

<b>In-house Training Programme for Safety Personnel</b>	<b>Topic: Training Summary</b>	<b>SMP1005-01</b>	<b>Version No.: 1</b>
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Chapter	Title	Content
1 (A)	Introduction of BEC Safety Management System	To provide a structured safety management system which is integrated with the different functions of the company and the different projects in the region.
1(B)	Composition of Safety Management System	To set out in details mainly on the 16 elements which constitute the safety management system. The scope and complexity of these elements may vary significantly and to provide safety management in the company.

2 (A)	Safety Legislation	Introduction of the contemporary English legal systems and how to apply in occupational health and safety.
2 (B)	Contract Requirements and Specification	It is a contract which one party agrees to supply as much of a good or service as is required by the other party, and in exchange the other party expressly or implicitly promises that it will obtain its goods or services exclusively from the first party. Specification is a part of the contract documents that accompany and govern the construction of a building.

Keys Elements of Safety Management System (SMS)		
03	Safety Policy	A safety policy which states the commitment of the proprietor or contractor to safety and health at work.
04	Safety Organization	A structure to assure implementation of the commitment to safety at work.
05	Safety Training	Training to equip personnel with knowledge to work safely without risk to safety and health.
06	Safety Committee and Meeting	As a forum to identify, recommend and keep under review measures to improve the safety and health at work regularly.
07	Incident Investigation, Analysis and Report	Investigation the case to find out the causes of accident and incident and to develop prompt arrangements to prevent recurrence.
08	In-house Safety Rules and Regulations	To provide instruction for achieving safety management objective.
09	Safety Promotion	Promotion, development and maintenance of safety and health awareness at the workplace.
10	Evaluation, Selection & Control of Subcontractors	To ensure sub-contractors are fully aware of their obligations and are in fact meeting that.
11	Safety Inspection Programme	A programme to identify hazardous conditions and for the application of any such conditions at regular intervals or as appropriate.
12	Personal Protection Equipment Programme	A programme to identify hazardous exposure or the risk of such exposure to the workers and to provide suitable personal protective equipment as a last resort where engineering control methods are not feasible.
13	Maintenance Regime for Plant, Machinery and Equipment	To implement an effective maintenance programme which includes a) Summary; b) Inspection and maintenance schedule; c) Breakdown and repair procedure, and d) Record.

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14 (A)	Job Safety Analysis (Risk Assessment) and Safety Work Procedure	Evaluation of job related hazard and development of safe work procedures
14 (B)	Risk Control Hierarchy	The hierarchy of risk control is used when undertaking risk assessment activities, to control hazards and minimize risk.
15	Hazardous Substance and Chemicals	To establish procedures for proper management of hazardous substances and chemicals which shall includes flammable, toxic and corrosive substances. The procedures shall include the control of receipt, storage, movement, distribution, use and final disposal of such substances to minimize occurrence of incidents.
16	Emergency Preparedness	To develop, communicate and execute plans prescribing the effective management of emergency situations.
17	Occupational Health Programme	A programme to protect workers from occupational health hazards.
18 (A)	Safe Work Practices (1)	A programme for accident control and eliminate of hazards before exposing workers to any adverse work environment.
18 (B)	Safe Work Practices (2)	
18 (C)	Safe System of Work	It is a formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or risk is minimized.

19	Environmental Management	Noise, air and water pollution, measurement & control and waste management.
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20	Safety Audit	It is a systematic and, wherever possible, independent examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organization's policy and objectives.
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21 (A)	Safety Culture	It refers to the ways that safety issues are addressed in a workplace. It often reflects "the attitudes, beliefs, perceptions and values that employees share in relation to safety.
21 (B)	Safety Development in Different Countries	Sharing on legal context and regime, registration of safety practitioners and enforcement in health and safety in different countries. Examples (Hong Kong, Macau, Singapore, Malaysia, Taiwan and Philippines) will be shared.

22	Safety Science	Safety Science is multidisciplinary. Its contributors and its audience range from social scientists to engineers. It covers the physics and engineering of safety; its social, policy and organizational aspects; the assessment, management and communication of risks; the effectiveness of control and management techniques for
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		safety; standardization, legislation, inspection, insurance, costing aspects, human behavior and safety and the like.
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