



Supported by:



Circular No.: 118-2011 (with new confirmed date)

Date: 31 Oct 2011

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

DESIGN FOR SAFETY COORDINATOR (DfSC) COURSE

We are pleased to inform you of our forthcoming **Design for Safety Coordinator (DfSC) Course** jointly organized by ACES-SIA on 12 & 13 (Thursday & Friday) January 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.
(Refer to [https://www.wshc.sg/wps/themes/html/upload/cms/file/WSH_Construction_Sectoral_final_lowres\(1\).pdf](https://www.wshc.sg/wps/themes/html/upload/cms/file/WSH_Construction_Sectoral_final_lowres(1).pdf))
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. The DfS Recognition Scheme is targeted to be launched **by end 2011**, for which the **appointment of a DfS Coordinator will be required.**

Topic: Design for Safety Coordinator (DfSC) Course 2012

Date: **12 & 13 January 2012** (Thursday/ Friday)

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: ACES Office

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

Fees:	ACES / SIA / SCAL / IES Members	:	S\$ 850 (Include GST)
	Nett Course Fees after WDA Funding*	:	S\$ 655 (Include GST)
	BOA / CIJC Members	:	S\$1,063.00 (Include GST)
	Nett Course Fees after WDA Funding*	:	S\$868 (Include GST)
	Non-members	:	S\$1,275 (Include GST)
	Nett Course Fees after WDA Funding*	:	S\$1,080 (Include GST)

CPD: 6 CPD awarded by SIA; 12 PDU to be confirmed by PE Board;

12 STU awarded by ACES-IES JAC; 13 SDUs awarded by SISO

Registration is on First-Come-First Served Basis – **20 Seats available only**

Full Payment for Course Fee upon confirmation

Closing Date for Registration: **2 January 2012 before 10.00 am**

***Approved WDA Funding is \$15 per training hour or \$195 for 13 training hours**

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

Date	Time	Session	Trainer
Day 1, 12 January 2012 (Thursday)	08:30	Arrival & Registration	Mr. Paul Lee
	09:00	Introduction, overall objectives and content of the course	
	09:30	Importance of Design for Safety Legal and Statutory Requirements	
	10:00	Tea Break (light refreshment provided)	
	10:15	Legal and Statutory Requirements	
	11:00	Basic concepts in WSH Risk Assessment	
	12:00	Lunch Break (not provided)	
	13:00	Duties and Responsibilities	
	13:20	Design Review Process	
	14:20	Safety and Health Risk Considerations for Design Review	
	15:00	Tea Break (light refreshment provided)	
	15:15	Hazard Identification Tools	
	15:30	Learning Activity 1	
	16:45 – 17:00	Summary of Day 1	
Day 2, 13 January 2012 (Friday)	08:30	Arrival & Registration	Er. Goh Poh Kee
	09:00	Recap key learning points in day 1	
	09:15	Preparation for Design Review	
	09:45	Conducting the Design Review: ways to encourage participation	
	10:15	Tea Break (light refreshment provided)	
	10:30	Safety and Health Risk Register	
	11:00	Documentation, Monitor and Review of Safety & Health Risk Register	
	11:30	Coordination and Communication of Safety and Health Information	
	12:00	Lunch Break (not provided)	
	13:00	Learning Activity 2 Key learning points from case study	
	15:15	Tea Break (light refreshment provided)	
	15:30	Guide 3 - Summary of Day 2	
	16:00	Requirements and expectation of Assessments	
	16:15	Course Evaluation	
	16:30 – 17:00	Assessment 1	

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 Completion upon meeting 75% of the required course attendance and assessed to be competent.

Entry Requirements

Applicants must possess:

- A Recognised University degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer.
- Shall have an aggregate of 10 years experience;
 - In a consulting firm(s) of 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 working under the immediate direction of a Qualified Person, and/or
 - Involving exposure to design considerations in relation to conducting risk assessment and management for the construction, management and/or maintenance of building and structures,

While holding a degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer (in the discipline of civil/structural engineering, or mechanical &/or electrical engineering).

- Shall 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

Trainers' Profile



PAUL LEE CHYE KIM

RIBA, chartered architect & registered Inspector (Arch), Adjudicator
 B. Arch., M.Sc. (Bldg Sc) . LLB (Hons) London
 RIBA, MCI Arb, MSIA, FSI Arb

Lee Chye Kim is a registered chartered Architect, a Registered Inspector (Arch) (registered with the Singapore Civil Defence Force) and an Adjudicator (registered with Singapore Mediation Centre) with experiences both locally and overseas. He has a Bachelor of Architecture, Master of Science and the Bachelor of Laws (Hon) University of London. He is also an ACTA trainer.

He has over 25 years of experience in architectural design, contract administration and supervision of building projects. He has also been appointed an arbitrator, mediator and act as expert witness in construction disputes.

Mr. Lee is a member of the Royal Institute of British Architects (RIBA), Chartered Institute of Arbitrators (MCI Arb), Singapore Institute of Architects (MSIA) and a Fellow member of the Singapore Institute of Arbitrators (FSI Arb).

His overseas experiences extend to involving work in Indonesia, Western Australia, China, Sri Lanka, and the Middle East (Qatar and Abu Dhabi). And he has worked for both international contractors and consultants beside his own local architectural practice. His experiences include a variety of projects, (commercial, residential and industrial, interiors, etc.) with project values up to S\$ 250,000.00.



Er. GOH POH KEE

Poh Kee is a Professional Civil & Structural Engineer with over 35 years of experience in Civil and Structural; Bridge and Airport Engineering; Facilities Management; Project Management and Construction Management in Singapore.

He has successfully completed many projects. These included the construction of Terminal Building and Aircraft Pavements at Seletar, Paya Lebar, Military and Changi Airports; the Construction of Bridge and CTE Tunnels; Senior Project Manager for the Refurbishment of Terminal 1 and Expansion of Terminal 2 at Changi Airport; Provide Facilities Management Services for over 900 complexes in the Public Sector and Airports; Design and Construction of more than 70 Primary and Secondary Schools; Re-development of Jurong Camp; Design and Construction of Institutional Buildings both at the NUS and NTU; Design and Construction of Duke-NUS Graduate Medical School at College Road; Design and Construction of several Bungalows at Sentosa Cove and Treasure Island and few commercial cum factory buildings at Jurong Island.

Currently, Poh Kee is involved in the design and construction of Shuqun Secondary School and Two Indoor Sport Hall for MOE; the Design and Construction of the Changi Mall; The Design and Construction of a 14-Storey Graduate Hall at NTU and the Design of 14-Storey Yong Loo Lin School of Medicine at NUS.

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:

Assessment	Assessment Method	Assessment Duration	Remarks
Assessment 1	10 MCQ	30 min	To score at least 80%
Assessment 2	Part 1: Written Assessment	Submit within 12 weeks upon completion of training	This is an individual project to be completed outside the course schedule
	Part 2: Interview	Interview will be arranged by the individual participant accordingly to the trainer's availability	Report to be submitted in full

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:

Association of Consulting Engineers Singapore

18 Sin Ming Lane #06-01 Midview City

Singapore 573960

Website: www.aces.org.sg

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.

ACES 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 ACES.

Refund Policy	
<i>If notice of withdrawal is given in writing:</i>	<i>Refund Amount</i>
Not later than 7 calendar days before the commencement of the course	50% of the course fee paid
3 days before and upon course commencement	No Refund

APPLICATION FORM

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

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

Course Date: **12 – 13 January 2012 (Thursday / Friday)**

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 years 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:

[illegible]

- 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).

- 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

[illegible]

- 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
