

Lesson Plan

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[1c]



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Problem Identification (PI)	
Total Delivery Hours: [totaldelivery]	
1. Total Delivery Hours	: [3b]
2. Training Hours	: 21 Hours 45 Minutes
2a. Class room Theory	: 17 Hours 55 Minutes
2b. Classroom Blended Learning ^{*1}	: 50 Minutes
2C. E-Learning	: 3 Hours
3. Assessment Hours	: [3c]
3a. Written Assessment	: 1 Hour 30 Minutes
3b. Case Study Assessment	: 45 Minutes

Day 1 : 8.00 AM to 7.00 PM (9 Hours 30 Minutes)

Day 2 : 8.00 AM to 6.45 PM (9 Hours 15 Minutes)

Day 3: 8.00 AM to 10.15 AM (2 Hours 15 Minutes) Examination)

***1 Classroom Blended Learning (Total 50 Minutes)**

- BL - Instant Performance Reflection (4 Topics) - 20 Minutes
- BL - Micro Learning Using the QR Code - 30 Minutes

Flexible Home Based Blended Learning (Outside the Lesson Plan Hours)

- Blended Learning Activity - EAbot - 30 Minutes

2c) E-learning - 3 hours

Ability 1. Identify symptoms that could lead to potential problem at the workplace

Ability 2. Articulate problems in a clear and concise manner

Ability 3. Provide recommendations to resolve the issues at hand

Ability 5. Analyse relevant information surrounding the perceived problems

Ability 7. Analyse the root causes of the problems at the workplace using appropriate problem solving tools and techniques

Explanation

Learners are required to complete all the e-learning modules after attending each day classroom facilitated training. This is to ensure that they have reasonable knowledge of the topics covered.

Learners will be given ample opportunity to share their thoughts and inputs with their trainers off-line via email, echat, phone, etc. They can contact their trainers at any time during the respective module 24/7.

Additional time are allotted during classroom facilitated training for Q&A. Trainer will conduct quick revision but ensure that all trainees have proper understanding of the topics. Trainer may share the self-assessment questions and answers with the trainees as a form of revision.

Trainees will be encouraged to give feedback. Survey forms will be issued to these trainees to obtain feedback on their e-learning experiences. These feedback will be taken into consideration to continually improve the e-learning process.

Lesson Plan

(Day-1) 8.00am to 7.00PM (9 Hours 30 Minutes)

Time / Duration	Contents		Instructional Mode / Technique	Training Aids (TGLG, PPT)
	Performance Statements / Underpinning Knowledge / Topics	Sub Topics		
8.00 AM – 8.30 AM (30 Minutes)		<u>Introduction</u> (a) Self-introduction and getting to know participants (b) Safety and evacuation procedures (c) Overview of Competency Unit (d) Training Delivery (e) Assessment Requirements (f) Explanation on e-learning modules	Lecture Discussion	• PPT
8.30 AM – 10.00 AM (1 Hour 30 Minutes)	A1. Identify symptoms that could lead to potential problem at the workplace	K1. Sources from which symptoms of potential problems may be identified <u>E-Learning Revision 5 Minutes (Part 1)</u>	Lecture with Q & A	• PPT
Tea Break 10.00 AM to 10.15 AM				
10.15 AM – 11.30 AM (1 hour 15 Minutes)	A1. Identify symptoms that could lead to potential problem at the workplace	K2. Possible sources of problem <u>E-Learning Revision 5 Minutes (Part 2)</u>	Lecture with Q & A	• PPT
11.30 AM – 12.10 PM		Learning Activity 1 Duration: 40 Minutes (Group 3 to 5) Participants will be given a copy of verdict of the court case. 1) Key contributory factors that resulted in the accident. 2) What is stated in the section 12(1) of the WSH Act? 3) List the key Learning points noted the court verdict. (Heading Only)	Group Discussion	LA PP sheet

