



WSQ: Develop a Risk Management Implementation Plan (bizSAFE Level 2)

Synchronous e-learning Popular Mode / Classroom — 16 / 2 hours

Course Ref. No.: TGS-2012500973

Skill Code: WPH-WSH-4075-1.1

Course Validity Period: 1st January 2019 – 13th October 2025

Overview

Under the WSH (Risk Management) Regulations, risk management must be conducted at all workplaces to identify workplace hazards, evaluate risks and implement control measures.

This 2-day course aims to inform duty holders of their obligations under the Workplace Safety & Health (WSH) Act and WSH (Risk Management) Regulations, and empowers participants with the knowledge on the systematic process for implementing risk management, from identification of hazards and evaluation of associated risks to implementation of relevant risk control measures.

With effect from 26 September 2017, management of terror threats is incorporated as part of workplace risk management together with all other hazards. Hence, this course includes an additional module on SGSecure, which includes identifying potential workplace terror threats and implementing necessary risk control measures, planning of emergency evacuation routes and hiding locations in the workplaces. Risk communication, a requirement under WSH (Risk Management) Regulations, must now include SGSecure tenets.

The Code of Practice on WSH Risk Management (RMCP), 3rd Revision, was launched on 10 November 2021. The key changes to the risk management process include workplace preparedness for infectious disease outbreaks, employee mental well-being and terrorist threats.

Participants can be top management, managers and supervisors in operations and Human Resource Managers. Under the Code of Practice in WSH Risk Management, Section 4.4 Human Resource Manager, there are general requirements for Human Resource in meeting WSH requirements too.

This course is required for all **RM Leaders** of organisations and **RA Leaders** of departments, functions or locations, to learn and apply risk assessment and risk control methodologies and lead their organisations/departments/functions/locations to comply with the WSH (Risk Management) Regulations. Participants will work on their real work scenarios in various workshop group exercises throughout the two days. Participants from the same organisation can be grouped together for more effective and relevant group discussion and application.

Upon successful completion of this course, attendees will be conferred a Statement of Attainment (SOA) by SkillsFuture Singapore (SSG), which deems the RM and RA Leaders competent to lead their RM or RA teams in risk management (Code of Practice in WSH Risk Management).

The Statement of Attainment (e-Cert) can be used to apply for bizSAFE Level 2 recognition for the organisation by the Workplace Safety and Health Council (WSHC) and the Singapore Ministry of Manpower (MOM), together with a certificate of attendance from the [bizSAFE Level 1](#) “Workshop for CEO/Top Management” attended by a top management personnel.

Please note: If the RM 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-402E-1) and Competency Unit (i.e. Develop a Risk Management Implementation Plan aka BizSafe Level 2) have been mapped to the new Technical Skills and Competencies (TSC) Code (i.e. WPH-WSH-4075-1.1) and TSC Title (i.e. Workplace Safety and Health Control Measures) under the Skills Framework for Workplace Safety and Health effective from 12 Oct 2020.



Objective

This course aims to empower the participants to have understanding of the Risk Management Process such as

1. Know the formation of risk management team
2. Familiar with risk identification, risk evaluation and risk control measures
3. SGSecure and its application for workplace safety and security
4. Know the knowledge of risk communication and record-keeping
5. Be able to develop a practical risk management implementation plan for the organisation

Who Should Attend?

Risk Management Leaders and Risk Assessment Leaders of an organisation, such as Directors, Managers, Heads of Departments, Supervisors, Team Leaders from Operations, Human Resources, Engineering, Facilities Management, Security, Safety, etc.

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

Course Outline

- Organisational Workplace Safety and Health (WSH) Policy
- Verify the expectations of a risk Management Champion/Risk Management Team Leader
- Workplace Safety and Health Risk Management Regulations requirements
- Form a risk management team
- Risk management process
- Risk Assessment
- Establish hazard identification methodology
- Classification of WSH hazards
- Hazards associated with tools, equipment, materials and machines
- Hazards associated with work processes/activities, workplace conditions and environment
- At-risk behaviours
- Concept of risk assessment
- Establish risk assessment methodology
- Establish risk control measures methodology
- Develop a workplace risk management plan
- What is SGSecure
- Stakeholders of SGSecure in Workplace Safety, Health and Security
- Roles of Risk Management Champions, RM Leaders and RA Leaders in SGSecure
- Identifying workplace terror threats and implementing risk control measures
- Formulating a Risk Assessment on terror threats
- SGSecure deliverables in bizSAFE certification in levels 1 to 3
- Appointing SGSecure Representatives
- Present the risk management plan
- Risk Communication of all identified hazards, risks evaluated and implemented risk control measures and SGSecure tenets
- Brief introduction to COVID-19 Safe Management Measures

Continuing Professional Development

Est. PDUs: 14, subject to PEB's approval (PDU: Professional Development Unit; PEB: Professional Engineers Board Singapore)

Course Duration & Assessment

16 hours

Day 1-2: 9am – 6pm

Lunch break: 12pm – 1pm

Mode of assessment: Written & Oral Questioning

Course Schedule

Click [HERE](#) for **Synchronous E-learning** course schedule

Click [HERE](#) for **In-person** course schedule

In-house runs

For in-house runs at your venue,

- subject to minimum number of trainees
- customised training packages are also available upon request
- please email your preferred date(s) to safety@bond-intl.com

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 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	\$380.00	\$380.00	\$380.00	\$380.00
SkillsFuture Funding	\$190.00	\$266.00	\$266.00	Not Applicable
Total Nett Fee	\$190.00	\$114.00	\$114.00	\$380.00
GST (9% x \$380)	\$34.20	\$34.20	\$34.20	\$34.20
Total Fee Payable to Bond International Consultants Pte Ltd	\$224.20	\$148.20	\$148.20	\$414.20

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:** 16 hours
- **Mode of training:** Synchronous E-learning / Classroom
- **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 million¹
- **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 the 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: 14th April 2020 – 13th 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:** 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 2025)

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: [Website](#) / [PDF](#).

