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SINGAPORE

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

SIA-ACES DESIGN FOR SAFETY COORDINATOR (DfSC) COURSE 2014 (5th Run)

We are pleased to inform you of our forthcoming **Design for Safety Coordinator (DfSC) Course** jointly organized by **ACES and SIA**:

Er. Koh Boon Liang	Mr. Darren Bengier
Day 1 (Tue)	Day 2 (Wed)
15-Apr-14	16-Apr-14

How is this series relevant to Architects and Engineers?

The following updated points are noted:

1. The sectorial 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. To assist clients to engage a DfS Coordinator as part of procurement, guidance on specific terms of reference was developed by Workplace Safety and Health Council (WSHC) with Ministry of Manpower (MOM) with support from various associations, including Real Estate Developers' Association of Singapore (REDAS), Singapore Institute of Architects (SIA), The Institution of Engineers Singapore (IES), Association of Consulting Engineers Singapore (ACES), The Singapore Contractors Association Limited (SCAL) and Singapore Institute of Surveyors and Valuers (SISV).

To view the guidance document, please click

[http://www.sia.org.sg/xshare/DfSC Terms of Reference for Engagement by Client.pdf](http://www.sia.org.sg/xshare/DfSC_Terms_of_Reference_for_Engagement_by_Client.pdf)

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) 2014 – 5th Run

Date: **15 & 16 April 2014**

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: 79 Neil Road, Singapore 088904, SIA Theatre Level 1

Fees:	ACES / SIA / All CIJC Members	:	S\$ 856 (include GST)
	After WDA Funding * <i>Non-SME net fee</i>	:	S\$ 661 (include GST)
	<i>SME nett fee</i>	:	S\$ 466 (include GST)
	Non-members	:	S\$1,070 (include GST)
	After WDA Funding * <i>Non-SME net fee</i>	:	S\$ 875 (include GST)
	<i>SME nett fee</i>	:	S\$ 680 (include GST)

Points: **11 PDUs by PE Board; 12 STUs by ACES-IES JAC pending; 6 CPDs by BOA-SIA; 13 SDUs by SISO**

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

Class Size: Minimum 10

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

Closing Date for Registration: ~~24 March 2014~~ **Extended to 4 April 2014**

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

Please issue cheque payable to “**Singapore Institute of Architects**” and mail your cheque to **79B Neil Road, Singapore 088904.**

**Approved - WDA Funding (Training Grant) [Course Code: CRS-N-0027418]*

- \$15 per training hour or \$195 for 13 training hours (non-SME)*
- \$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

Date	Time	Session	Trainer
Day 1	08:30	Arrival & Registration	Er. Koh Boon Liang
	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	08:30	Arrival & Registration	Mr. Darren Benger
	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 Design for Safety (DfS) 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 DfS 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

****Due to stringent requirements in enrollment, applicants are required to submit their application and relevant supporting documents earlier for our assessment.***

TRAINER'S PROFILE

Er. Koh Boon Liang



Er. Koh Boon Liang is a practising Civil & Structural Consulting Engineer for more than 30 years. He is the Joint Managing Director of Ronnie & Koh Consultants Pte. Ltd. and the President of The Association of Consulting Engineers, Singapore.

He graduated from the National University of Singapore with a Bachelor of Engineering (Civil) in 1982 and a Master of Science (Civil) in 1986. He is a Board Member of the Professional Engineers Board of Singapore, an ASEAN Chartered Professional Engineer, a Security of Payment Adjudicator and a WSH (Workplace Safety and Health) DFS (Design for Safety) Trainer and Coordinator.

He is also serving in various government committees such as the BCA (Building & Construction Authority) Construction Productivity Centre Advisory Committee, the WSH Construction and Landscape Committee, the Engineering Accreditation Council, the Judging Panel for the LTA (Land Transport Authority) Design and Safety Award, as well as the BCA Design and Safety Excellence Award Assessment Committee.

He has worked on many large and successful projects in Singapore, ASEAN countries, United Arab Emirates and Taipei. He has been involved in various types of Design and Management of Civil & Structural Engineering works for public and private housings, commercial and industrial infrastructures and transportation systems.

Currently, he is involved in various high-rise housing projects, commercial projects and large retrofitting of commercial malls in Singapore.

Mr. Darren Benger



Darren received his Bachelor of Architecture degree with First Class Honours from the University Of Adelaide, Australia in 1995, and registered with the Board of Architects, Singapore in 2001. Since 1996 Darren has resided in Singapore, and he is currently a Director of ATA Architects Pte Ltd.