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(40 Minutes)		<p>4) The safety briefing done by company was found to be ineffective.</p> <p>5) List any four ideas for the effective risk assessment briefing to the workers instead of conducting just a paper exercise.</p> <p>Participants are required to find the following:</p> <p>Trainer will summarise the learning points.</p>		
12.10 PM – 12.15 PM (5 Minutes)	Instant Performance Reflection- 1 (IPR 1) (5 mins)	Blended Learning Activity 1- IPR 1 Instant Performance Reflection (IPR 1 (5 mins) a. Learning Objectives: To check the ability of the students to apply their knowledge at workplace	Facilitator to launch the IPR 1 from the SSTM	SST
Lunch Break 12.15 PM to 1.15 PM				
1.15 PM – 2.15 PM (1 hour)	A2. Articulate problems in a clear and concise manner	2.1 Reasons to articulate problems in a clear and concise manner E-Learning Revision 5 Minutes (Part 3)	Lecture with Q & A	• PPT • Video

<p>2.15 PM – 3.00 PM (45 Minutes)</p>		<p>Learning Activity 2</p> <p>Duration: 45 Minutes (Group 3 to 5)</p> <p>The officers from Ministry of Manpower visited your workplace (Construction Site / or Ship yard / or a manufacturing Factory) and issued full Stop Work Order (SWO). The management asked to solve this problem as soon as possible so that the SWO can be lifted and operation can start again.</p> <ul style="list-style-type: none"> ➤ What is the problem? ➤ What is the immediate next step to take? ➤ What are the steps to take after the immediate actions? ➤ How you going to convince the MOM officers to lift the SWO. ➤ What actions you take to prevent the repeat of this incident. ➤ Trainer will summarise the learning points. <p>The trainer will summarise the learning points.</p>	<p>Group Discussion</p>	<p>LA PP LA wo sheet</p>
<p>Tea Break 3.00 PM to 3.15 PM</p>				
<p>3.15 PM – 4.00 PM (45 Minutes)</p>	<p>A3. Provide recommendat ions to resolve the issues at hand</p>	<p>K6. Methods to determine the strengths and limitations or constraints of each selected idea</p> <p><u>E-Learning Revision 10 Minutes (Part 4)</u></p>	<p>Lecture with Q & A</p>	<p>• PPT</p>

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4.00 PM – 4.30 PM (30 Minutes)	A4. Apply logical deduction to anticipate and detect problems at the workplace	K3. Ways to identify impact of a problem on one's job responsibilities and other parties involved	Lecture with Q & A	• PPT • Video
4.30 PM – 5.00 PM (30 Minutes)		<p>Learning Activity 3</p> <p>Duration: 30 Minutes (Group 3 to 5)</p> <p>You are a WSH Co-ordinator in a shipyard. One day during the lifting operations a mobile crane suddenly toppled. Luckily no one was injured in the incident.</p> <p>Your management ask you not to report this incident to the authorities. How do you approach and solve this issue? Your reply may include the following:</p> <ol style="list-style-type: none"> 1. Legal reasons (Including stating of the relevant clauses of the legislation) that the incident must be reported to the authorities. 2. Consequences of non-reporting.. <p>The trainer will summarise the learning points.</p>	Group Discussion	LA PP LA worksheet
5.00 PM – 6.10 PM (1 Hour 10 Minutes)	A5. Analyse relevant information surrounding the perceived problems	<p>K4. Procedure for evaluating selected ideas for problem-solving</p> <p><u>E-Learning Revision 5 Minutes (Part 5)</u></p>	Lecture with Q & A	• PPT • Video
6.10 PM – 6.55 PM (45 Minutes)		<p>Learning Activity 4</p> <p>Duration: 40 Minutes Worker Fall through roof skylight</p> <ol style="list-style-type: none"> ➤ 1. Draw the ishikawa Fishbone Diagram with the information given above. ➤ 2. Identify the basic causes of the accident 	Group Discussion	LA PP LA worksheet

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		➤ 3. Identify the root causes of the accident 4. List the Preventive actions		
6.55 PM – 7.00 PM (5 Minutes)	Instant Performance Reflection- 1 (IPR 2) (5 mins)	Blended Learning Activity 1- IPR 2 Instant Performance Reflection (IPR 2 (5 mins) b. Learning Objectives: To check the ability of the students to apply their knowledge at workplace	Facilitator or to launch the IPR 1 from the SSTM	SST

Day 1 E-learning – (2 Hour 10mins)

Abilities (A)	Knowledge (K)	Total E-Learning slides	Total Interactive Questions	Time
A1	K1. Sources from which symptoms of potential problems may be Identified K2. Possible sources of problem	1 -23	1	50 Minutes
A2	-	19 - 31	1	30 Minutes
A3	K6. Methods to determine the strengths and limitations or constraints of each selected idea	32 - 41	1	30 Minutes
A5	K4. Procedure for evaluating selected ideas for problem-solving	42 - 50	1	20 Minutes

Recommended to complete the e-learning modules before coming to the class or on the first day of the class. This is to ensure that the trainee have some prior knowledge on the topics covered.

