Circular No. 187-2012

Date: 10 Sep 2012

To: ACES / ACES-IES-JAC / CIJC Members

DESIGN FOR SAFETY COORDINATOR (DfSC) COURSE (3rd Run)

We are pleased to inform you of our forthcoming Design for Safety Coordinator (DfSC) Course organized by ACES on 30 & 31 (Tuesday & Wednesday) October 2012.

How is this series relevant to Architects and Engineers?

The following updated points are noted:

1. The sectoral plan “Implementing WSH2018 for the Construction Sector in Singapore” target full adoption of DfS mark by public developers by 2013, and adoption of the mark by private developers thereafter. [https://www.wshc.sg/wsh2018]

2. WSH Council is developing terms of reference for the appointment of DfS Coordinators for upcoming projects, which will be available online via iWSH Portal [http://www.wshc.sg]

3. Certification
   For applicants who fulfill all criteria except for sufficient experience, they may attend the class. Upon passing the Assessment 1 (MCQ), they may receive a “Certificate of Attendance”. When they have reached the required years of experience, they may take the Assessment 2 (project) and obtain the “Certificate of Completion” upon passing. They will be deemed certified DfSC and listed online subsequently. No certificate will be issued to those who do not pass the assessments.
### Design for Safety Coordinator (DfSC) 2012

**Date:** 30 & 31 October 2012 (Tuesday / Wednesday)

**Time:** 9.00 am to 5.00 pm

**Lunch:** 12.00 noon to 1.00 pm (not provided)

**2 Tea Breaks:** 10.15 am to 10.30 am and 3.15 pm to 3.30 pm

**Venue:** 18 Sin Ming Lane, #06-01 Midview City, Singapore 573960

**Fees:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fees</th>
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<tbody>
<tr>
<td>ACES / SIA / SCAL / IES Members</td>
<td>S$ 856 (include GST)</td>
</tr>
<tr>
<td>After WDA Funding</td>
<td>S$ 661 (include GST)</td>
</tr>
<tr>
<td>Non-SME net fee</td>
<td></td>
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<tr>
<td>SME nett fee</td>
<td>S$ 466 (include GST)</td>
</tr>
<tr>
<td>BOA / CIJC Members</td>
<td>S$1,070 (include GST)</td>
</tr>
<tr>
<td>After WDA Funding</td>
<td>S$ 875 (include GST)</td>
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<tr>
<td>Non-SME net fee</td>
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<tr>
<td>SME nett fee</td>
<td>S$ 680 (include GST)</td>
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<tr>
<td>Non-members</td>
<td>S$1,284 (Include GST)</td>
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<tr>
<td>After WDA Funding</td>
<td>S$1,089 (include GST)</td>
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<tr>
<td>Non-SME net fee</td>
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<tr>
<td>SME nett fee</td>
<td>S$  894 (include GST)</td>
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**CPD:**

12 PDUs qualified by PEB; 12 STUs by ACES-IES JAC;
3 CPDs by SIA; 13 SDUs by SISO

**Target Audience:** Professional Engineers; Designers; Architects; Project Managers; Surveyors; Other Professionals

**Class Size:** Minimum 15; Maximum 20.

Organiser reserves the right to cancel or postpone the course due to low enrolments.

**Closing Date for Registration:** 19 October 2012 before 10.00 am

All applications and payments must reach ACESing before the closing date. A confirmation e-mail will be sent to you after the closing date.

Please issue cheque payable to “ACESing Pte Ltd” and mail your cheque to Thomson Road Post Office, PO Box 034, Singapore 915702

*Target WDA Funding is $15 per training hour or $195 for 13 training hours (non-SME)*

