</sup> January 2019 – 13<sup>th</sup> October 2025

### Overview

This course aims to empower participants to acquire the skills and knowledge to develop a Workplace Safety and Health Management System implementation plan based on SS ISO 45001 OH&S Management System Standard. On successful completion of this 4-day workshop, trainees will be awarded a Statement of Attainment (SOA) by SkillsFuture Singapore (SSG). The person who has successfully completed this course will be the WSHMS champion and deemed competent to develop a Workplace Safety & Health Management System Implementation Plan (WSHMS) for the organisation.

The Statement of Attainment on successful completion of this course will help the organisation achieve bizSAFE level 4 recognition by the Workplace Safety and Health Council. WSHMS champions can help organisations plan towards implementing a Workplace Safety and Health Management System.

### Together with

- bizSAFE Level 1 Certificate of Attendance of CEO/Top management at the [bizSAFE Level 1 Workshop for CEO/Top Management](#),
- bizSAFE Level 2 Statement of Attainment at the [bizSAFE level 2 Develop a Risk Management Implementation Plan](#) course and
- a Risk Management Audit Report,

the bizSAFE Level 4 Statement of Attainment can be used to apply for bizSAFE Level 4 recognition for the organisation by the Workplace Safety and Health Council (WSHC).

**Please note:** If the WSHMS Champion changes or leaves your company, the newly appointed champion must attend the course as soon as possible to maintain your company's bizSAFE status.

With the launch of TPGateway on 12 Oct 2020, WSQ Competency Code (i.e. MF-COM-403E-1) and Competency Unit (i.e. Develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan aka BizSafe Level 4) have been mapped to the new Technical Skills and Competencies (TSC) Code (i.e. WPH-WSH-4086-1.1) and TSC Title (i.e. Workplace Safety and Health System Management) under the Skills Framework for Workplace Safety and Health effective from 12 Oct 2020.

### Objective

This course aims to empower participants to acquire the skills and knowledge to develop a Workplace Safety and Health Management System implementation plan based on SS ISO 45001 OH&S Management System Standard for recognition of attainment of bizSAFE level 4 by the Workplace Safety and Health Council. Upon successful completion the participant should:

1. Be familiar with SS ISO 45001 Occupational Health & Safety Management System requirements
2. Know the requirements of SS ISO 45001 and risk management code of practice
3. Develop a WSHMS implementation plan

### Who Should Attend?

Operations staff and Safety personnel of an organisation, preferably Managers or Heads of Departments of the following departments: Operations, Engineering, Human Resources and Safety/Security. It is recommended that participants attend [WSQ Develop a Risk Management Implementation Plan Course \(bizSAFE Level 2\)](#) prior to attending this course.

### Pre-requisites:

1. Be able to listen, read, speak and write English at a proficiency level equivalent to the Employability Skills (ES) Level 5
2. Be able to manipulate numbers at a proficiency level equivalent to Employability Skills (ES) Level 5



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## Course Outline

- Introduction to a workplace safety and health management system
- Determine the context of the organisation
- Establish the direction of OH&S management system
- Develop the OH&S plan to address OH&S risks and opportunities, set and achieve OH&S objectives
- Determine the support needed
- Develop operational planning and controls to manage the OH&S risks to an acceptable level
- Establish a framework for organisational emergency preparedness and response plans
- Evaluate OH&S performance and compliance
- Establish an internal audit programme
- Organise management review of OH&S management system
- Establish processes for investigation, reporting and taking actions
- Establish OH&S continual improvement programmes
- Establish a plan to present the developed OH&S Management System implementation plan to the stakeholders for review

## Continuing Professional Development

**Est. PDUs: 28**, subject to PEB's approval (PDU: Professional Development Unit; PEB: Professional Engineers Board Singapore)

## Course Duration

**30 hours** (9am – 5.30pm)

**Day 1-4:** 9am – 5.30pm

**Lunch break:** 12pm – 1pm

## Course Schedule

Click [HERE](#) to visit our website to view our course schedule

For your preferred date (for inhouse runs): Please email to [safety@bond-intl.com](mailto:safety@bond-intl.com) (inhouse and/or customised training packages are also available)

## Course fee for employer-sponsored trainee

Courses starting on or after 1 Jan 2022, **up to 70% Course Fee Funding** and **Absentee Payroll Funding** are available for employers who sponsor Singapore Citizen/Permanent Resident trainee for this SSG-approved course.