Trainer to monitor closely and track individual on their E-Learning progress.

(Day-2) 8.00am to 6.45PM (9 Hours 15 Minutes)

Time /	Contents	Instruc-	Traini
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Duration	Performance Statements / Underpinning Knowledge / Topics	Sub Topics	Instructional Mode / Technique	Aids (TGLG, PPT)
8.00 AM – 8.15 AM (15 Minutes)		Review of lessons of Day 1	Discussion	•
8.15 AM – 8.45 AM (30 Minutes)	A5. Analyse relevant information surrounding the perceived problems	K4. Procedure for evaluating selected ideas for problem-solving	Lecture with Q & A	PPT
8.45 AM – 9.15 AM (30 Minutes)		<p>Learning Activity 5</p> <p>Duration: 30 Minutes (Group 3 to 5)</p> <p>A worker is using a “A frame” ladder to check and repair the electrical wire inside the false ceiling. The following are the findings: He was standing on the top most step of the A frame ladder. There was no buddy system in place. The supervisor just instructed him to carryout the job without any further information.</p> <ol style="list-style-type: none"> 1. Identify the problem in the workplace 2. Who are the responsible parties 3. What are the corrective and preventive actions you take to solve the problem? <p>The trainer will summarise the learning points.</p>	Group Discussion	LA PP LA worksheet
9.15 AM – 10.00AM (45 Minutes)		<p>Learning Activity 6</p> <p>Duration: 40 Minutes (Group 3 to 5)</p> <p>❑ A worker who was using the “A Frame” ladder (Assume the worker in the previous learning activity) fall from 3 Metre height and seriously injured. He was given 1 Month Medical Leave. The authorities issued a “STOP WORK ORDER” for 3 days for the poor safety management in the workplace. Assume there are 20 persons are working from top management to workers.</p>	Group Discussion	LA PP LA worksheet

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		<p>(You can assume other machineries, equipment's etc....)</p> <ul style="list-style-type: none"> ❑ 1. Estimate the loss incurred by the company due to the stop work order and the accident. (Refer Sample Template for reference) ❑ 2. The trainer may randomly choose one trainee for each of the topic (Presentation about 10 Minutes). <p>The trainer shall summarise the learning points.</p>	on	sheet
Tea Break 10.00 AM to 10.15 AM				
10.15 AM – 12.10 AM (1 Hour 55 Minutes)	A6. Identify the exact problem using elimination process, objective reasoning or process questioning	K7. Areas of impact from implementation of an action plan	Lecture with Q & A	• PPT
12.10 AM – 12.15 PM (5 Minutes)	Instant Performance Reflection- 1 (IPR 2) (5 mins)	<p>Blended Learning Activity 1- IPR 3</p> <p>Instant Performance Reflection (IPR 3 (5 mins)</p> <p>c. Learning Objectives: To check the ability of the students to apply their knowledge at workplace</p>	Facilitator to launch the IPR 1 from the SSTM	SST
Lunch Break 12.15 PM to 1.15 PM				
1.15 PM – 2.30 PM (1 Hour 15 Minutes)	A7. Analyse the root causes of the problems at the workplace using appropriate problem solving tools	<p>K5. Factors to consider in selecting suitable modes of communication</p> <p><u>E-Learning Revision 5 Minutes (Part 6)</u></p>	Lecture with Q & A	PPT

