



DEVELOP A RISK MANAGEMENT IMPLEMENTATION PLAN COURSE

Reference Number: CRS-Q-003167-MF

Course Aim: On completion of this unit, learners will acquire the knowledge and skills to be a Risk Management (RM) Team Leader/RM Champion for the organization in reducing risks at source by managing the RM process at workplace. It involves developing a practical RM implementation plan for the organization which identify specific actions to be taken, by whom and time for their completion. It also entails formation of RM team, risk assessment (RA), controlling and monitoring the risks, communicating these risks to all persons involved and in compliance with the RM Code of Practice (RMCP).

Course Outline:

1. Verify the expectations of a RM champion with relevant person in accordance with organisational WSH policy
2. Form a RM team based on organisational WSH policy and in compliance with WSH (RM) Regulations requirement
3. Establish RA methodology for the workplace to manage the identified risks to a level as low as reasonably practicable by following the principles of hierarchy of control
4. Establish risk assessment methodology for the workplace to determine the risk levels of the identified hazards associated with any work activity or trade
5. Establish risk control measures methodology for the workplace to manage the identified risks to a level as low as reasonably practicable by following the principles of hierarchy of control
6. Develop a workplace risk management plan to implement the hazard identification, risk assessment, and risk control measures in accordance with organisational WSH policy
7. Present the risk management plan to relevant stakeholders for consideration in accordance with organisational procedures
8. Communicate the identified hazard, risk evaluated, and implemented risk control measures to the person concerned in accordance with risk management plan.
9. Introducing SGSecure into bizSAFE Programme and RM Implementation

Target Audience:

Management, Health & Safety Personnel, Line Supervisors, Team Leaders & Risk Management Champions

Course Attendance:

100% attendance

Certification:

Upon completion of the course and passing the assessment, SkillsFuture Singapore (SSG) will notify the trainee via Email/SMS to download the e-Statement of Attainment (SOA).

Course Details:

- ✚ Venue: 8 Boon Lay Way, #03-08, 8@Tradehub21, Singapore 609964
- ✚ Language: English
- ✚ Duration: 16 hours
- ✚ Time: 0900 to 1800 (2 full days)
- ✚ Fee: \$385.20/pax (incl. of GST)
- ✚ Funding: Available via SkillsConnect (Refer to www.skillsconnect.gov.sg)



CONCORD ASSOCIATES PTE LTD

Management Consultants for Occupational Safety & Health (Since 1982)

bizSAFE Level 1 (CEO/Top Management Workshop)
bizSAFE Level 2 (Develop A RM Implementation Plan)
bizSAFE Level 4 (Develop A WSHMS Implementation Plan)
bizSAFE COURSE REGISTRATION FORM

Company Name (to be billed): _____
Company Address: _____
S(_____)
Contact Person: _____
Contact Number: (O) _____ (HP) _____ (F) _____

Course Venue: 8 Boon Lay Way, #03-08, 8@Tradehub 21, S(609964)
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	DESIGNATION	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):

- bizSAFE Level 1: \$128.40/pax
 bizSAFE Level 2: \$385.20/pax
 bizSAFE Level 4: \$620.20/pax

COURSE TYPE / DURATION / TIME - Please tick accordingly.

- bizSAFE Level 1 (CEO/TOP MANAGEMENT WORKSHOP) / 3 hours / 0930 to 1230
 bizSAFE Level 2 (DEVELOP A RM IMPLEMENTATION PLAN) / 16 hours / 0900 to 1800
 bizSAFE Level 4 (DEVELOP A WSHMS IMPLEMENTATION PLAN) / 28 hours / 0900 to 1700

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.