

## **Contents**

1	Definitions and Abbreviations .....	1
2	PREAMBLE .....	1
3	Eligibility .....	2
4	Application Process .....	3
5	Appeals Process.....	3
6	Confidentiality of Information .....	4

### **1 DEFINITIONS AND ABBREVIATIONS**

<b>Contact hour</b>	An attendance or involvement lasting one clock hour of not less than 50 minutes;
<b>CPD</b>	Continuing Professional Development
<b>Board</b>	Workplace Safety and Health Continuing Professional Development Board. The board tasked with policies and procedures relating to the CPD Programme.
<b>SISO</b>	Singapore Institution of Safety Officers
<b>Formal training</b>	Organized training with training objectives, syllabus, training materials, attendance records and trainer endorsement;
<b>MOM</b>	Ministry of Manpower
<b>Renewal qualifying period</b>	A 24-month period immediately prior to an application for renewal of the certification. For example, for a certification that commenced on 1 Jun 2005, the renewal qualifying period will be from 1 Jun 2003 to 31 May 2005;
<b>Safety Development Unit or SDU</b>	The unit of measure for effort in continuing professional development programmes;
<b>Structured activity</b>	A course or an activity that is approved by the Board;
<b>Unstructured activity</b>	An activity that involves discussion or participation;
<b>WSH</b>	Workplace Safety and Health
<b>WSHC</b>	Workplace Safety and Health Council
<b>WSHO</b>	Workplace Safety and Health Officer

### **2 PREAMBLE**

Learning is a lifelong process. Workplaces and technologies will continue to evolve. It is therefore imperative that WSHOs continue to improve and enhance their knowledge and skills to keep pace with these developments. Helping WSHOs stay competent and relevant to the environment in which WSHOs operate is a core goal of this Continuing Professional Development programme.

## **GUIDELINES FOR THE ADMINISTRATION OF SAFETY DEVELOPMENT UNITS (SDU) APPLICATIONS**

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To accomplish this, WSHOs will be required to undergo or participate in approved structured or unstructured activities, as defined in the CPD programme for WSHOs.

Organisers of structured activities can apply to the Board for their activities to be approved under this programme. The applications are processed by the SISO Secretariat in accordance with the prescribed criteria and procedures set by SISO.

Applications that do not meet the prescribed criteria will be rejected. Should an appeal for reconsideration be made, it will be referred to the Board for evaluation and decision. These may include applications that are beneficial to the WSH community but do not meet the existing prescribed criteria.

In the event of a dispute arising from the outcome of an application for approval, such dispute shall be deliberated by the Board. The decision of the Board shall be final.

### **3 ELIGIBILITY**

- 3.1 Only Category A1 activities under the MOM's "Continuing Professional Development Programme for Workplace Safety and Health Officers (WSHO) Form A" are accepted for evaluation under this guideline (See Appendix A). For clarity, they are:
- a) Category A1(a) - Accredited formal study courses
  - b) Category A1(b) - Accredited lectures, short courses, conferences, workshops & seminars
  - c) Category A1(c) - Accredited in-house training
- 3.2 Organisers of structured activities ("Organisers") may apply for their structured activities to be accredited with SDUs.
- 3.3 The activities must contain WSH elements and should enable WSHOs to:
- a) Maintain, improve, or expand their WSH knowledge;
  - b) Keep abreast of changing WSH procedures and standards;
  - c) Understand and apply the latest knowledge and skills in WSH;
  - d) Better serve the safety profession, the community and the environment;
  - e) Develop communication and management skills; and
  - f) Broaden essential skills and knowledge to function more effectively as WSHOs. These may include, and not limited to, fields such as management, technology, environmental management, and legal.
- 3.4 The speaker or trainer must satisfy the following criteria:
- a) Is a WSHO who has more than 5 years of practical experience in the field of WSH;
  - b) Is a non-WSHO, but possesses more than 10 years of specific experience in the field of WSH;
  - c) Has published a paper(s) on the subject in distinguished publications, conference proceedings, professional journals or books; or
  - d) Possesses qualifications or knowledge acceptable to the Board.

## **GUIDELINES FOR THE ADMINISTRATION OF SAFETY DEVELOPMENT UNITS (SDU) APPLICATIONS**

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- 3.5 Overseas courses & seminars should generally be deemed as unstructured activities, unless the course organiser submits the overseas course/seminar programme and details for review and evaluation prior to the start of the course or seminar.

