



CONCORD ASSOCIATES PTE LTD

Management Consultants for Occupational Safety & Health (Since 1982)
Approved Safety Audit Firm by Ministry of Manpower & Housing & Development Board
Accredited by NEA to conduct Safety Audit for Handling of Hazardous Substances
MOM Accredited Training Provider & MOM Approved Risk Consultants
WSH Council Approved CultureSAFE Consultant Organisation
HPB Approved Workplace Health Promotion Consultants
WDA Approved Training Organisation



INVESTIGATE WSH INCIDENTS (WP-CA-301C-1) A Singapore Workforce Skills Qualifications (WSQ) programme under the Singapore Workforce Development Agency (WDA) (Ref. No.: CA-WSQ-2013-004428)

FOR WHOM:

Management, Health & Safety Personnel, WSH Coordinators & Line Supervisors

ENTRY REQUIREMENTS:

Workplace literacy and numeracy Level 5 under Employability Skills System (ESS) or equivalent

REQUIRED DOCUMENTS (To be attached during registration):

NRIC ; Work Permit or MOM In-Principle Approval (IPA) Letter

COURSE OUTLINE:

1. Classify types of incidents in accordance with WSH legal requirements and organisational procedures.
2. Assist in notification of incidents to relevant stakeholders in accordance with organisational procedures.
3. Identify and isolate any immediate hazards at the incident scene in accordance with organisational procedures.
4. Arrange for immediate medical assistance in accordance with organisational procedures in case of injury.
5. Coordinate with WSH incident investigation team to conduct WSH incident investigation in accordance with organisational procedures.

COURSE OBJECTIVE:

This competency unit is designed for persons typically at supervisory level with assigned coordination role in WSH responsibilities and possesses some WSH knowledge and skills. It is also relevant for small business operations and self-employed people. It is one of the core units required for the qualification for those who intent to attain the Advanced Certificate in WSH.

COURSE ATTENDANCE:

100% of physical attendance is required. **Late comers** would not be entertained.

For further enquiries,
please call: 6339-2205 / 6339-3114
or email to:
training@concordassociates.com.sg

COURSE CERTIFICATION:

Participants who have successfully completed both course & assessment will be awarded with Certificate of competency issued by WDA

ADMINISTRATIVE DETAILS:

- **Venue** : 18 Boon Lay Way, #08-109, 18@Tradehub 21, S(609966)
- **Language** : English
- **Time** : 9.00am to 6.00pm
- **Duration** : 17 hours (2 sessions)
- **Fee with GST** : \$385.20 per participant
- **Funding** : available through Skillsconnect (www.skillsconnect.gov.sg) *terms and conditions apply*



Company Name (to be billed): _____

Company Address: _____

 _____ S(_____)

Contact Person: _____

Contact Number: _____ (O) _____ (HP) _____ (F)

Course Venue: 18 Boon Lay Way, #08-109, 18@Tradehub 21, S(609966)

Preferred Course Date: _____

Nature of Industry: _____

Email Address: _____

S/N	FULL NAME in BLOCK LETTERS (As in NRIC / PASSPORT)	GENDER (M/F)	NRIC NO. / PASSPORT NO. (For Singaporeans or PR's only)	WP or E-PASS NO. / FIN NO. (For Foreigners only)	DATE OF BIRTH (DD/MM/YYYY)	NATIONALITY	RESIDENTIAL STATUS	HIGHEST QUALIFICATION CERTIFICATE RECEIVED
1			(NRIC)	(WP/E-PASS)				
			(PP)	(FIN)				
2			(NRIC)	(WP/E-PASS)				
			(PP)	(FIN)				
3			(NRIC)	(WP/E-PASS)				
			(PP)	(FIN)				
4			(NRIC)	(WP/E-PASS)				
			(PP)	(FIN)				

PAYMENT MODE: CASH CHEQUE No: _____ Cheque Name: _____ Amount: S\$ _____

All cheque payments should be crossed and made payable to '**CONCORD ASSOCIATES PTE LTD**'.
 Please write the Company's Name, Course Title/Date & Applicants' Name(s) behind the cheque.

DECLARATION:

*I/We hereby confirm that all information given in this application is accurate.

CANCELLATION & WITHDRAWAL:

NO Withdrawal/Postponement/Cancellation/Refund will be given once the above applicant(s) is/are registered for this course.

DISCLAIMER:

Concord Associates Pte Ltd reserves the right to **cancel/postpone** this course at short notice & at its absolute discretion without assigning any reason for such cancellation/postponements.

Concord Associates Pte Ltd reserves the right to discard all certificate(s)/ID card(s) that has/have not been collected for more than 1 month from the assessment date.

REQUIRED DOCUMENT(S): - To be attached during course registration.

1. A copy of applicant's NRIC / Work Permit / In-Principle Approval (IPA) Letter
2. A copy of applicant's highest education certificate **OR** company declaration letter

COURSE FEE (incl. of GST):

WSQ Investigate WSH Incidents: \$385.20/pax

COURSE TYPE / DURATION / TIME - Please tick accordingly.

WSQ Investigate WSH Incidents 0900 to 1800 (2 Days)

FOR OFFICIAL USE ONLY:

Received Via: Email / Fax / Walk-in / Online

Processing Officer: _____

Processing Date: _____

FOR OFFICIAL USE ONLY:

Official Invoice No: _____

Total Course Fee: S\$ _____

NAME / SIGNATURE / DATE / COMPANY STAMP (for company application only)

I hereby confirm that the above applicant(s) is/are able to communicate and write the language registered, and those who do not meet the requirements shall not be allowed to join in the class.