

# **REVISED SDU FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH OFFICERS (WSHO), WITH EFFECT FROM 1 JAN 2023**

## **BACKGROUND**

As part of the WSH Continuing Professional Development (CPD) requirement for renewal of WSHO registration, WSHOs can accumulate SDUs by attending relevant WSH training and contribute to WSH activities outside of their core work. To renew their registration every two years, WSHOs are required to obtain at least 40 SDUs over the period. The current framework requires WSHOs to obtain at least 20 SDUs from structured activities e, g. employment in WSH related roles (10 SDUs) and attending accredited WSH training (no cap). Up to 20 SDUs can be obtained from unstructured activities e.g., participating in informal in-house training and discussions relating to safety and health.

## **IMPETUS FOR CHANGE**

2 MOM had received feedback that using informal in-house training, discussions and non-accredited safety activities to obtain SDUs did not effectively contribute to raising the professionalism of WSHOs as these are already part of their routine activities. In addition, existing accredited training was too limited and did not sufficiently cater to the evolving skillsets required in the industries or prepare WSHOs for the future of work brought about by technology and workplace changes.

3 MOM together with SISO, the appointed CPD Board for WSHOs, have undergone a comprehensive review of the current SDU framework and taken into account WSHOs' survey feedback at the 19th SISO WSHO Conference.

4 The new SDU framework seeks to enable WSHOs to stay abreast of changing industry needs and remain competent in the evolving environment in which they operate. Catered for both new and experienced WSHOs, it aims to develop both in-depth skills/knowledge as well as managerial-level WSH skills.

## **KEY CHANGES**

5 The proposed revised SDU framework will be based on the three categories listed below. In addition, the current practice of allowing up to 10 structured SDUs to be carried over to the next renewal period will cease. This is to simplify the process of renewal and to encourage learning as an on-going process.

6 For Category 2 - attending accredited training, SDUs will be awarded to training courses or events approved by CPD Board based on two tiers. Training courses awarded SDUs will also be expanded to include selected soft skills, WSH technology, non-WSH related courses assessed by CPD Board to contribute to WSHOs' professionalism.

| Category   | Description of activities/participation   |
|--|---|
| <p>1 - WSH practice</p> <p>Up to 20 SDUs</p>   | <p>WSHOs in WSH employment or with WSH roles in the past 2 years, including WSHOs in practice overseas.</p> <p>WSHOs will be required to substantiate their WSH appointment with documentary proof such as appointment letter, testimonials etc.</p>  |
| <p>2 - Attending Accredited training or events such as workshops, seminars, conferences, and formal studies</p> <p>No cap in SDU</p> | <p>Course/training/conference or events accredited by CPD board will be awarded SDUs based on two tiers:</p> <ul style="list-style-type: none"> <li>• Include conferences/events organized by MOM, WSHC, and relevant agencies.</li> <li>• Include non-WSH courses that support Continuous Professional Development e.g., soft skills and IT skills</li> <li>• Include both classroom and online training</li> </ul> <p><b>Tier 1</b></p> <p>40 SDUs</p> <ul style="list-style-type: none"> <li>• Selected postgraduate, degree studies or leadership programmes assessed to enhance professionalism of WSHOs. Includes special courses designed to support WSHO Career Progression Pathway.</li> </ul> <p>Max 20 SDUs (1 SDU per 1 contact hour)</p> <ul style="list-style-type: none"> <li>• Soft skill courses that contribute to WSHO professionalism (soft skills, IT 4.0, supportive networking)</li> <li>• Managerial level WSH courses</li> <li>• Supportive WSH Training <ul style="list-style-type: none"> <li>○ Relevant to role carried out by WSHO (e.g., PTW Assessor)</li> <li>○ Support WSHOs to manage WSH at a systemic level (e.g., Process Safety, Auditing)</li> <li>○ Support adoption of WSH technology</li> <li>○ Broaden WSHOs technical WSH knowledge to manage workplace risks (e.g., combustible dust hazard, hazmat).</li> </ul> </li> </ul> |

| Category   | Description of activities/participation   |
|--|---|
|  | <p><b>Tier 2</b><br/> Max 10 SDUs (1 SDU per 2 contact hours):</p> <ul style="list-style-type: none"> <li>• Selected supervisory and technical training assessed to support WSHO's functions by building their operational knowledge; excludes refresher courses.</li> </ul> <p>In general, only courses that are more than 3 three hours will be considered.</p>   |
| <p>3- Other WSH contributions/Attending unaccredited WSH training</p> <p>Up to 10 SDUs</p> | <p>WSHOs who contributed to WSH in other areas</p> <ul style="list-style-type: none"> <li>• Participation in professional boards, committees &amp; societies - 4 SDUs per appointment (max 10 SDUs)</li> <li>• Professional membership - 2 SDUs per organisation (max 10 SDUs)</li> <li>• Trainer conducted WSQ accredited courses - 2 SDUs per lecture hour (max 10 SDUs)</li> <li>• Writing and/or editing papers - 5 SDUs per paper (max 10 SDUs)</li> <li>• Awarded patents - 10 SDUs per patent (max 10 SDUs)</li> <li>• Attended selected unaccredited WSH training including internationally recognised courses/conferences (e.g., World Congress, ASSE Conference) - 1 SDU per 2 contact hours (max 10 SDUs),</li> <li>• Contributed to WSH at National/Industry level - 1 SDU per 2 contact hours (max 10 SDUs)</li> </ul> |

## IMPLEMENTATION

7 The revised SDU framework will be rolled out with effect from 1 Jan 2023. Courses which do not fulfil CPD objectives under the revised SDU framework will no longer be awarded SDUs.