### **4 APPLICATION PROCESS**

(See Appendix B “Course Accreditation Work Flow”)

- 4.1 Organisers are to complete the “Application for Continuing Professional Development (CPD) Programme Course Accreditation” form (Appendix C) and submit it to the Board, c/o SISO. The forms may be obtained from the SISO Web (<http://siso.org.sg>).
- 4.2 Submissions should be made with the original Appendix C or through email. Should an email submission be made, the original Appendix C does not need to be submitted.
- 4.3 The Board will evaluate the activity against the eligibility requirements specified in this document and shall ensure that documents submitted are complete.
- 4.4 As part of the evaluation, the Board should have sufficient confidence that the knowledge could be imparted to the participants.
- 4.5 Should the submission meet the eligibility requirement, the Board will award 1 SDU for each contact hour.
- 4.6 Should the submission not meet the requirement, the Board will reject the application.
- 4.7 The Board will inform applicants of the outcome of their application within 14 days of receipt of the application.
- 4.8 Upon completion of the course, Organisers are to submit a copy of the attendance record to the Board within 2 weeks from the conclusion of the course.
- 4.9 The Board will update the MOM/OSHD Licensing Branch monthly on the new programmes that were approved in the preceding month.

### **5 APPEAL PROCESS**

- 5.1 Should the applicant be unsatisfied with the decision of the Board, the applicant may lodge an appeal to the Board.
- 5.2 The appeal may be submitted by mail (originals to be submitted) or email and must state specifically why the CPD application should be approved.
- 5.3 The Board shall then convene a meeting to review the appeal, failing which the review may be conducted through, and not limited to, email consultation or tele-conferences.
- 5.4 Depending on the complexity of the appeal, a typical appeal is expected to conclude within one month.

**GUIDELINES FOR  
THE ADMINISTRATION OF SAFETY DEVELOPMENT UNITS (SDU) APPLICATIONS**

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5.5 Upon arriving at the decision, the Board will announce its decision to the applicant. The decision of the Board shall be final.

**6 CONFIDENTIALITY OF INFORMATION**

6.1 Except for the purpose of carrying out their duties or for official reporting, the Board and its handling agents shall not disclose any information relating to the Board or SDU applications obtained by them while carrying out their duties.

6.2 The Board and its handling agents shall treat all documents as confidential to themselves.

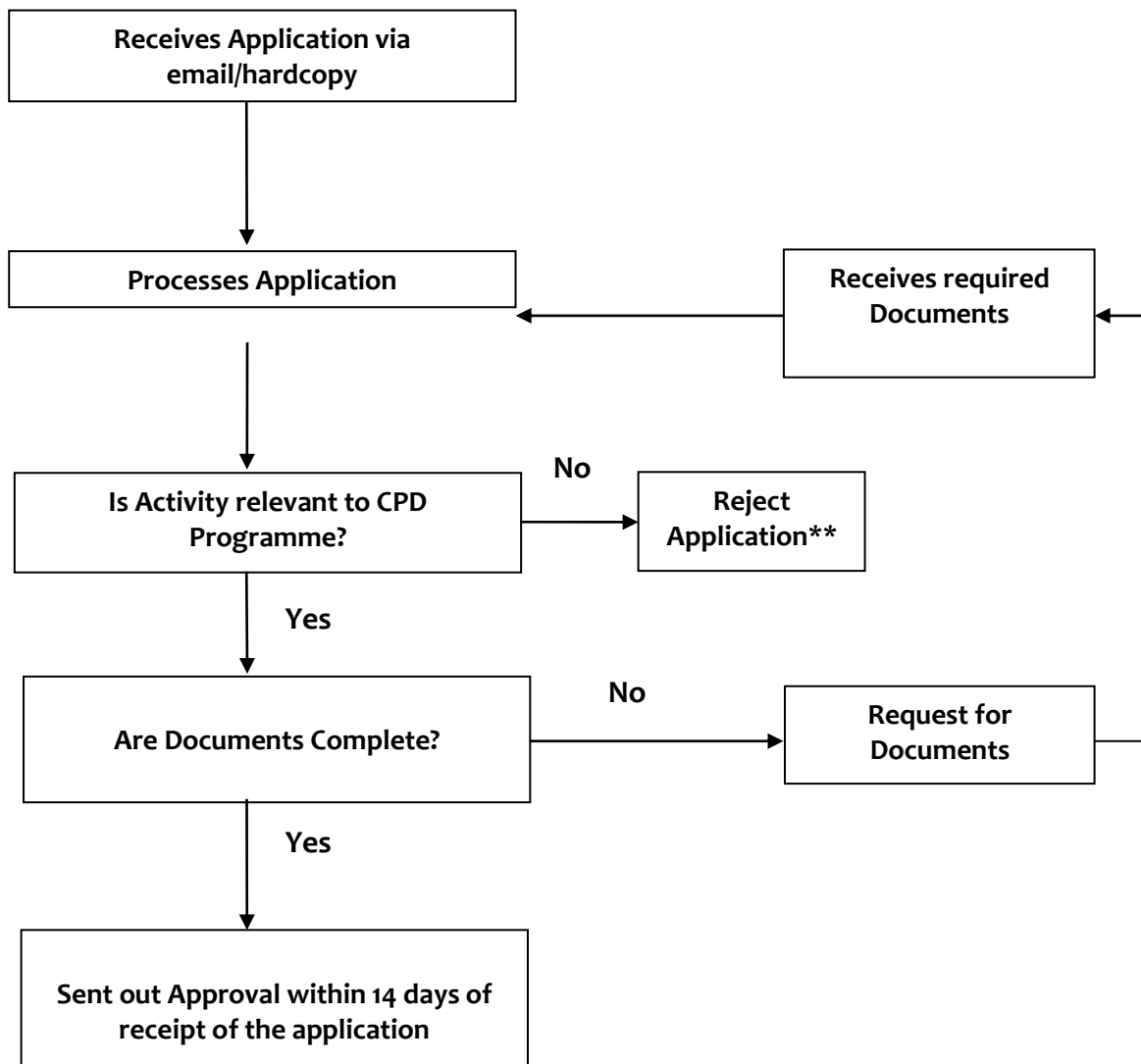
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**GUIDELINES FOR  
THE ADMINISTRATION OF SAFETY DEVELOPMENT UNITS (SDU) APPLICATIONS**

