

WORK-AT-HEIGHTS (WAH) COURSE FOR MANAGERS VERSION 1.1

Under Workplace Safety and Health (Work-At-Heights) Regulations, it shall be the duty of the responsible person of any person who carries out or is to carry out any hazardous work-at-heights to apply for a Permit-To-Work (PTW). Under the requirement for Permit-to-Work (PTW), a competent authorised manager is required to evaluate all WAH activities before approving the PTW for WAH in the workplace. Hence, such authorised manager must be trained and qualified in order to fulfil the above requirement.

Project Managers, Project Engineers, WSH Officers, WSH Coordinators or equivalents who are required or appointed to be an authorised manager to evaluate work-at-heights (WAH) activities before approving the Permit-To-Work (PTW) for WAH in their workplaces.

The aim of the course is to provide course participants with the requisite WAH knowledge to manage work-at-heights activities so that work is carried out properly and safely.

Course Overview

At the end of the course, participants will be able to:

- Identify, explain and apply the relevant Workplace Safety & Health (WSH) legislations / Approved Code of Practice / Singapore Standards applicable to Work-at-Heights (WAH).
- Identify and explain the various roles of each stakeholder, and their responsibilities in maintaining a safe and healthy workplace for all.
- Review the necessary fall prevention/protection control measures for the effective implementation of a Permit-to-work (PTW) system.
- Establish and implement a Fall Prevention Plan (FPP) specific to the worksite / workplace
- Establish and implement a site management system for oversight and monitoring of WAH risks

Course Objective

- Legal requirements, Approved Code of Practice, and Standards for WAH
- Roles and responsibilities of various stakeholders
- Hazard Identification and Risk Assessment
- Control measures for fall prevention / fall arrest systems
- Permit-To-Work (PTW) for WAH
- Fall Prevention Plan (FPP) & its components, including emergency response for WAH
- Site management & Oversight

Pre-requisites

Participants must have attended and passed the Ministry of Manpower's *Work-at-Heights Courses for Supervisors, or equivalent*.

Course Requirements

- Participants to provide a valid IPA / Work Permit / NRIC copy
- **Participants must be able to listen, read, speak and write English at a proficiency level equivalent to the Employability Skills System (ESS) Workplace Literacy and Numeracy Skill Level 6**
- Ability to carry out hazards identification, risk assessment, and risk control measures
- 2 or more years of working experience as Project Manager / Operations Manager or equivalent

Course Details

- Duration: 1 days
- Course Fee: S\$ 400 / person
- Medium of instruction: English
- Maximum class size: 20 person
- 100% attendance required
- Assessment Method: Written (10 short questions and 1 essay question)

Certification*

Participant must pass **ALL** assessments with 100% course attendance in order to receive SEP Learning safety pass.

***Certificate will be released upon receipt of full payment**

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For more enquiries, please contact us @ 6363 0320 or sepadmin@seplearning.com.sg

WORK-AT-HEIGHTS (WAH) COURSE FOR MANAGERS REGISTRATION FORM

Course Date: _____

Company Name (Do not write if pay by individual): _____

Company Address: _____

Email Address: _____

Contact Person: _____ Tel (Office): _____ HP: _____ Fax: _____

FULL NAME in BLOCK LETTERS (As in NRIC / PASSPORT)	Gender (M/F)	NRIC / Passport No.	S Pass/WP No./Fin No. (For Foreigners Only)	Date of Birth (DD/MM/YYYY)	Nationality

**** Please provide a photocopy of Work Permit / S Pass / Passport / NRIC / IPA (if applicable) together with the application. Completed registration form and relevant supporting documents to be emailed to sepadmin@seplearning.com.sg or faxed to: 6365 0150. Incomplete form / missing information will not be processed.**

1. Cheque to be crossed and made payable to: "**SEP Learning Centre Pte Ltd**" and forwarded to 180 Woodlands Industrial Park E5 #01-05, Woodlands AutoHub, Singapore 757512. Please write the Company's Name, Course Name / Date & Applicants' Name(s) behind the cheque.
2. Full payment must be made at least 5 days before commencement of class. Course reservations are only confirmed upon receipt of full payment.
3. In the event of insufficient vacancies to accommodate your booking, our Course Coordinators will contact you through phone and/or email to offer you **priority** booking on alternative dates.
4. If participant cancel 5 days prior to the course start date, 50% of course fee will be imposed and no refund if cancellation is less than 5 days from course date.
5. SEP reserves the right to **cancel / postpone** the course due to unforeseen circumstances, and shall not in any way be liable for damages or compensation whatsoever.
6. The applicant shall on submission of this Course Registration Form to SEP be deemed to have accepted all the terms and conditions above.

FOR OFFICIAL USE ONLY

Date Collected:	Collected by:	Invoice No.:
Amount:	Cash / NETS / Cheque No:	Receipt No.: