



# EFFECTIVE SAFETY PROFESSIONAL COURSE (ESP)

## For Whom

- Practicing Workplace Safety and Health (WSH) Coordinators
- Individual who completed WSH coordinators course and intend to become a WSH coordinators
- Safety Supervisors
- Safety Officers

## Entry Requirement

This specially tailored practical oriented course aims to equip WSH professionals with practical knowledge, necessary skills and techniques to be effective safety leader.

The course is designed to guide the learner to achieve the learning objectives. Focus will be more on hands-on training and drills, less on theory. The skills and knowledge gained will enable the learners to be confident, knowledgeable, proactive WSH professionals in the workplace.

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## Course Content

- Qualities needed to be effective safety coordinator
- Conduct safety committee meeting
- Creating good monthly safety report
- Effective letter and email communication
- Understanding and implementing legal requirements
- Routine and Non Routine duties and responsibilities
- Conduct effective workplace inspection and prepare report and closure
- Handling the clients, consultants and sub-contractors
- Dealing with government authorities
- Handling accidents and emergencies
- Approaches in Investigating accidents and preparing report
- Checking Risk Assessments and SWP
- Effective maintenance of SMS and filing system
- Arranging safety audits and follow up
- Be an Effective safety leader and motivate the workforce
- Preparing and conducting effective training and tool box meeting
- Creating good Resume and attending Interviews
- Effective use of MS office and IT
- How to be a good team player to achieve organisational goals
- Participating in safety award competitions

## Course Duration

36 Hours (Spread over 9 evenings in the weekend – 4hrs per day)

## Key Person In-charge

Mr. Monish V (General Manager – Corporate Support Division)

## Medium of Instruction

English

## Teaching Methodology

- Face to Face class room teaching.

## Class Size

Maximum 20

## Funding & Claims

- UTAP

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## Course Fee Inclusive of GST

S\$ 545.00

## Certification

- Based on the successful completion of the course, learning activities and written assessment, a certificate of achievement endorsed by Eversafe Academy Pte. Ltd. will be issued to all participants.

## Course Venue

- 2 Kampong Kapor Rd, Little India, Singapore 208674
- 3 Soon Lee Street, #04-16&17, Pioneer Junction S627606
- 2 Joo Koon Road, Singapore 628966

## Renewal Points for professionals

SDU Points: NA

## Registration Venue

No. 2, Kampong Kapor Road, Little India, Near Jalan Besar, MRT Station Exit B, Singapore – 208674

No. 3, Soon Lee Street, #04-14/16 & 17, Pioneer Junction, Singapore – 627606.

No. 2, Joo Koon Road, Singapore – 628966.

No. 2, Wan Lee Road, Singapore – 627934.



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