

Coordinating the Implementation of COVID-19 Safe Management Measures Plan (SMMP) for Safe Management Officer

Synopsis

This workshop will allow participants to coordinate smooth implementation of the Safe Management Measures Implementation Plan (SMMIP) in their workplaces with the necessary resources. Participants will learn to understand the workplace risk assessment for COVID-19 situation. They will also learn to coordinate the implementation of the Safe Management Measures Implementation Plan (SMMIP) in their workplaces aligned to the tripartite partners' – the Ministry of Manpower (MOM), the National Trades Union Congress (NTUC) and the Singapore National Employers Federation (SNEF) Advisories.

Learning Outcome

Upon completion, the participants will be able to understand the relevant roles and responsibilities towards managing the COVID-19 risks in the workplace. In addition, they will also be able to implement a monitoring plan to monitor compliance with Safe Management Measurements within their respective workplace.

Key scope of coverage

- 1. Introduction COVID-19
- COVID-19 hazards and risks
- 3. Control Measures to mitigate the COVID-19 risks
- 4. Coordinating the implementation of SMM Plan
- 5. Safe Management Measures (SMM) Checklist
- 6. Core duties of the Safe Management Officer (SMO)
- 7. COVID-19 SMM Communication with a Plan
- Sharing of Industry Good Practices

Who should attend

For appointed SMO who wants to implement a monitoring plan to monitor compliance with Safe Management Measurements within their respective workplace (less Construction industry)

Details

Dates:

30 Sep 2020, 9.00am – 1.00pm
 28 Oct 2020, 9.00am – 1.00pm

2) 15 Oct 2020, 2.00pm - 6.00pm

4) 10 Nov 2020, 9.00am - 1.00pm

5) 27 Nov 2020, 2.00pm - 6.00pm

(Registration start 30 minutes prior to start time)

Mode of delivery: Virtual Learning via Zoom

SISO Member: \$\$53.50* **Others:** \$\$85.60*

*Fees include GST and e-training materials

*Funding Information for NTUC members:

NTUC members enjoy 50% unfunded course fee support for up to \$250 each year when you sign up for courses supported under UTAP (Union Training Assistance Programme). <u>Terms and conditions apply.</u>

For more information and registration:

Website: www.siso.edu.sg Email: registration@siso.org.sg Phone: 6513 0286

Registration Form:

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Part A				
Course Dates:				
Part B - Participants Details (attach a separate list if necessary)				
Salutation (Mr/Ms/Mdm)	Name (Please underline surname)	NRIC (last 4 characters; SXXXX123A)	Designation / Job Title	Mobile no:
Part C - Company Particulars				
Name of Company:				
Type of Industry:				
Name of Cont	act Person:		Designation:	
Tel:				Fax:
Email (for course correspondence):				
Part D - Billing Details				
Billing Address:				
Please tick as appropriate if you would like an invoice to the company: Yes No			e-Invoice for Government bodies Dept & Sub-business unit:	
SISO member (circle as appropriate): Yes/ No			(For official use only)	
*SISO membership no:			Cash or Cheque No. for S\$	

NOTE

1. Registration and Payment

Please submit completed form together with a crossed cheque, made payable to "SISO Academy Pte Ltd", to reach us no later than one week prior to the programme start date.

Please mail registration and cheque to:

SISO Academy Pte Ltd 167 Jalan Bukit Merah #02–13 Connection One

#02–13 Connection One, Tower 5, Singapore 150167

Account Name: SISO Academy Pte Ltd

Paynow UEN: 201612290Z

Bank Name: DBS Bank CURRENT ACCOUNT

(Bank/branch Code: 7171 / 012) Account Number: 012-902085-0

2. Withdrawal

If written notice of withdrawal is received: > 14 days before commencement of programme – full refund Between 3 & 13 working days – 70% refund Less than 3 working days - no refund

(Please note that programme confirmation can only be made 3 days before the commencement date)

3. Course Fee:

SISO Member: S\$53.50 Others: S\$85.60

(Fees include GST and e-training materials)

Visit our website at www.siso.edu.sg Email: registration@siso.org.sg

Phone: 6513 0286