Develop a Risk Management Implementation Plan (bizSAFE Level 2)

Facilitated by a practising Workplace Safety & Health (WSH) Auditor experienced in Risk Management audits

Classroom Facilitated Training | 2 days (16 hours)

Overview

bizSAFE Level 2 equips participants with the essential knowledge and practical skills to lead workplace risk management activities in compliance with Singapore's Workplace Safety & Health (WSH) Act and WSH (Risk Management) Regulations.

This WSQ-certified training programme is recognised under the **bizSAFE Level 3 Risk Management (RM) Audit** Checklist (Item 2.1). Organisations applying for/renewing bizSAFE Level 3 must ensure that their appointed Risk Assessment (RA)/Risk Management (RM) team leaders are competent, with formal risk management training such as this course, to demonstrate compliance during the RM audit.

This 2-day course emphasises practical risk identification, evaluation, and control, enabling organisations to develop and implement an effective **Risk Management Implementation Plan** aligned with regulatory and audit expectations.

Upon successful completion, participants will be awarded an SSG Statement of Attainment (SOA). This recognised qualification enables organisations to attain bizSAFE Level 2 status with the Workplace Safety and Health Council (WSHC) and provides a clear progression pathway towards bizSAFE Level 3 certification.

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.

Why Choose Our bizSAFE Level 2 Course

Training is conducted by Bond International's principal trainer, a practising WSH Auditor who **personally conducts bizSAFE Level 3 Risk Management audits**, providing participants with valuable insights into actual RM audit expectations, common non-conformities, and audit-ready practices. This value-add is particularly beneficial for trainees supporting their organisations in preparing for bizSAFE Level 3 recognition.

What You Will Gain

This course aims to equip participants with the knowledge and practical skills to develop, implement and present a Risk Management Implementation Plan, in accordance with the WSH (Risk Management) Regulations, the Code of Practice on WSH Risk Management (Third Revision 2021).

Upon completion of the course, participants will be able to:

- Establish and support the Risk Management (RM) team and understand the roles and responsibilities of RM and RA Leaders
- Apply systematic hazard identification, risk evaluation and risk control methodologies using the hierarchy of controls, including a wide spectrum of hazards such as physical, mechanical, electrical, chemical, biological, and psychosocial risks.
- Identify and assess emerging workplace hazards, including preparedness for terrorism threats, infectious disease outbreaks (e.g., epidemics and pandemics), personal health risks, and factors affecting mental well-being.
- Communicate identified risks, implemented controls and responsibilities effectively
- Maintain appropriate risk management documentation and records
- Develop and present a practical Risk Management Implementation Plan aligned with organisational needs and audit expectations
- Understand the role of SGSecure and workplace security considerations as part of an integrated risk management approach

Who Should Attend?

This course is designed for **appointed Risk Management (RM) Leaders at the organisational level** and **Risk Assessment (RA) Leaders at the department, function or site level**, who are required to lead and implement risk management in accordance with the WSH (Risk Management) Regulations.

Through **guided workshops and group exercises** conducted over the two-day programme, participants will learn and apply risk assessment and risk control methodologies using **real workplace scenarios**, enabling them to translate regulatory requirements into practical implementation.

For organisations sending multiple participants, **participants from the same organisation can be grouped together** during workshop activities for more focused discussion and application. The **worksheets and outputs developed during group activities** can be further refined and used as part of the organisation's preparation **for the bizSAFE Level 3 Risk Management (RM) audit**, providing added value beyond the classroom.

This course is suitable for:

- Top Management and Senior Executives
- Managers and Supervisors
- Human Resource (HR) Managers and HR Professionals
- Appointed Risk Assessment (RA) / Risk Management (RM) Team Leaders or Members

The Code of Practice on Workplace Safety and Health (WSH) Risk Management, Section 4.4 (Human Resource Manager) outlines general responsibilities for HR functions in supporting and meeting organisational WSH requirements. As such, HR managers play an important role in ensuring risk management measures are effectively implemented, communicated, and supported across the organisation.

This course enables participants from both **operational and support functions** to understand their roles in workplace risk management and to contribute meaningfully towards regulatory compliance and bizSAFE Level 3 readiness.

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

- **Workplace Safety and Health (WSH) Framework**
  Organisational WSH policy, WSH (Risk Management) Regulations and RMCP requirements; roles of RM Champions, RM Leaders and RA Leaders
- **Risk Management Team and Process**
  Formation of the Risk Management (RM) team and overview of the risk management process
- **Hazard Identification**
  Identification and classification of workplace hazards arising from equipment, materials, work activities, workplace environment, unsafe behaviours and emerging risks (including security-related hazards)
- **Risk Evaluation**
  Principles of risk assessment, risk matrix, risk evaluation criteria and risk prioritisation
- **Risk Control Measures**
  Application of the hierarchy of controls, selection and implementation of appropriate risk control measures
- **Risk Management Implementation Plan**
  Development of a practical workplace Risk Management Implementation Plan, including roles, responsibilities and timelines
- **Risk Communication and Record-Keeping**
  Communication of identified hazards, risks and control measures, and maintenance of RM documentation and records

- **SGSecure and Workplace Security Awareness**
  Overview of SGSecure, identification of workplace security threats, and incorporation of SGSecure considerations into risk assessments for bizSAFE Levels 1 to 3
- **Presentation and Application**
  Group-based application using real workplace scenarios and presentation of the Risk Management Implementation Plan

Continuing Professional Development

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

Course Duration & Assessment

Course Duration: 16 hours / 2 days

Day 1 & 2: 9am – 6pm

Lunch break: 12pm – 1pm

Mode of training: Classroom Facilitated Training

Mode of assessment: Written & Oral Questioning

Course Schedule

Click **HERE** for **Classroom Facilitated Training** 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

For employers who sponsor trainees for this course, funding available:

- **Course Fee Funding up to 70%** (SC/PR)
- **Absentee Payroll** Funding (SC/PR)
- **SFEC** Funding 90% for out-of-pocket expenses (SC/PR/**Foreigner**) for eligible companies. Unused SFEC credits expire on 30 November 2026. Course must be completed before 30 November 2026.