2.30 PM – 3.00 PM (30 Minutes)	and techniques	Blended Learning Activity 2 (Micro Learning-BL) (Micro-learning on Total WSH) Duration: 30 mins (Group) <ul style="list-style-type: none"> • Scan the QR code • Play the video • Discuss the learning points in the group • Answer the questions Trainer will summarise the learning points	Launch Micro Learning QR Code	LA PP LA worksheet
Tea Break 3.00 PM to 3.15 PM				
3.15 PM – 4.00 PM (45 Minutes)	A7. Analyse the root causes of the problems at the workplace using appropriate problem solving tools and techniques (Continued.)	K8. Types of corrective actions E-Learning Revision 5 Minutes (Part 7)	Lecture with Q & A	• PPT
4.00 PM – 5.30 PM (1 Hours 30 Minutes)	A8. Evaluate the effectiveness of implemented solutions and implementation plans by	K9. Reflective mechanisms for the entire problem solving process	Lecture with Q & A	•

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	analysing feedback gathered from relevant sources (Continued...)			
5.30 PM – 6.00 PM (30 Minutes)		<p>Learning Activity 7</p> <p>Duration: (Group 3 to 5)</p> <p>You are a WSH Co-ordinator in a construction project. One day two different company workers are fighting in the workplace.</p> <p>How do you resolve the problem? Your reply may include the following:</p> <p>Immediate actions at the scene</p> <p>2. Future actions to be taken to prevent the recurrence ..</p> <p>The trainer shall summarise the learning points.</p> <p>The trainer shall summarise the learning points.</p>	Group Discussion	LA PP LA worksheet
6.00 PM – 6.05 PM (5 Minutes)	Instant Performance Reflection- 1 (IPR 2) (5 mins)	<p>Blended Learning Activity 1- IPR 4</p> <p>Instant Performance Reflection (IPR 4 (5 mins)</p> <p>d. Learning Objectives: To check the ability of the students to apply their knowledge at workplace</p>	Facilitator to launch the IPR 1 from the SSTM	SST
6.05 AM – 6.45 PM (40 Minutes)		<p>Recap of the topics covered on Day 1 and Day 2</p> <p>Total WSH</p>	Lecture with Q & A	PPT

Day 2 - E-learning – (50mins)

Abilities (A)	Knowledge (K)	Total E-Learning slides	Total Interactive Questions	Time
A7	K5. Factors to consider in selecting suitable modes of communication	51 -72	1	50 Minutes

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	K8. Types of corrective actions			
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Recommended to complete the e-learning modules before coming to the class or on the first day of the class. This is to ensure that the trainee have some prior knowledge on the topics covered.

Trainer to monitor closely and track individual on their E-Learning progress.

(Day-3) 8.00AM to 10.15 AM (2 Hours 15 Minutes)

Time / Duration	Contents				
	Performance Statements / Underpinning Knowledge / Topics	Sub Topics			
8.00 AM – 8.45 AM (45 Minutes)	Assessment 1	Case Study Assessment <ul style="list-style-type: none"> Read the given scenario in the question paper Answer the all the questions based on given scenario 	<ul style="list-style-type: none"> Individual Open Book 		
8.45 AM – 10.15 AM (1 Hour 30 Minutes)	Assessment 2	Written Assessment <ul style="list-style-type: none"> Answer all the questions 	<ul style="list-style-type: none"> Individual Open Book 		

Version Control Record

EXTERNAL AUTHORITY		EVERSAFE ACADEMY					
Ref.Document		Version	Revision	Effective Date	Author	Approved	Change Description
Code:	ES-	1.00	-	Jan 2015	ESC	ESC MD	First release

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ACE-302G-1						
	1.01	01	08/03/2017	ESC	ESC MD	ESC Templet, welcome note, added picture
	1.02	02	01/01/2018	ESC	ESC MD	Applied Blended Learning Method
	3.00	03	17/11/2018	EA	EA MD	Company name and logo updated
	3.01	04	19/08/2019	EA	EA MD	Added few slides of SMS, RM, bizSAFE, sample training matrix.
	3.02	05	03/12/2020	EA	EA MD	Course name changed to Workplace Safety and Health System Management in Construction Industry
	3.03	06	17/5/2021	EA	EA MD	Regular Review and materials updated as per course review meeting suggestions
	3.04	07	14/01/2022	EA	EA MD	Total "WSH Content Information" is added
	3.05	08	16/05/2022	EA	EA MD	Routine review
RET-ACE-3006-1.1	4.00	09	20/11/2022	EA	EA MD	<p>Course Revamped as per new "TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT"</p> <p>Name changed from Solve Problems and Make Decisions at Supervisory Level to "Problem Identification"</p>