Type	Category of Individuals			
	Singapore Citizens and Singapore Permanent Residents	Singapore Citizens aged 40 years old and above	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)	Foreigners
	Funding Source			
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs	Not Applicable
Course Fee	\$698.00	\$698.00	\$698.00	\$698.00
SkillsFuture Funding	\$349.00	\$488.60	\$488.60	Not Applicable
<b>Total Nett Fee</b>	<b>\$349.00</b>	<b>\$209.40</b>	<b>\$209.40</b>	<b>\$698.00</b>
GST (9% x \$698)	\$62.82	\$62.82	\$62.82	\$62.82
Total Fee Payable to Bond International Consultants Pte Ltd	\$411.82	\$272.22	\$272.22	\$760.82

### Course Fee Table for Employer-sponsored Trainee

- All fees above are before prevailing GST.
- **SC:** Singapore Citizen; **PR:** Singapore Permanent Resident.
- **Total Duration of Course:** 30 hours
- **Mode of training:** E-Learning
- **To qualify as a SME:**  
 SMEs must meet all the following eligibility criteria:  
For courses commencing on or after 1 Jan 2023
  1. Registered or incorporated in Singapore
  2. Employment size of not more than 200 or with annual sales turnover of not more than \$100 million<sup>1</sup>
- **Training Grant Eligibility and Approval Criteria for Employer-sponsored Trainee:**
  - Employer company must be registered or incorporated in Singapore.
  - Trainee on the approved course is a Singapore Citizen, Permanent Resident of Singapore.
  - Trainee must be employed by the applicant company, according to the Employment Act, except for sole proprietors, partners, working directors, commission-based agents and members of co-operatives.
  - There is employer-employee relationship & CPF contribution for employer-sponsored trainees.
  - Trainees must be fully sponsored by their employer for supportable cost components (such as course fees) incurred on the training course.
  - Course fees have been fully paid.
  - Trainees must:
    - ✓ be full-time or permanent part-time employees of the sponsoring company;
    - ✓ continue to receive their salary with CPF contribution from the sponsoring company when they attend training;
    - ✓ complete the course whilst under employment of the sponsoring company; and
    - ✓ have passed the assessments (where applicable).



- In event that the trainee/employer fails to meet any of the requirements set under the SSG funding scheme, the trainee/employer is liable to pay the full/remaining course fee to Bond International Consultants Pte Ltd.
- Trainee shall fulfil other SSG Scheme eligibility conditions. These may be amended, revised, modified or varied at any time at SSG's discretion.

Sources: [Grant Process](#) | [Funding for Employer-sponsored Training](#) | [ETSS](#)

### **A. Course Fee Funding**

(Funding Support Period: 14<sup>th</sup> April 2020 – 13<sup>th</sup> October 2025)

*Course Fee Funding amount* is calculated based on the eligible type of Funding subject to SSG's terms and conditions.

1. **SkillsFuture Funding (Baseline):** Up to 50% of course fees applicable to SCs and PRs aged  $\geq 21$  years old.
2. **SkillsFuture Mid-Career Enhanced Subsidy:** 70% of course fee applicable only to SC aged 40 years or above.
3. **SkillsFuture Enhanced Training Support for SMEs:**  
Up to 70% of course fees applicable only to SME-sponsored Trainees meeting the following criteria:
  - Must be Singapore Citizens or Singapore Permanent Residents.
  - Courses have to be fully paid for by the employer.
  - Trainee is not a full-time national serviceman.

### **B. Absentee Payroll Funding**

Absentee Payroll Funding is a grant to help employers defray the manpower costs incurred when they send their employees for certifiable skills training during working hours. For courses starting on or after 1 January 2022, AP funding is at a flat rate of \$4.50 per hour, capped at \$100,000 per enterprise per calendar year. Absentee Payroll (AP) Funding will be a digital service in EPJS for Enterprises to declare information and receive AP disbursements.

For Absentee Payroll claim guide, please click [HERE](#).