SC: Singapore Citizen; **PR:** Permanent Resident.

Type	**SC<40yo & PR**	**SC aged 40 years old & above**	**SME-sponsored local employees (i.e. SCs & PRs)**	**Foreigners**
SkillsFuture Funding	**Baseline**	**Mid-career Enhanced Subsidy**	**Enhanced Training Support for SMEs**	**-**
Course Fee	$380.00	$380.00	$380.00	$380.00
SkillsFuture Funding	$190.00	$266.00	$266.00	-
Net Course Fee	**$190.00**	**$114.00**	**$114.00**	**$380.00**
GST (9% x $380)	$34.20	$34.20	$34.20	$34.20
Total Payable (Incl. GST)	$224.20	$148.20	$148.20	$414.20

Conducted by practising WSH Auditor (RM audit experienced)

Additional Absentee Payroll Funding and/or SFEC funding after course completion, subject to SSG terms & conditions.

Training Grant Eligibility and Approval Criteria for Employer-sponsored Trainee:

- Trainees must be Singapore Citizens/PRs employed by the Sponsoring Employer under the Employment Act with active **CPF contributions**.
- **CPF contribution** for employer-sponsored trainees to demonstrate employer-employee relationship. Trainee must be employed by the Sponsoring Employer, according to the Employment Act, except for sole proprietors, partners, working directors, commission-based agents and members of co-operatives.
- The Sponsoring Employer must fully sponsor and pay the course fees
- Trainees must:
- be full-time or permanent part-time employees of the Sponsoring Employer;
- continue to receive their salary with CPF contribution from the Sponsoring Employer when they attend training;
- complete the course whilst under employment of the Sponsoring Employer; 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 Sponsoring 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 – 16th February 2029)

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

1. Trainee completed the course successfully.
2. Course fee paid fully.
3. SSG sends email to Employer* to submit AP Declaration (salary, worked hours, PayNow details).
   * Employer's UEN must be the direct employer of trainee(s) in salary and CPF contribution.
4. SSG disburses to Employer via PayNow.
5. Not applicable to government entities & entities whose manpower costs are government-funded, subject to SSG's prevailing terms and conditions.

For Absentee Payroll claim guide, please click HERE.

C. SkillsFuture Enterprise Credit

(SFEC Support Period: 10th October 2020 – 30th November 2026)

Eligible employers can claim up to 90% funding for out-of-pocket expenses (remaining course fees after SSG funding) for this course.
As a 'Workforce Transformation' supportable programme, you can utilize your one-off $10,000 credit to further reduce training costs.
Note: Training must be completed by 30 November 2026 to be eligible for the current tranche of SFEC credits.
A new version of SFEC will launch on 1 December 2026, which may change how credits are applied.

SME eligibility criteria:

- Registered or incorporated in Singapore.
- Employment size of not more than 200 or with annual sales turnover of not more than $100 million.
  Source: Enhanced Training Support for SMEs

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.

Course fee for individual-sponsored trainee

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.*

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.
- **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

Course Fee Funding

(Funding Support Period: 14th April 2020 – 16th February 2029)

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.

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

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. 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.
6. 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.
7. **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.

E-Certificate Issuance and Retrieval

1. Upon successful completion of the course, trainees may access their e-Certificates 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 e-Certificates from **MySkillsFuture portal** by entering the relevant information and **Institution UEN: 200103238E**.
3. Please note that e-Certificates will not be generated for voided, exempted and Not-Yet-Competent assessment results.

Under Skills Framework for WSH in TPGateway 2020, new Technical Skills and Competencies (TSC) Code: WPH-WSH-4075-1.1- Workplace Safety and Health Control Measures replaced bizSAFE Level 2 WSQ: Competency Code: MF-COM-402E-1 – Develop a Risk Management Implementation Plan.

Course Ref. No.: TGS-2012500973 Skill Code: WPH-WSH-4075-1.1 Current Course Validity Cycle: 1st January 2019 – 16th February 2029

Course Venue

Classroom Facilitated Training (Training locations below)

Shaw Foundation Alumni House @ NUS

11 Kent Ridge Drive, Singapore 119244

How to Get There

Travel Guide: [Download]

MRT:

- From **Kent Ridge MRT**:
  - Take Exit A from the station and walk to the bus stop directly in front of the exit
  - Take internal shuttle bus service A1 from bus stop 18331 (Kent Ridge Station)
  - Alight at the eighth bus stop (AS5)
  - Walk another 100m down and you will see Shaw Foundation Alumni House on your left.

- From **Haw Par Villa MRT**:
  - 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)
- **Kent Ridge MRT Car Park** (Take NUS Internal Shuttle Bus A2 to *Shaw Foundation Alumni House*)

Parking Options:

- **Shaw Foundation Alumni House Car** Park (Limited lots available)
- **University Hall Car Park** (Short walk to venue)

NUS Internal Shuttle Bus:

- Click [HERE] for more information.

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.

- 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.

Last updated on 15 June 2026

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 $50 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