## FAQs

### **Q1. Why is there a need to revise the current SDU framework for WSHO renewal of registration?**

A1. The current framework was introduced and instituted by MOM since year 2006. With technological improvements, industry shifts and workplace changes, the current framework will not sufficiently cater to the evolving skillsets required in the industries or prepare WSHOs for the future of work.

The revised framework aims to motivate and enable registered WSHO to:

- a) Continually enrich and enhance one's professional development
- b) Keep up with changing technological advancement and regulatory updates
- c) Undertake larger role in their job or when opportunity arises
- d) Come forward to serve the WSH community voluntarily
- e) Connect and stay connected as part of the WSH Community

### **Q2. What are the differences between the revised SDU framework from the current?**

A3. Unlike the current SDU framework, there will be three categories, namely (i) WSH in-employment practice (ii) attending course/training/conference accredited by CPD Board and (iii) Other WSH contributions/Attending unaccredited WSH training.

For SDUs submission, applicant can submit SDUs under any of the category subjected to the maximum SDUs for each category.

However, SDUs will not be allowed to be carried forward for next WSHO renewal. This is to encourage WSHOs to upgrade themselves continually and to stay relevant.

***FAQs Q3 to Q13 are applicable with effect from 1 Jan 2023***

### **Q3. What is the minimum number of SDUs required for an applicant to qualify for WSHO renewal?**

A2. The renewal requirement of obtaining at least 40 SDUs over a two-year period remains unchanged. Applicant must submit 40 SDUs in each renewal cycle.

**Q4. How can an applicant qualify for Category 1?**

A4. Applicant must submit evidence of WSH-related employment in the two years leading up to the application for renewal. Nature of employment can be full time, part time, project based, long-term or short-term employment. Document evidence can be in the form of WSH-related appointment letter or testimonial letter.

**Q5. What is the maximum number of SDUs an applicant can submit for Category 1?**

A5. Successful applicant will be accorded a maximum of 20 SDUs.

**Q6. How can an applicant qualify for Category 2?**

A6. Applicant must submit evidence of attendance of any courses, seminars, webinars, events or conferences accredited under this category. Applicants should check with their training providers on whether the training has been awarded SDUs before enrollment.

**Q7. What is the maximum number of SDUs an applicant can submit for Category 2?**

A7. There is no cap for SDUs submitted under this category. The number of SDUs for each accredited course or seminar or webinars or events or conferences will be decided by the CPD Board.

*Under Tier 1 of Category 2*

- Applicant will be accorded 1 SDU for every contact hour up to a maximum of 20 SDUs for each accredited course, seminar, webinar, event or conference.
- Applicants who undertake accredited in-depth and formal academic study will be accorded up to a maximum of 40 SDUs for each accredited programme.

*Under Tier 2 of Category 2*

- Applicant will be accorded 1 SDU for every two contact hours up to maximum of 10 SDUs for selected supervisory and technical training.

**Q8. How can an applicant qualify for Category 3?**

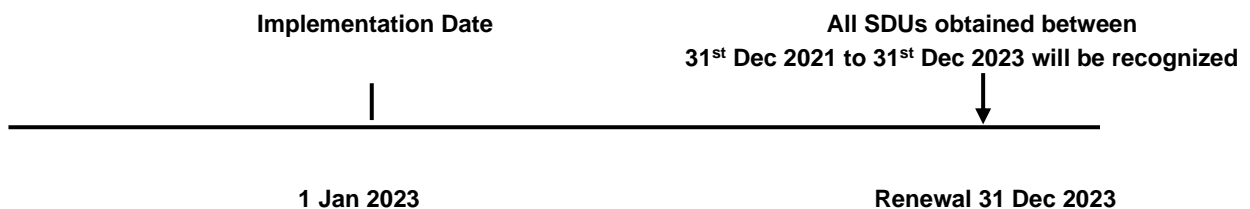
A8. Applicant has to submit evidence of involvement in any of the following areas, subject to MOM approval:

- Participation in professional boards, committees & societies
- Professional membership
- Trainer conducted accredited WSH courses and training
- Writing and/or editing technical papers
- Awarded patents
- Attended non accredited WSH training including internationally recognised courses/conferences
- Contributed to WSH at national/industry level such as volunteer in Crane or Work at Heights (WAH) clinic.

**Q9. When will the current SDU framework for WSHO renewal be officially replaced by the revised frameworks?**

A9. The effective date of the revised SDU framework will start 1 Jan 2023.

All points accrued before the effective date will be valid for one renewal cycle.



**Q10. Why are some courses excluded from Category 2?**

A10. Courses previously accepted under the current framework, including refresher occupational first-aid course will be excluded as the CPD board has assessed these courses do not fulfil CPD objectives under the revised SDU framework.

**Q11. From 1 Jan 2023, will an applicant be able to renew his WSHO registration with SDUs submitted under previous framework?**

A11. Applicant can still renew WSHO registration with SDUs obtained under previous framework (Structured / unstructured categories) within past 2 years.

**Q12. Can an applicant carry forward excess SDUs submitted for the last renewal?**

A12. With effect from 1 Jan 2023, excess SDUs (above 40 SDUs) will not be carried over to next renewal.

Excess SDUs will still be carried forward if the applicant submit renewal on or before 30 Dec 2022. Only excess SDUs approved to be carried forward from last renewal will be reflected on the eService.

**Q13. When does an applicant submit SDUs under the revised SDU framework?**

A13. Applicant needs to submit SDUs under the new SDU framework with effect from 1 Jan 2023

a) On or before 30 Dec 2022

Applicant can submit the SDUs based on the current Structured and Unstructured SDU categories.

b) From 1 Jan 2023

Applicant must submit the SDUs under the new framework.

**- End -**

Updated on 17 Oct 2022