### **C. SkillsFuture Enterprise Credit**

(SFEC Support Period: 10th October 2020 – 30th June 2023)

This course is eligible for SkillsFuture Enterprise Credit (SFEC) as it is one of the Skills Framework-aligned courses under the 'Workforce Transformation' supportable programme. Employers will have to meet the eligibility criteria before they can draw down the credit. For more info, please refer to [FAQ for SFEC](#).

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All SSG approved funding is subject to SSG's terms and conditions. All fundings listed are subject to change without prior notice. For actual funding amounts, please refer to the SSG-approved training grant application. For clarification, please contact SSG's helpdesk at [6785-5785](#).

#### **Footnote:**

1. The SME status will be derived from government data and the applicable SME funding will be accorded if eligible. Enterprises that find their SME status to be inaccurate may submit a [declaration of SME status](#) via Digital Services at the Enterprise Portal for Jobs and Skills (EPJS).

## Course fee for individual-sponsored trainee

Courses starting on or after 1 Jan 2022, up to 70% Course Fee Funding is available for individual-sponsored trainee who applies for this SSG-approved course. In addition to the Course Fee Funding, you can also use your SkillsFuture Credit to pay for the course nett fee by submitting a claim through [MySkillsFuture.gov.sg](http://MySkillsFuture.gov.sg).

Type	Category of Individuals		
	Singapore Citizens and Singapore Permanent Residents	Singapore Citizens aged 40 years old and above	Foreigners
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	Not Applicable
Course Fee	\$698.00	\$698.00	\$698.00
SkillsFuture Funding	\$349.00	\$488.60	Not Applicable
<b>Total Nett Fee</b>	<b>\$349.00</b>	<b>\$209.40</b>	<b>\$698.00</b>
GST (9% x \$380)	\$62.82	\$62.82	\$62.82
Total Fee Payable to Bond International Consultants Pte Ltd	\$411.82	\$272.22	\$760.82

### Course Fee Table for Individual-sponsored Trainee

- All fees above are before prevailing GST.
- **SC:** Singapore Citizen; **PR:** Singapore Permanent Resident.
- **Total Duration of Course:** 30 hours
- **Mode of training:** E-Learning
- **Trainee Training Grant Eligibility and Approval Criteria for Individual-sponsored Trainee:**
  - Trainee on the approved course is a Singapore Citizen, Permanent Resident of Singapore.
  - Course fees have been fully paid.
  - Trainee passed the assessments (where applicable).
  - Trainee shall fulfil other SSG Scheme eligibility conditions. These may be amended, revised, modified or varied at any time at SSG's discretion.

Sources: [Grant Process](#) | [Funding for Self-Sponsored Training](#)

### A. Course Fee Funding

(Funding Support Period: 14<sup>th</sup> April 2020 – 13<sup>th</sup> October 2025)

Course Fee Funding amount is calculated based on the eligible type of Funding subject to SSG's terms and conditions.

1. **SkillsFuture Funding (Baseline):** Up to 50% of course fees applicable to SCs and PRs aged ≥ 21 years old.
2. **SkillsFuture Mid-Career Enhanced Subsidy:** Up to 70% of course fee applicable only to SCs aged ≥ 40 years old.

### B. Skills Support (WSS) Scheme

Individual-sponsored trainee who meet the Workfare Skills Support (WSS) Scheme may receive:

- Training allowance for this course
- A cash reward for completing training

More information on the [WSS Scheme](#).



## **Steps for Self-sponsored Individuals**

1. Register your bizSAFE Level 4 course using the online form [HERE](#).
2. Course full/nett (whichever is applicable) fee e-invoice will be sent to you via email for payment processing.
3. For payment via **SkillsFuture Credit (SFC)**, please inform **Bond International** of your intention to utilise your SFC in part or in full against the course nett fee.
  - a. You should then submit your SFC claim via **MySkillsFuture** by applying through [MySkillsFuture.gov.sg](http://MySkillsFuture.gov.sg) within 60 days before the course date (date inclusive) and send us an image copy of the confirmation page of your SFC claim application via email to [safety@bond-intl.com](mailto:safety@bond-intl.com). View the User Guide [HERE](#).
  - b. Should there be any balance course fee not covered by SFC, you are required to make payment to **Bond International** before the course start date.
4. Course full/nett fee payment is required to be made to **Bond International** before the course start date.
5. A Course confirmation email will be sent to you in due time.
6. All SSG approved funding is subject to SSG's terms and conditions. All fundings listed are subject to change without prior notice. Any funding enquiry, please contact SSG's helpdesk at [6785-5785](tel:6785-5785).