Darren's involvement in the Singapore Institute of Architects includes election to Council for the 2007/2008, 2008/2009 and 2009/2010 terms, and he has actively participated in various SIA committees, including chairing the SIA WSH Committee from 2010 after being Deputy Chairperson in the inaugural 2009 committee.

Darren has contributed to the BOA/SIA Architectural Practice Course as a speaker/tutor since 2008, and in the building contracts module of the Architectural Practice course for the National University of Singapore - School of Architecture since 2009.

Darren attained accreditation from WSH Council as a Trainer for the DfS 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	He/She scores at least 70% for Assessment 1.
Assessment 2	Part 1: Written Assessment	Submit within 12 weeks upon completion of training	He/She must address at least 75% for Assessment 2. This is an individual project to be completed outside the course schedule Report to be submitted in full.
	Part 2: Interview	Interview will be arranged by the individual participant accordingly to the trainer's availability	

Enquiries

For Enquiry (Ms. Jacey Tay of SIA):

Tel : (65) 6226 2668

Fax : (65) 6226 2663

Email : dfsc@sia.org.sg

Opening Hours: Mon to Fri: 9.30 am to 6.00 pm

Closed on Sat, Sun & Public Holidays

Application

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:

Singapore Institute of Architects

79B Neil Road

Singapore 088904

Tel : 62262668

Fax : 62262663

Email : dfsc@sia.org.sg

Attention : Ms. Jacey Tay

All applications and payments must reach SIA 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 **Singapore Institute of Architects**.

Refund Policy

If notice of withdrawal is given in writing:

Refund Amount

At least 7 working days before course commencement

Full Refund

4 - 6 working days before course commencement

50% of the course fee paid

3 working days before and upon course commencement

No Refund

APPLICATION FORM

[SAP Code: 2SP-4201080-004]

COURSE DETAIL

GST REG. NO.: M9-0001281-J
G.N. No. 565 in Gazette No. 27

Course : Design for Safety Coordinator (DfSC) Course 2014 – 5th Run
Date : 15 – 16 April 2014 (Tue / Wed)
Time : 9.00am - 5.00pm (Arrival and Registration start at 8.30am)
Venue : Singapore Institute of Architects, SIA Theatre Level 1 (79 Neil Road, Singapore 088904)
Points : 11 PDUs by PEB; 12 STUs by ACES-IES JAC; 6 CPDs by SIA; 13 SDUs by SISO
Course fee : \$856.00 (ACES / SIA / All CIJC Members), \$1070.00 (Non Members) – *fees inclusive of GST*
Closing date : ~~24 March 2014~~ **Extended to 4 April 2014**

Please fax / email the completed application form to Ms Jacey Tay:

Tel: (65) 6226 2668 Fax: (65) 6226 2663 Email: dfsc@sia.org.sg

And follow up with cheque payment to Singapore Institute of Architects.

[] By Cheque

Bank/Chq # : _____ Amt S\$: _____

Local Cheque (must be drawn in Singapore) should be crossed and made payable to "Singapore Institute of Architects".

Mail to SIA address:

Singapore Institute of Architects
79B Neil Road, Singapore 088904

Please indicate your name, company/institution and course date/title on the back of the cheque.

PART A: PERSONAL PARTICULARS

Please: a) Use block letters. b) Write legibly c) * 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): _____

Email: _____

Highest Education Qualification: (Please circle where appropriate)

Master/ Degree/ Diploma/ 'A' Level/Others, please specify _____

Membership No: [] ACES / SIA Members _____

[] CIJC (Pls specify Institution) _____

[] BOA Reg No. _____

[] PE Reg No. _____

[] Non-Member

PART B: CURRENT EMPLOYMENT DETAILS

Name of Company: _____

Designation: _____

Company Address: _____

Postal Code: _____

Contact No: _____ (Fax) _____

No of years of experience (in terms of building design-related activities & construction experience): _____

Please complete the below questionnaires:

- 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 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).

- If you do not have any building construction related academic degree recognised by BOA and/or PEB, explain relevance of your degree to design and construction: (Please attach true copy of your qualification certificate).

- Provide a summary on your skills and knowledge in the following:

Details of building design-related experience - while holding a degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer.

Details of building construction experience - while holding a degree or other qualifications recognised by BOA and/or PEB for professional registration as an Architect and/or Engineer.

Details of Workplace Safety and Health (WSH) experience / knowledge 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.

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 SIA.

Signature of Applicant: _____

Date: _____

Before submitting to SIA 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 documents or proofs of relevant experiences such as details of sites involved.