



MOM/OSHD/2023-02

16 Feb 2023

To: Occupiers of Construction Worksites

WSH Coordinator Refresher Training

WSH Coordinators play a crucial role in strengthening WSH governance on the ground. They bridge WSH directives from the management to workers, and see to the implementation and compliance with WSH practices. It is thus imperative that they undergo continuous training to build up their competencies to assist the occupier in managing workplace injury risks.

2. The WSH Act requires the Employer and the Principal to take reasonably practicable measures to ensure the safety and health of the workers. This includes providing these workers with adequate training for them to perform their work. MOM requires <Name of Company>, as the Occupier and Principal/Employer, to send all the appointed WSH Coordinators working in your construction worksites to undergo the WSH Coordinator Refresher Training. These include the WSH Coordinators employed by the contractors and sub-contractors who are working in these worksites.

3. WSH Coordinators are required to complete the refresher training by the following deadlines:

- a. All WSH Coordinators in the construction sector who were trained before and on 31 December 2017 will have to complete their refresher training by 30 June 2023;
- b. All WSH Coordinators in the construction sector who were trained from 1 Jan 2018 till 31 Dec 2021 will have to complete their refresher training by 31 Dec 2023.



Priority for registration will be given to WSH Coordinators who are working in construction worksites where the contract sum is less than \$10 million, and those who need to meet the earlier deadline. WSH Coordinators who were informed earlier and have applied to attend the refresher training need not register for the training again.

4. The refresher training will be conducted in two parts:

- i) e-learning (estimated 5 hours), which can be carried out anywhere, anytime, and completed by different sections, at the participant's convenience using his/her mobile phones or any other internet-connected devices; AND
- ii) a one day in-person training session, **AFTER** the participant has completed his/her e-learning.

5. The refresher training provides new information not covered in the WSH Coordinators' Advanced Certificate in WSH course. Learners will be updated on the latest WSH developments, and key areas such as good WSH practices and effective management of contractors. There will be activities where they can apply their knowledge and skills to practical work scenarios.

6. The refresher training fees is estimated to be about \$100, at the company's cost, and should not be deducted from the WSH Coordinator's salary. You may contact either training provider, as listed below, to sign up your WSH Coordinator/s for the refresher training and register via the registration QR code. The training provider will assist with the setting up of email address account, if required, for any WSH Coordinator who does not have an email address account. The email address is necessary and required for the WSH Coordinator to access the e-learning.

	NTUC Learning Hub	SCAL Academy
Hotline Number	63365482	67939020
Registration QR Code		

7. All WSH Coordinators who attend the refresher training will have their training records updated in MOM WSH Training Record System (TRS). MOM shall conduct checks to ensure compliance of the training requirement for all your WSH Coordinators.

8. For any query pertaining to the WSH Coordinator Refresher Training, please email to wsh_training@wshc.sg.



Silas Sng
Commissioner
for Workplace Safety and Health

FAQs for WSH Coordinator Refresher Training**Course details - Effective Nov 2022 onwards**

S/N	Contents
1.	<p data-bbox="304 416 427 450"><u>Syllabus</u></p> <ol data-bbox="349 483 938 815" style="list-style-type: none"> 1. Roles and Responsibilities 2. Common Construction Worksite Activities 3. WSH Act and Subsidiary Legislations 4. Common Construction Worksite Hazards 5. Risk Management Plan 6. Critical Core Skills 7. Evidence of WSH Management System 8. Contractor management 9. Good WSH Practices 10. Incident Management <p data-bbox="304 857 432 891"><u>Structure</u></p> <ul data-bbox="349 931 1406 1061" style="list-style-type: none"> • Self-paced e-learning on 10 modules with assessment (asynchronous at own time which should be completed within a week) • In-person session with practical hands-on case studies, role plays and oral presentation (1 day) <p data-bbox="304 1104 1417 1167">Learners need to complete e-learning before attending the in-person physical training session.</p> <p data-bbox="304 1209 1425 1317">Learners will be updated on the latest WSH developments, and key areas such as good WSH practices and effective management of contractors. There will be activities where they can apply their knowledge and skills to practical work scenarios.</p>

FAQs to address the roll-out of WSH Coordinator Refresher Training

1. Who are required to attend the WSH Coordinator Refresher Training?

Construction companies (referring to both occupiers, and sub-contractors) are required to send WSH Coordinators they employ to go for the refresher training.

This refers to all workers who are playing the role of a WSH Coordinator regardless of whether they are appointed within or outside the regulatory requirements.

For workers who have completed the Advanced Certificate in WSH (Level B), but are not yet appointed as WSH Coordinators, they are not required to attend the refresher training, but we encourage companies to send their workers for the training if there are plans to deploy these workers as WSH Coordinators in future.

Practising WSH Coordinators who hold the Safety Coordinator Training Course (SCTC) certificate will also be required to attend the refresher training.

If a worker has been registered with MOM as a WSH Officer, then he/she need not attend the WSH Coordinator Refresher Training.

2. When do the WSH Coordinators need to attend the WSH Coordinator Refresher Training?

The Construction Companies or their WSH Coordinators can sign up with either of the training providers who offer the refresher training starting from 1 January 2023.



- a. All WSH Coordinators in the construction sector who were trained before and on 31 December 2017 will have to complete their refresher training by 30 June 2023;
- b. All WSH Coordinators in the construction sector who were trained from 1 Jan 2018 till 31 Dec 2021 will have to complete their refresher training by 31 Dec 2023.

3. How can a WSH Coordinator benefit from attending the Refresher Training?

The refresher training comprises (a) asynchronous e-learning (estimated 5 hours) and (b) a one day in-person training after the learner has completed the e-learning. It would provide updates on WSH developments, and covers useful and relevant topics including good WSH practices and effective management of contractors. There will be activities for participants to apply their knowledge and skills to practical work scenarios. It is a good platform for practising WSH Coordinators to learn from one another through sharing and active participation in the learning activities conducted during the one-day physical workshop.

4. How to enroll for the training?

Either the company or individual learners can apply to either of the two training providers below to sign up for the refresher training:

	NTUC Learning Hub	SCAL Academy
Hotline Number	63365482	67939020
Registration QR Code		

There is a need to provide a separate email address account for each participant to register and complete the e-learning. Please contact the training provider for assistance should you encounter difficulties in creating an email account, or in registering for the course.

5. What are the assessment criteria?

Learners must complete the 10 e-learning modules and answer the online quiz questions correctly, before they can proceed to join in the one day in-person training. There is no limit to the number of attempts they could take to pass the online e-learning quizzes.

The in-person workshop relies on teaching and discussion to impart the content. There will be no test or exam for the in-person workshop. All learners who complete the e-learning and the in-person workshop would receive a Certificate of Participation. The certificate will be valid for two years.

6. Will there be official records to verify a WSH Coordinator has attended the WSH Coordinator Refresher Training?

Results of learners who have successfully completed the WSH Coordinator refresher training would be uploaded by the training providers to MOM's WSH Training Record System ([link](#)). The certificate would be valid for two years. WSH Coordinators are required to attend the next refresher training before the expiry of the current training certificate.