### **Course Code**

**TGS-2013500099**

### **Course Registration**

1. Employer/individual can register for this course by clicking the [REGISTER NOW](#) button to submit the online registration form.
2. Registered trainee's information will then be enrolled in **TPGateway**. For Singapore Citizen (SC) or Permanent Resident (PR) trainee, training grant amount may be derived from the enrolment process in **TPGateway**, subject to SSG's terms and conditions.
3. After the successful enrolment in TPGateway, an e-invoice will be emailed to Employer/Individual with the course fee payable (ie. after deducting the training grant for SC/PR trainees).
4. The course fee is payable upfront upon invoicing and before course commencement in order to secure the seat(s), on a first-come-first-served basis.
5. Payment is to be made via PayNow/bank transfer/Giro.
6. Trainees must achieve at least 75% attendance and pass the assessments to qualify for a Statement of Attainment (SOA) conferred by SkillsFuture Singapore (SSG). SOAs of RM/RA Leaders are required during bizSAFE level 3 certification of the company.
7. Bond International reserves all rights to vary, reschedule, or cancel the course or change venue at its discretion without prior notice. However, we will notify you in advance should there be a change in class schedule.
8. **Terms & Conditions**
  - o Trainee and/or the employer shall be bound by the Terms and Conditions of any applicable funding scheme as assessed by the relevant funding agency.
  - o In the event that the trainee failed to meet any of the requirements set under the funding scheme, or had been granted funding for the same course before, resulting in SSG's rejection of the estimated training grants, the trainee and/or the employer will be liable to pay the full course fees to Bond International Consultants Pte Ltd.
  - o Further conditions not met as stated below will also constitute above liability to pay Bond International the FULL course fees:
    - Trainee achieved less than the minimum attendance required by the course.
    - Trainee failed to complete the required assessment/oral interview/course assignments.
    - Trainee failed the required assessment and was deemed non-competent after assessment.
    - Trainee's employer is not the direct employer who pays the salary and CPF for the trainee during the course duration period.



## System Requirement (Synchronous E-learning)

### Must have:

Please ensure your devices fulfill the following requirements.

- Operating Systems: Windows 10/11 or MacOS
- Webcam
- Microphone
- Zoom desktop application
- Web Browser (Preferably Chrome)
- Application to view PDF file (Preferably Adobe Reader)
- Internet Connection: Wired or Wireless Broadband (Preferably wired connection for stability)

### Not recommended:

- Both cellphone and tablets are not recommended due to their smaller screen size, which might cause discomfort and strain to trainee throughout the course's duration.

## E-Certificate Issuance and Retrieval

1. At the end of the WSQ course, trainees are required to log in to MySkillsfuture portal at [myskillsfuture.gov.sg](https://myskillsfuture.gov.sg) with their Singpass to update their contact details (i.e. email address and handphone number) so that they can receive system-generated notifications informing them that their e-Certs are ready for downloading.
2. Upon successful completion of the WSQ course, trainees may access their e-Certs 3 weeks from the end of course date by logging into MySkillsfuture portal at [myskillsfuture.gov.sg](https://myskillsfuture.gov.sg) with their Singpass. The e-Certs can be found in the 'Certificates' tab of the trainee's Skills Passport upon login. Please click [HERE](#) for the process.
3. To download WSQ e-Certs, trainees are to log in to the MySkillsFuture portal via Singpass > go to Skills Passport > Certificates.  
Please note that WSQ e-Certs will not be generated for voided, exempted and Not-Yet-Competent assessment results.
4. Foreign trainees can retrieve their WSQ e-Certs from MySkillsFuture portal > go to 'Digital Services' > under 'Individuals', click 'Download Certificates' > click 'No Portal ID' > enter the relevant information to retrieve your certificates.

## Course Venue

**Virtual/Synchronous E-learning** (*Current popular mode of training*)

**In-Person Training @ [The Plaza, 7500A Beach Road, #12-324, Singapore 199591](#)** (*Subject to demand/Safe Management Measures*)