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](tel: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 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](https://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	\$380.00	\$380.00	\$380.00
SkillsFuture Funding	\$190.00	\$266.00	Not Applicable
Total Nett Fee	\$190.00	\$114.00	\$380.00
GST (9% x \$380)	\$34.20	\$34.20	\$34.20
Total Fee Payable to Bond International Consultants Pte Ltd	\$224.20	\$148.20	\$414.20

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:** 16 hours
- **Mode of training:** Synchronous E-learning / Classroom
- **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: 14th April 2020 – 13th 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 2 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 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. 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 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 100% 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**
 - 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.
 - 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.
 - 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.

Written assessment – virtual and/or physical (other dates)

For Virtual Live Classes conducted via Zoom, the written assessment will be administered using Mettl (if applicable).

Important Notice:

A Windows/Macintosh computer is required to install and run the Mettl Secure Browser.

- The test duration is 60 minutes, and a 100% score is required to pass.
- You will receive a Mettl test link to access the assessment.
- Do not open any other programs or browser tabs during the test. Mettl will issue a warning and pause the test if any external applications are detected.
- Your entire face must remain visible within the test browser window at all times. Mettl will issue a warning and pause the test if off-screen activities are detected.
- Exceeding the maximum number of warnings will result in the test being automatically terminated.
- If you experience technical difficulties that prevent you from accessing the Mettl Secure Browser, you will be required to attend a 1-hour, in-person makeup test at our Education Centre.

E-Certificate Issuance and Retrieval

1. Upon successful completion of the WSQ course, trainees may access their e-Certs 3 working days from the course end date by logging into MySkillsFuture portal at myskillsfuture.gov.sg with their Singpass. Please click [HERE](#) for the process.
2. Foreign trainees without Singpass can retrieve their WSQ Statement of Attainment from [MySkillsFuture portal](#) by entering the relevant information and **Institution UEN: 200103238E**.
3. Please note that WSQ e-Certs will not be generated for voided, exempted and Not-Yet-Competent assessment results.

Course Venue

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

In-Person Training (Training locations below)

Shaw Foundation Alumni House @ NUS

11 Kent Ridge Drive, Singapore 119244



How to Get There

MRT:

- From **Kent Ridge MRT (CC24)**: Take Exit A and board NUS Internal Shuttle Bus D2 to *Shaw Foundation Alumni House*.

OR

- From **Haw Par Villa MRT (CC25)**: Take Bus 200 and alight at **Opp Heng Mui Keng Terrace**. Walk 5 minutes to *Shaw Foundation Alumni House*.

Bus:

- 95, 96, 151, 200 (Alight at **Opp Heng Mui Keng Terrace**)
- 10, 30, 33, 188, 189 (Alight at **Kent Ridge Terminal** and transfer to NUS Internal Shuttle)

Parking Options:

- Shaw Foundation Alumni House Car Park** (Limited lots available)
- University Hall Car Park** (Short walk to venue)
- Kent Ridge MRT Car Park** (Take NUS Internal Shuttle Bus D2 to *Shaw Foundation Alumni House*)

The Plaza

7500A Beach Road, Singapore 199591



How to Get There

MRT:

- From **Bugis Junction MRT**. Exit using **MRT EXIT E to DUO Tower**. Walk 5 minutes towards Parkroyal Hotel on Beach Road. Enter from hotel entrance and walk to hotel rear interconnecting link to The Plaza Office Block lift lobby.

OR

- From **Nicoll Highway MRT**. Walk along the overhead bridge to Pan Pacific Suites to The Plaza Office Block lift lobby.

Bus:

- 10, 14, 16, 70, 196 (alight at **The Concourse, Nicoll Highway**)
- 100, 107, 961, 980 (alight at **Parkroyal Hotel on Beach Road**)

Parking Options:

- URA parking along Beach Road or the side roads; or
- The Plaza Multi-storey / Ballroom car park.
 - See parking charges [here](#)
- Do not park at the Hotel Driveway Carpark.



Bond International Consultants Pte Ltd (UEN: 200103238E)
The Plaza, 7500A Beach Road, #12-324, Singapore 199591
Tel: (65)64402166 www.bond-intl.com

Withdrawal / Refund Policy / Appeal Policy

No withdrawal or refund of course fee is allowed. All deferments/transfers/replacements/withdrawals are considered on a case-by-case basis and subject for approval. An administrative fee of \$15 before prevailing GST will be imposed for all approved refunds/deferments/transfers/replacements/withdrawals.

For deferment/transfer/withdrawal of courses, a written notice must be submitted and received by Bond International Consultants Pte Ltd two weeks before course commencement.

For replacement of participant, a written notice, together with the full particulars of the new participant, must be submitted and received by Bond International Consultants Pte Ltd two weeks before the course commences.

Assessment Appeal Form - [Download](#)