**Target WDA Funding is $30 per training hour or $390 for 13 training hours (SME)**

Only company-sponsored participants will be eligible for WDA funding and subjected to terms and conditions, details of WDA’s approved course fee grant and absentee payroll claims (if attending course within working hour) at [https://www.skillsconnect.gov.sg/web/guest/simpleCourseSearchResult]. Participants who did not apply this course through SkillsConnect prior to registration with us will not be eligible for the Nett Course Fee payment. Full course fee will be applicable.
### Programme Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Trainer</th>
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</thead>
<tbody>
<tr>
<td>Day 1, 30 October 2012 (Tuesday)</td>
<td>08:30</td>
<td>Arrival &amp; Registration</td>
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<tr>
<td></td>
<td>09:00</td>
<td>Introduction, overall objectives and content of the course</td>
<td>Er. Goh Poh Kee</td>
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<tr>
<td></td>
<td>09:30</td>
<td>Importance of Design for Safety</td>
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<td></td>
<td></td>
<td>Legal and Statutory Requirements</td>
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<tr>
<td></td>
<td>10:00</td>
<td>Tea Break (light refreshment provided)</td>
<td></td>
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<tr>
<td></td>
<td>10:15</td>
<td>Legal and Statutory Requirements</td>
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<tr>
<td></td>
<td>11:00</td>
<td>Basic concepts in WSH Risk Assessment</td>
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<td></td>
<td>12:00</td>
<td>Lunch Break (not provided)</td>
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<td></td>
<td>13:00</td>
<td>Duties and Responsibilities</td>
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<td>13:20</td>
<td>Design Review Process</td>
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<td></td>
<td>14:20</td>
<td>Safety and Health Risk Considerations for Design Review</td>
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<td></td>
<td>15:00</td>
<td>Tea Break (light refreshment provided)</td>
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<td></td>
<td>15:15</td>
<td>Hazard Identification Tools</td>
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<td></td>
<td>15:30</td>
<td>Learning Activity 1</td>
<td></td>
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<td></td>
<td>16:45 – 17:00</td>
<td>Summary of Day 1</td>
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<tr>
<td>Day 2, 31 October 2012 (Wednesday)</td>
<td>08:30</td>
<td>Arrival &amp; Registration</td>
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<tr>
<td></td>
<td>09:00</td>
<td>Recap key learning points in day 1</td>
<td>Er. Goh Poh Kee</td>
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<td></td>
<td>09:15</td>
<td>Preparation for Design Review</td>
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<td></td>
<td>09:45</td>
<td>Conducting the Design Review: ways to encourage participation</td>
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<td>10:15</td>
<td>Tea Break (light refreshment provided)</td>
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<td></td>
<td>10:30</td>
<td>Safety and Health Risk Register</td>
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<td></td>
<td>11:00</td>
<td>Documentation, Monitor and Review of Safety &amp; Health Risk Register</td>
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<td></td>
<td>11:30</td>
<td>Coordination and Communication of Safety and Health Information</td>
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<td></td>
<td>12:00</td>
<td>Lunch Break (not provided)</td>
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<td></td>
<td>13:00</td>
<td>Learning Activity 2</td>
<td></td>
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<td></td>
<td></td>
<td>Key learning points from case study</td>
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<td></td>
<td>15:15</td>
<td>Tea Break (light refreshment provided)</td>
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<td></td>
<td>15:30</td>
<td>Guide 3 - Summary of Day 2</td>
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<td></td>
<td>16:00</td>
<td>Requirements and expectation of Assessments</td>
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<td></td>
<td>16:15</td>
<td>Course Evaluation</td>
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<td></td>
<td>16:30 – 17:00</td>
<td>Assessment 1</td>
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</table>
Synopsis of the course
Learners of this course will gain the knowledge and skills for fulfilling the role of the Construction Project Safety & Health Coordinator in accordance with the Guidelines on Design for Safety in Buildings and Structure.

Objectives
Upon completion of this course, learners will have the skills and knowledge to function as a PSH Coordinator with the purpose to:

- Assist the client to address and identify means to eliminate or mitigate the risks inherent in the design of a construction project so as to reduce the safety and health risks during the construction, maintenance/repair phase, and demolition of the building and structure; and;
- Coordinate the flow of construction project safety and health risks information among the stakeholders from the design stage, to construction stage until the handover to the client for occupation and maintenance.

Learning outcomes
The skills and knowledge learnt during this course are likely to be applied in the following activities:

- Facilitate design review process that involves the relevant stakeholders to identify and address safety and health risks associated with construction project.
- Maintain records of safety and health issues arising from the design review process and actions taken.
- Coordinate the flow of relevant safety and health information among all stakeholders of a construction project at appropriate time.

Certification
Participants will be issued with a Certificate of Attendance upon passing the Assessment 1. Only candidate assessed competence in Assessment 1 will be invited to submit the project report for Assessment 2. Certificate of Competency will be issued only if participants are assessed to be competent in Assessment 2.

Entry Requirements
Learners are required to possess the following working experience and qualifications:

- A Recognised University degree or other qualifications recognised by PEB and/or BOA for professional registration as an Engineer and/or Architect.
- Have a total of 10 years of both design and construction experience in any combination and have relevant construction related qualifications accepted by recognised construction-related institutions;
- Have safety and health experience, being reasonable experience comprising:
  - The appointment as site supervisor staff (such as RE/RTO) with exposure to workplace safety and health management on Site, and/or
  - Working for an Architect/Engineer consultancy firm in which the applicant must have actively participated in supervision and/or administering the building contract on site with exposure to safety and health management, and/or
  - Working for a construction firm in which the applicant must have actively participated in workplace safety and health management.
- Possess the following skills and knowledge:
  - Building design and construction operations
  - Building and construction processes
  - Legal and statutory requirements associated with building and construction
  - Basic safety and health issues associated with construction operations
  - Written and oral communication, presentation, facilitation and problem solving skills

**TRAINER’S PROFILE**

![Er Goi Goh Poh Kee](image)

**ER. GOH POH KEE**

Er GOH Poh Kee is a Professional Civil & Structural Engineer with over 37 years of experience in Civil and Structural Engineering such as Bridge; Airport; Facilities Management; Schools and Institutional Buildings; and Project Management etc.

He has successfully completed many projects. These included the construction of Terminal Building and Aircraft Pavements at Paya Lebar and Changi Airport; Bridge and CTE Tunnels; Refurbishments of Terminal 1 Building and Expansion of Terminal 2 at Changi Airport; Provide Facilities Management Services for Public Sector Buildings and Airports; Construction of more than 70 Primary and Secondary Schools; Design and Construction of Institutional Buildings both at NUS and NTU such as Duke-NUS Graduate Medical School; 14-storey Yong Loo Lin School of Medicine at NUS; School of Humanities and Social Sciences; Singapore Centre on Environmental and Life Sciences Engineering; and a 14-storey graduate Hall at NTU etc.

Poh Kee attained accreditation from WSH Council as a trainer for the PSH Coordinator Course after participating in the inaugural ‘train-the-trainers’ course in 2009.

**COURSE ASSESSMENTS**

All course participants are required to complete an assessment session at the end of the course. The table below indicates the different types of assessment required:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Assessment Method</th>
<th>Assessment Duration</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>10 MCQ</td>
<td>30 min</td>
<td>To score at least 80%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Part 1: Written Assessment</td>
<td>Submit within 12 weeks upon completion of training</td>
<td>This is an individual project to be completed outside the course schedule</td>
</tr>
<tr>
<td></td>
<td>Part 2: Interview</td>
<td>Interview will be arranged by the individual participant accordingly to the trainer’s availability</td>
<td>Report to be submitted in full</td>
</tr>
</tbody>
</table>
Enquiries and Application

Contact Details
For Enquiry (Ms. Lilian Lean or Jennifer Quek)
Tel: (65) 6324 2682
Fax: (65) 6324 2581
Email: secretariat@aces.org.sg
Opening Hours: Mon to Fri: 9.00 am to 6.00 pm

APPLICATION FORM

This form may take you 15 minutes to complete. You will need the following information to fill in the form:

☐ Your NRIC / Employment Pass / Work Permit / Passport

☐ Your employer’s contact

Please read the following notes carefully.

1. Applicants are advised to read the instructions carefully before completing this form.

2. Please submit your completed application form to:

ACESing Pte Ltd
Thomson Road Post Office, PO Box 034, Singapore 915702
Tel 63242682 Fax 63242581
Email: secretariat@aces.org.sg

All applications and payments must reach ACES before the closing date. A confirmation e-mail will be sent to you after the closing date.

The Organiser reserves the right to discontinue any class, to alter course curriculum, to amend the scale of fees and to amend any other information without prior notice.

3. Refunds

To withdraw from the course, applicants have to fax or send in their application for withdrawal. Please note that proof of fax/ send does not mean proof of receipt by ACESing Pte Ltd.

<table>
<thead>
<tr>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>If notice of withdrawal is given in writing:</td>
</tr>
<tr>
<td>Refund Amount</td>
</tr>
<tr>
<td>Not later than 7 calendar days before the commencement of the course</td>
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<tr>
<td>50% of the course fee paid</td>
</tr>
<tr>
<td>3 days before and upon course commencement</td>
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<tr>
<td>No Refund</td>
</tr>
</tbody>
</table>
APPLICATION FORM

Please: a) Use block letters. b) Write legibly.

Course Title: **DESIGN FOR SAFETY COORDINATOR (DfSC) COURSE**

Course Date: **30 – 31 October 2012 (Tuesday / Wednesday)**

**PART A: PERSONAL PARTICULARS**

* Delete accordingly

NRIC/ FIN No/ Passport No*: ________________________________

Nationality: ________________________________

Name (as in NRIC) Dr/ Mr/ Ms / Mdm*: ____________________________________________________________

Date of Birth: _____/_____/______ (DD MM YYYY)

Gender: Male / Female* Race: Chinese/ Malay/ Indian/ Eurasian/ Others*, pls specify ___________

Home Address: __________________________________________________________________

Postal Code: ________________

Home Number: _________________________________

(HP): ____________________________________

Fax: ______________________ Email: _________________________________________________

In case of emergency, Contact Person: ___________________________

(HP)____________________ (O) _______________

Highest Education Qualification: (Please circle where appropriate)

Master/ Degree/ Diploma/ ‘A’ Level/Others, please specify _________________________________

Membership No: [ ] ACES / SIA / SCAL / IES Members ___________________________________________

[ ] CIJC (Pls specify Institution) ___________________________________________

[ ] BOA Reg No __________________________________________________________

[ ] Non-Member
PART B: CURRENT EMPLOYMENT DETAILS

Name of Company: _________________________________________________________

Designation: ______________________________

Company Address: ____________________________________________________________

Postal Code: _________________________

Contact No: _______________ (Fax) ____________________________

Years of training experience: _____________________

PART C: APPLICANT DECLARATION

I declare all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I also authorize any investigation of the above information for the purpose of verification. I understand and accept the terms and conditions, rules and regulations of the program set by ACES.

Signature of Applicant: __________________________________________

Date: ________________________________________________

Before submitting to ACES please ensure you have all the items in the checklist ready

- Completed Application form
- 1 copy of NRIC/passport/Employment Pass
- 1 copy of highest academic certificate
- Supporting document or proof of relevant experience such as details of sites involved.
- State the name of institution, title of qualification and year of graduation for a recognised university degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer: (Please attach true copy of your qualification certificate).
• Provide details of an aggregate of 10-year experience in a consulting firm(s) of professional Architectural and/or Civil/Structural or Mechanical &/or Electrical Engineering practice or working as such an Architect or Engineer on Site for a construction firm(s) – while holding a degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer:

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• Provide details of your current professional registration with BOA and/or PEB in the discipline of architecture, or civil/structural engineering, or mechanical &/or electrical engineering): (Please attach true copy of your registration certificate).

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• Provide details of your safety and health experience, being reasonable experience comprising;
o The appointment as site supervision staff (such as RE/RTO) with exposure to workplace safety and health management on Site, and/or
o Working for an Architect/Engineer consultancy firm in which the applicant must have actively participated in supervision and/or administering the building contract on site with exposure to workplace safety and health management, and/or
o Working for a construction firm in which the applicant must have actively participated in workplace safety and health management
• Please state the contact particulars for referees for each of the above experience items:
• Provide a summary your skills and knowledge in the following:

Building design and construction operations

Building and construction processes

Legal and statutory requirements associated with building and construction
Basic safety and health issues associated with construction operations

Written and oral communication, presentation, facilitation and problem solving skills