Appendix A

Category	Guidance	SDUs
<p><b>Category A1 (a)</b></p> <p>Approved formal study courses</p>	<p>Relevant post-graduate or diploma courses on safety, health &amp; environment. For example:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MSc (Safety, Health &amp; Environmental Technology)</li> <li><input type="checkbox"/> Adv.Dip ( Safety, Health &amp; Environmental Management)</li> </ul>	<p>1 SDU for each contact hr</p>
<p><b>Category A1 (b)</b></p> <p>Approved lectures, short courses, conferences, workshops &amp; seminars</p>	<p>Lectures, short courses, conferences, workshops &amp; seminars that are relevant to registered WSHOs on safety, health &amp; environment matters. For example:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Seminars on regulatory requirements by government agencies such as MOM, WSHC, BCA, SCDF, NEA, LTA, etc</li> <li><input type="checkbox"/> "Safety, Health &amp; Environmental programmes" organized by SISO</li> <li><input type="checkbox"/> Workshops and seminars on safety, health &amp; environment conducted by local tertiary institutions.</li> </ul>	<p>1 SDU for each contact hr</p>
<p><b>Category A1 (c)</b></p> <p>Approved In-house training</p>	<p>Approved in-house training courses which are relevant to WSHOs on safety, health &amp; environment, professional development, legal or regulatory matters. (CV of speakers to be similar to category 1(a) or 1(b). For details of CV requirements, please refer to Framework for Accreditation.)</p>	<p>1 SDU for each contact hr</p>

**Continuing Professional Development (CPD)  
COURSE ACCREDITATION WORK FLOW**



Monthly updated list (those that were approved in the preceding month) will be sent to MOM/OSHD Licensing Branch for WSHO renewal process. Copy will also be sent to WSHC for info.

**\*\*Unsuccessful applicants will be informed accordingly.**

## **Application for Continuing Professional Development (CPD) Programme Course Accreditation**

To: Workplace Safety and Health (WSH) Continuing Professional Development (CPD) Board  
c/o Singapore Institution of Safety Officers  
Blk 167 Jalan Bukit Merah, #02-13  
Connection One, Tower 5  
Singapore 150167

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I hereby apply for the activity as described in Sections A and B below to be approved as structured Activity under Category A1 of the Registered Workplace Safety and Health Officer's Continuing Professional Development programme.

### **Section A**

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Type of activity (Please tick the appropriate box)

- Category A1 (a) - Formal study course
- Category A1 (b) - Lecture, short course, conference, workshop or seminar
- Category A1(c) - in-house training

Title of Activity: \_\_\_\_\_

URL to link to web site: \_\_\_\_\_

\* Please attach a synopsis of the activity.

### **Section B**

*(If a brochure is attached, complete with the information required by Section B, then Section B need not be completed)*

Name of Course Organiser: \_\_\_\_\_

Name of lecturer(s) or speaker(s) 1) \_\_\_\_\_

[a) -Enclose CV of each speaker; b) - 2) \_\_\_\_\_

Use a separate sheet if there are more than 5 speakers] 3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

Venue: \_\_\_\_\_ Course fee: \_\_\_\_\_

Duration of activity: From (Date & Time): \_\_\_\_\_ To (Date & Time): \_\_\_\_\_  
(Attach Programme)

Total number of contact hours: \_\_\_\_\_

(Contact hours exclude registration time, meal breaks and transportation, etc)

**GUIDELINES FOR  
THE ADMINISTRATION OF SAFETY DEVELOPMENT UNITS (SDU) APPLICATIONS**

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Course Objectives:

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Contact Person(s):

1) \_\_\_\_\_ Tel: \_\_\_\_\_  
2) \_\_\_\_\_ Tel: \_\_\_\_\_

Information provided to the applicant on how to register for the course:

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Name of applicant

Signature of applicant

Date

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**Section C** (To be completed by SISO-CPD Administrator)

The above application for accreditation under the CPD Programme is:

**Approved.**

The number of SDU for the activity is:

**Not approved.**