



Develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan (bizSAFE Level 4)

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

Blended Learning — Synchronous E-learning (Day 1), Classroom Facilitated Training (Day 2-4)

Overview

The bizSAFE Level 4 Course (Develop a WSH Management System Implementation Plan) equips organisations with the knowledge and practical tools to develop a Workplace Safety & Health Management System (WSHMS) aligned with the SS ISO 45001 Occupational Health & Safety Management System Standard.

This 4-day WSQ workshop prepares your appointed **WSHMS Champion** to lead the development and implementation of a structured WSH management system for your organisation.

Many companies choose to attend bizSAFE Level 4 early, even **before** their Level 3 audit.

Why attend bizSAFE Level 4 now:

- Gain early exposure to WSHMS elements such as **Emergency Response Plan, Incident Reporting, Training & Competency**, which are required during the **bizSAFE Level 3 audit**.
- Move beyond Risk Management System (bizSAFE Level 2) into a full Workplace Safety & Health Management System (WSHMS) based on ISO 45001.

Upon successful completion, participants will receive a **Statement of Attainment (SOA)** issued by SkillsFuture Singapore (SSG), which 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.

Why Train With Us

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 WSH audit expectations, common non-conformities, and audit-ready practices. This value-add is particularly beneficial for organisations developing their WSHMS and preparing for bizSAFE Level 4 recognition and bizSAFE Star certification.

What you will gain

This course equips your appointed WSHMS Champion with the knowledge and practical skills to develop and implement a Workplace Safety & Health Management System (WSHMS) aligned with SS ISO 45001 — the same standard assessed during the bizSAFE Star audit.

Upon completion, participants will be able to:

- Understand the structure and requirements of SS ISO 45001 Occupational Health & Safety Management System
- Apply ISO 45001 clause-by-clause requirements to develop a practical WSHMS implementation plan for your organization
- Establish and document key WSHMS elements including Emergency Response Plan, Incident Reporting procedures, Training & Competency records, and Legal Compliance tracking
- Identify the linkages between your existing Risk Management System (bizSAFE Level 2) and a full WSHMS (bizSAFE Level 4)
- Understand what WSHMS auditors look for during the bizSAFE Star certification audit — including common non-conformities and documentation gaps
- Develop a structured WSHMS implementation roadmap aligned with your organisation's operations and bizSAFE progression timeline



Who Should Attend?

This course is designed for the **appointed WSHMS Champion** of the organisation — the person responsible for developing and implementing the company's Workplace Safety & Health Management System.

Suitable attendees include:

- Directors and business owners (particularly SMEs pursuing government tender eligibility)
- Operations, Engineering, Human Resources, or Safety/Security Managers and Heads of Department
- Safety personnel responsible for WSHMS documentation and audit readiness
- WSHMS Champions replacing a predecessor who has left the organization

It is strongly recommended that participants have attended the [bizSAFE Level 2 course](#) or have equivalent knowledge of workplace Risk Management before attending.

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 the Employability Skills (ES) Level 5

Assumed Attitude, Skills and Knowledge

Participants are assumed to:

- have an in-depth knowledge of their organisational products /services
- have an in-depth knowledge of their organisational safety management system
- have an in-depth understanding of their organisational safety and health needs
- have an in-depth knowledge on sources of workplace hazards
- have an in-depth skills and knowledge in hazard identification, risk assessment and risk management as well as the hierarchy of risk control measures
- be self-directed and proactive towards problem-solving of safety issues
- be able to lead, communicate and with good presentation skills
- have an analytical mind with people management skills

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)



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

Course Duration & Assessment

Duration: 30 hours / 4 days

Day 1: 9am – 4pm (Synchronous e-learning)

Day 2 - 4: 9am – 6pm (Classroom Facilitated Training)

Lunch break: 12pm – 1pm

Mode of training: Synchronous e-learning and Classroom Facilitated Training

Mode of assessment: Written & Oral Questioning

Course Schedule

Click [HERE](#) for **Blended learning** 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	\$798.00	\$798.00	\$798.00	\$798.00
SkillsFuture Funding	\$399.00	\$558.60	\$558.60	-
Net Course Fee	\$399.00	\$239.40	\$239.40	\$798.00
GST (9% x \$798)	\$71.82	\$71.82	\$71.82	\$71.82
Total Payable (Incl. GST)	\$470.82	\$311.22	\$311.22	\$869.82

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](tel: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](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	\$798.00	\$798.00	\$798.00
SkillsFuture Funding	\$399.00	\$558.60	Not Applicable
Total Nett Fee	\$399.00	\$239.40	\$798.00
GST (9% x \$380)	\$71.82	\$71.82	\$71.82
Total Fee Payable to Bond International Consultants Pte Ltd	\$470.82	\$311.22	\$869.82

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 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 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:67855785).

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**
 - 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.



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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-4086-1.1- Workplace Safety and Health System Management replaced bizSAFE Level 4 WSQ: Competency Code: MF-COM-403E-1 – Develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan.

Course Ref. No.: TGS-2013500099 Skill Code: WPH-WSH-4086-1.1 Current Course Validity Cycle: 1st January 2019 – 16th February 2029

Course Venue

Synchronous e-learning & 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.



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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](#)