



# 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
2. 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
8. 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:**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1) 30 Sep 2020, 9.00am – 1.00pm | 2) 15 Oct 2020, 2.00pm – 6.00pm |
| 3) 28 Oct 2020, 9.00am – 1.00pm | 4) 10 Nov 2020, 9.00am – 1.00pm |
| 5) 9 Dec 2020, 2.00pm – 6.00pm  |                                 |

(Registration start 30 minutes prior to start time)

**Mode of delivery:** Virtual Learning via Zoom

**SISO Member:** S\$53.50\*

**Others:** S\$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). [Terms and conditions apply.](#)*

**For more information and registration:**

**Website:** [www.siso.edu.sg](http://www.siso.edu.sg)

**Email:** [registration@siso.org.sg](mailto:registration@siso.org.sg)

**Phone:** 6513 0286

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

<b>Part A</b>				
<b>Course Dates:</b>				
<b>Part B - Participants Details (attach a separate list if necessary)</b>				
<b>Salutation</b> <i>(Mr/Ms/Mdm)</i>	<b>Name</b> <i>(Please underline surname)</i>	<b>NRIC</b> <i>(last 4 characters; SXXXX123A)</i>	<b>Designation / Job Title</b>	<b>Mobile no:</b>
<b>Part C - Company Particulars</b>				
<b>Name of Company:</b>				
<b>Type of Industry:</b>				
<b>Name of Contact Person:</b>			<b>Designation:</b>	
<b>Tel:</b>			<b>Fax:</b>	
<b>Email</b> <i>(for course correspondence):</i>				
<b>Part D - Billing Details</b>				
<b>Billing Address:</b>				
<b>Please tick as appropriate if you would like an invoice to the company:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>e-Invoice for Government bodies</b> Dept & Sub-business unit: _____	
<b>SISO member</b> <i>(circle as appropriate):</i> Yes/ No  *SISO membership no:			<i>(For official use only)</i>  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, 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](http://www.siso.edu.sg)

Email: [registration@siso.org.sg](mailto:registration@siso.org.sg)

Phone: **6513 0286**

*The Academy reserves the right to amend the programme content, or to cancel or change the date of the programme or the venue.*