**Annex: Checklist of Safe Management Measures (SMM) to resume WSH Training**

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| **Requirement** | **What Training Providers must provide when requested** |
| |  | | --- | | **To resume WSH training activities, all training providers must fulfil these requirements below.**  *Note: The relevant government agencies will take actions against errant employers, including the cessation of operations and enforcement.* | | **When inspected by any government agency, all Training Providers must be prepared to show that they have fulfilled these requirements.** |
| 1. **In-Person Training** |  |
| 1. All WSH training providers (TP) must put in place measures to comply with the prevailing safe management measures for the workplaces as stipulated by the Ministry of Manpower (MOM) published guidelines [https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mom.gov.sg%2Fcovid-19%2Frequirements-for-safe-management-measures&data=02%7C01%7Cstefan_goh%40wshc.sg%7C9a3079eb63ce4b06fc4e08d808f51f50%7C0af12b508f1940928ace4dce8f8253e0%7C0%7C0%7C637269196180764221&sdata=PJ5SZw9gHxKpe%2FZ9cd30Q1RWSHxQDmtBJ4bLB2hx8wE%3D&reserved=0) |  |
| 2. WSH Training providers are also reminded to implement the use of SafeEntry at the respective workplaces and training premises as mandated by the Ministry of Health (MOH) <https://www.safeentry.gov.sg>. | Maintaining an updated list of all staff, instructors; facilitators; and learners in an Excel spreadsheet with the following details such as:  a. Full name  b. NRIC/FIN  c. Work arrangements (“not working”, “work-from-home”, “onsite (shift work)” or “onsite (non-shift work)”)  d. Shift number for arrival/departure at workplace & break hours (if applicable)  e. Team number (if applicable) |
| **Requirement** | **What Training Providers must show when requested** |
| |  | | --- | | **To resume WSH training activities, all training providers must fulfil these requirements below.**  *Note: The relevant government agencies will take actions against errant employers, including the cessation of operations and enforcement.* | | **When inspected by any government agency, all training providers must be prepared to show that they have fulfilled these requirements.** |

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| **(ii) Safe Training Guidelines** |  |
| 3. WSH TPs will only be allowed to have an onsite workforce that is deemed necessary for the purposes of supporting training activities. This includes skeletal support and trainers/instructional staff. TPs are required to report your manpower details on the GoBusiness website at <https://covid.gobusiness.gov.sg/> | Show records / attendance of personnel at the workplace and training premises  Show how safe distancing measures are being carried out at training / practical areas, and other common areas where congregation of learners may occur.  Show learner’s individual practical and assessment plan |
| 4. WSH Training Providers are to refer to the relevant MOM Technical notes Part I/Part II and/or WSQ CS/CTAG for guidance on class sizes, bearing in mind the need to maintain safe distancing of at least 1-metre between learners and instructors. |
| 5. WSH Training Providers are to increase the frequency and intensity of cleaning/sanitising common touch points found on equipment and training aids based on frequency of use. This is particularly important during shift/split team changeovers and at the end of practical training session. (Adhere to sanitation and hygiene advisories disseminated by the NEA2). Such Equipment and Training Aids include (non-exhaustive):   * Hand-held – Measuring instruments, Explosive power tool * Machineries – MEWP, Cranes, Lifting Machines / Appliances, Hot-work machines * Structures – Scaffold, Simulators, Permanent chambers * PPE – Helmets, Gloves, Eye googles, Safety Harnesses, Shoes * Training aids – Manikin, Equipment Models | Show cleaning schedules, maintenance regime and any other relevant instructions /documents from cleaning service provider. |

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| **Requirement** | **What Training Providers must show when requested** |
| |  | | --- | | **To resume WSH training activities, all training providers must fulfil these requirements below.**  *Note: The relevant government agencies will take actions against errant employers, including the cessation of operations and enforcement.* | | **When inspected by any government agency, all training providers must be prepared to show that they have fulfilled these requirements.** |

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| 6. WSH Training providers (TP) should continue to adopt e-learning to the maximum extent for Supervisor, Manager and WSH Professional courses. TPs that have not been approved to conduct e-learning may submit their e-learning proposals to the WSHC CPT Branch for evaluation. |  |
| 7. For WSH courses residing under the WSQ framework(s), ATOs should abide by SkillsFuture Singapore (SSG)’s update on the arrangements for Continuing Education Training (CET) activities issued on 18 June 2020. Please refer to [SSG website](https://www.skillsconnect.gov.sg/sop/WebPageHandler?processName=WP_ListOfAnnouncement&project=L3E&seqid=100000010014725) for more information. |  |
| 8. For Occupational First-Aid Course (OFAC), training providers must abide by Singapore Resuscitation and First Aid Council (SRFAC)’s update on Resuming Training Safely issued on 23 June 2020. Please refer to [SRFAC](https://srfac.sg/news/) website for more information. |  |

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1 Class is defined as the same instructor(s), facilitators, learners assigned to a specific physical space, using the same equipment(s) and training aid(s).

2 https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines