



COURSE APPLICATION CHECKLIST

The Workforce Skills Qualifications (WSQ) Workplace Safety and Health (WSH) Professionals

SECTION A: COURSE APPLICATION CHECKLIST

I am applying for the (Check as applicable):

- WSQ Specialist Diploma in WSH OR
 WSQ Apply Mathematics and Science Topics in WSH OR
 WSQ Graduate Certificate in WSH

Please **complete** this checklist and submit them together with the required documents (Section C)

By email (pdf format: scan & attach to email)	Via post / drop-box
np_wsq@connect.np.edu.sg	CET Academy, Ngee Ann Polytechnic Blk 56 #01-04 535 Clementi Rd Singapore 59948

Your application is incomplete and will not be evaluated for admission if we do not receive all the required documents by the deadline for submission.

SECTION B: PERSONAL PARTICULARS

Full Name* (as in NRIC / Passport, <u>underline family name</u>):	
NRIC/Fin Number:	Contact Number:
Email Address	
Current Employer (Company / Organisation Name):	
Position / Job Title:	
Employed with this organisation since: _____ (mm/yyyy)	



SECTION C: REQUIRED DOCUMENTS

You are required to submit the copies of all the documents listed below within one (1) week of your on-line application. If you do not submit the documents (unless they are not applicable to you), your application will be deemed as incomplete and will be rejected. We regret we will not be able to inform applicants with incomplete documentation to rectify any such deficiency.

	Check <input type="checkbox"/> as applicable		
	Yes	No	NA
1. <u>Degree</u> <input type="checkbox"/> Engineering/Technology <input type="checkbox"/> Non-Engineering <input type="checkbox"/> Singapore <input type="checkbox"/> Country _____ <i>(Copy of academic certificate / result slip / transcript must be included)</i>			
2. <u>Diploma</u> <input type="checkbox"/> Engineering <input type="checkbox"/> Non-Engineering <input type="checkbox"/> Singapore <input type="checkbox"/> Country _____ <i>(Copy of academic certificate / result slip / transcript must be included)</i>			
<u>For Specialist Diploma or Apply Maths & Science applicants:</u>			
3. <u>GCE "O" Level</u> in English / Mathematics (Grades 1 – 6) <u>and/or</u>			
4. <u>WPLN</u> - Level 6 (Must enclose copy of the result slip/certificate/SOA for WPLN)			
5. <u>Number of years of working experience</u> as Safety Supervisor / Coordinator	_____ Years		
<u>For Grad Cert WSH applicants:</u>			
6. GCE "AO" Level in English and Mathematics <u>and/or</u>			
7. <u>WPLN</u> - Level 7 (Must enclose copy of the result slip/certificate/SOA for WPLN)			
8. <u>Number of years of working experience</u> as a Registered WSH Officer	_____ Years		
9 Registered WSH Officer since _____ (date)	Registered WSH Officer No. _____		
10. <u>Training Certificates</u> – please attach copies of certificates of all relevant training attended to support your application			
11. <u>Complete curriculum vitae (CV) and Certification of employment</u> from employers, including current and past employment with designation, employer (company), duration of employment and job description. <i>(It is important that you list fully your employment history for verification of your work experience, especially in WSH)</i>			
12. <u>S'pore Citizens / Permanent Resident (PR)</u> <i>(enclose copy of front & back copy of your NRIC)</i>			
13. <u>Work Permit / Employment Pass Holder</u> <i>(enclose copy of front & back of "S" or Employment Pass or relevant pages of Passport)</i>			



SECTION D: SELF-SCREENING CHECKLIST

(To be completed by all applicants)

INSTRUCTIONS

1. This checklist is designed to assess your readiness to take up the WSQ Specialist Diploma or Graduate Certificate in WSH.
2. In this self evaluation, you are advised to reflect your current or past work experience where you have acquired the competencies listed.
3. Please answer all the questions truthfully, and to the best of your knowledge and ability, by putting a tick on either “YES” or “NO” column respectively.
4. If you answer “YES” to a checklist item, it means you have acquired the competency and are ready to further develop on it through training.
5. Please note that:
 - a) This self screening checklist is only a guide and is not exhaustive.
 - b) You must submit this completed checklist together with all other required supporting documents listed in Section C to complete your application.

		Tick <input type="checkbox"/> as applicable		
		Yes	No	NA
Administrative Matters				
1.	Are you a graduate of the WSQ Advanced Certificate in WSH course? <i>(Only for applicants for SDWSH)</i>			
2.	Have you previously applied to this course with another CET Centre/ Training Provider?			
WSH Culture				
3.	I have contributed to establishing the organisational WSH culture by: <ul style="list-style-type: none"> • Identifying the characteristics of a positive WSH culture • Identifying benefits and approaches to improving organisational WSH culture 			
4.	I have experience in promoting WSH culture by minimising WSH violations and errors through actions, such as: <ul style="list-style-type: none"> • Identifying causes of errors due to WSH violations, mistakes, equipment, environmental factors and human errors 			
WSH Management System		Yes	No	NA
5.	I have coordinated WSH training through actions that may include: <ul style="list-style-type: none"> • Analysing WSH competencies required at each function and level in the organisation • Identifying training programmes to meet training needs at the workplace • Evaluating training programmes through questionnaire, workplace observation 			
6.	I have experience in maintaining, interpreting, implementing and educating workers on WSH policies and procedures through actions, which may include: <ul style="list-style-type: none"> • Advising workers of potential and actual hazards and control measures • Ensuring that worker uses suitable and adequate personal protective equipment and handles appropriate and non-faulty tools/ equipment • Interpreting relevant provisions of the Workplace Safety & Health Act 			



		Yes	No	NA
7.	I have co-ordinated audits of the WSH management system from the preparatory to completion phase by: <ul style="list-style-type: none"> • Preparing an audit plan • Ensuring the safety audit is carried out according to the scheduled timeline • Recording audit findings • Arranging for closure meeting with management 			
8.	I have coordinated the implementation of, and collated feedback on, WSH management programmes through actions, such as: <ul style="list-style-type: none"> • Explaining to the stakeholders the requirements of the organisational WSH management system and its elements. • Documentation of WSH roles and responsibilities of employees. • Coordinate resources for implementation of WSH management programmes 			
Managing WSH Performance		Yes	No	NA
9.	I have experience in measuring and monitoring WSH performance indicators through actions, which may include: <ul style="list-style-type: none"> • Comparing data against set targets or codes of practice/ legal requirements • Collating WSH sampling report and record loss of man-hours • Identifying performance indicators such as number of accidents and incidents 			
10.	I have experience in implementing workplace risk management programmes and maintaining workplace risk control measures by: <ul style="list-style-type: none"> • Identifying and reporting hazards in the workplace; faulty machinery, improper storage, toxins 			
11.	I have coordinated the maintenance of emergency preparedness and response plans through actions, such as <ul style="list-style-type: none"> • Handling emergency situations such as fire fighting & spill containment • Organising fire fighting drill, evacuation drill • Coordinating regular inspection by internal maintenance personnel 			
WSH Incident Investigation		Yes	No	NA
12.	I have participated in WSH inspections through actions, such as: <ul style="list-style-type: none"> • Scheduling the frequency of monitoring and the areas to be inspected • Coordinating the implementation of WSH inspection • Listing of hazards/ deficiencies uncovered during inspection 			
13.	I have experience in responding to WSH incidents and coordinating with WSH incident investigation teams: <ul style="list-style-type: none"> • Removing/ isolating hazardous materials or dissipating the energy sources • Providing in-house first aid or referring the injured to in-house nurses 			
14.	I have previously reported incidents to relevant parties through actions, that may include: <ul style="list-style-type: none"> • Preparing report based on investigation findings • Submitting incident report to relevant government agencies. 			



		Yes	No	NA
15.	I have experience in identifying incident causes and recommending corrective and preventive measures by: <ul style="list-style-type: none"> Identifying the basic, underlying and immediate causes Collating types of evidence for investigation Participating in root cause analysis Suggest reasonable corrective control measures based on hierarchy of control. 			
Organisational WSH Policy		Yes	No	NA
16.	I have coordinated the formulation or review of WSH policy through actions, which may include: <ul style="list-style-type: none"> Identifying characteristics of good WSH policy Obtaining feedback and suggestions from relevant stakeholders in formulating WSH policy 			
17.	I have coordinated the implementation of WSH policy by: <ul style="list-style-type: none"> Contributing suggestions on setting of WSH objectives in line with WSH policy, risk assessment results and legal requirements Identifying of hazards and existing control measures Tracking the progress of implementation with appropriate tools (Gantt Chart etc.) 			
18.	I have coordinated management reviews of WSH policy through actions, which may include: <ul style="list-style-type: none"> Gathering and documenting information for the review /formulation of WSH policy and objectives 			
WSH Compliance Matters		Yes	No	NA
19.	I am able to identify and communicate WSH legal and other requirements to stakeholders.			
20.	I have experience in maintaining my organisation's WSH compliance through actions, such as: <ul style="list-style-type: none"> Updating and maintaining the currency of compliance requirements Coordinating communication of requirements Gathering the new or amended WSH legal 			
21.	I have experience in maintaining WSH compliance status by: <ul style="list-style-type: none"> Preparing noise monitoring report, medical examination reports Coordinating government agencies visits inspections Applying for WSH permits, licenses and written consent from relevant government agencies 			

I declare that the information in this checklist and any sheets attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any information given by me in this document is any way false or incorrect, I may be barred from future applications to the course, or, if I am already undergoing training, I may face expulsion from the course and be liable to pay the full course fees to the training provider.

Name: _____

Signature: _____

Date: _____