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# Lesson Plan



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**[ a short medical  
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[உடலின் ஒரு பகுதியைக் குறுகிய கால மருத்துவ  
ஆய்வுக்கு உட்படுத்துதல்; மருத்துவப்  
பரிசோதனை]



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|                                    |
|------------------------------------|
| <b>Problem Identification (PI)</b> |
|------------------------------------|

## Problem Identification (PI) - Lesson Plan

**Total Delivery Hours: 24 Hours including 2 Hours 15mins of assessment**

|  |   |                            |
|--|---|----------------------------|
| 1. Total Delivery Hours                      | : | <b>[3b]</b>                |
| 2. Training Hours                            | : | <b>21 Hours 45 Minutes</b> |
| 2a. Class room Theory                        | : | <b>17 Hours 55 Minutes</b> |
| 2b. Classroom Blended Learning <sup>*1</sup> | : | <b>50 Minutes</b>          |
| 2C. E-Learning                               | : | <b>3 Hours</b>             |
| 3. Assessment Hours                          | : | <b>[3c]</b>                |
| 3a. Written Assessment                       | : | 1 Hour 30 Minutes          |
| 3b. Case Study Assessment                    | : | 45 Minutes                 |

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**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**

## Problem Identification (PI) - Lesson Plan

- 
- 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  |                                |                           |
| <b>8.00 AM – 8.30 AM (30 Minutes)</b> |  | <u><b>Introduction</b></u><br>(a) Self-introduction and getting to know participants<br>(b) Safety and evacuation procedures<br>(c) Overview of Competency Unit<br>(d) Training Delivery<br>(e) Assessment Requirements | Lecture<br><br>Discussion      | • PPT                     |

## Problem Identification (PI) - Lesson Plan

|   |   |   |  |                       |
|---|---|---|--|-----------------------|
|   |   | (f) Explanation on e-learning modules   |  |                       |
| 8.30 AM<br>–<br>10.00 AM<br>(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<br><br><u>E-Learning Revision 5 Minutes (Part 1)</u>  | Lecture with Q & A                       | • PPT                 |
| Tea Break<br>10.00 AM to 10.15 AM                 |   |   |  |                       |
| 10.15 AM<br>–<br>11.30 AM<br>(1 hour 15 Minutes ) | ( Continued....)<br><br>A1. Identify symptoms that could lead to potential problem at the workplace | K2. Possible sources of problem<br><br><u>E-Learning Revision 5 Minutes (Part 2)</u>  | Lecture with Q & A                       | • PPT                 |
| 11.30 AM<br>–<br>12.10 PM<br>(40 Minutes)         |   | <p><b>Learning Activity 1</b></p> <p><b>Duration: 40 Minutes (Group 3 to 5)</b></p> <p>Participants will be given a copy of verdict of the court case.</p> <p>1) Key contributory factors that resulted in the accident.</p> <p>2) What is stated in the section 12(1) of the WSH Act?</p> <p>3) List the key Learning points noted the court verdict. (Heading Only)</p> <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> | Group Discussion                         | LA PP<br>LA worksheet |
| 12.10 PM<br>–<br>12.15 PM<br>(5 Minutes)          | Instant Performance Reflection- 1 (IPR 1)<br><br>(5 mins)   | <p><b>Blended Learning Activity 1- IPR 1</b></p> <p>Instant Performance Reflection (IPR 1 (5 mins)</p> <p>a. Learning Objectives:</p>   | Facilitator to launch the IPR 1 from the | SST                   |

## Problem Identification (PI) - Lesson Plan

|   |  |   |                    |  |
|---|--|---|--------------------|--|
|   |  | To check the ability of the students to apply their knowledge at workplace  | SSTIM              |  |
| <b>Lunch Break<br/>12.15 PM to 1.15 PM</b>        |  |   |                    |  |
| <b>1.15 PM<br/>–<br/>2.15 PM<br/>(1 hour)</b>     | <b>A2.<br/>Articulate<br/>problems in a<br/>clear and<br/>concise<br/>manner</b> | 2.1 Reasons to articulate problems in a clear and concise manner<br><br><u>E-Learning Revision 5 Minutes (Part 3)</u>   | Lecture with Q & A | <ul style="list-style-type: none"> <li>• PPT</li> <li>• Video</li> </ul> |
|   |  |   |                    |  |
| <b>2.15 PM<br/>–<br/>3.00 PM<br/>(45 Minutes)</b> |  | <p style="color: red; text-align: center;"><b>Learning Activity 2</b></p> <p style="color: blue; text-align: center;"><b>Duration: 45 Minutes (Group 3 to 5)</b></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"> <li>➤ What is the problem?</li> <li>➤ What is the immediate next step to take?</li> <li>➤ What are the steps to take after the immediate actions?</li> <li>➤ How you going to convince the MOM officers to lift the SWO.</li> <li>➤ What actions you take to prevent the repeat of this incident.</li> <li>➤ Trainer will summarise the learning points.</li> </ul> <p>The trainer will summarise the learning points.</p> |                    |  |

## Problem Identification (PI) - Lesson Plan

| Tea Break<br>3.00 PM to 3.15 PM          |   |   |                    |                       |
|--|---|---|--------------------|-----------------------|
| 3.15 PM<br>–<br>4.00 PM<br>( 45 Minutes) | <b>A3. Provide recommendations to resolve the issues at hand</b>                      | K6. Methods to determine the strengths and limitations or constraints of each selected idea<br><br><u>E-Learning Revision 10 Minutes (Part 4)</u>   | Lecture with Q & A | • PPT                 |
| 4.00 PM<br>–<br>4.30 PM<br>(30 Minutes)  | <b>A4. Apply logical deduction to anticipate and detect problems at the workplace</b> | K3. Ways to identify impact of a problem on one's job responsibilities and other parties involved   | Lecture with Q & A | • PPT<br>• Video      |
| 4.30 PM<br>–<br>5.00 PM<br>( 30 Minutes) |   | <p><b>Learning Activity 3</b></p> <p><b>Duration: 30 Minutes (Group 3 to 5)</b></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?<br/>Your reply may include the following:</p> <ol style="list-style-type: none"> <li>1. Legal reasons (Including stating of the relevant clauses of the legislation) that the incident must be reported to the authorities.</li> <li>2. Consequences of non-reporting..</li> </ol> <p><b>The trainer will summarise the learning points.</b></p> | Group Discussion   | LA PP<br>LA worksheet |

## Problem Identification (PI) - Lesson Plan

|  |  |  |   |                       |
|--|--|--|---|-----------------------|
| 5.00 PM – 6.10 PM ( 1 Hour 10 Minutes) | <b>A5. Analyse relevant information surrounding the perceived problems</b> | K4. Procedure for evaluating selected ideas for problem-solving<br><br><u>E-Learning Revision 5 Minutes (Part 5)</u>   | Lecture with Q & A                            | • PPT<br>• Video      |
| 6.10 PM – 6.55 PM ( 45 Minutes)        |  | <b>Learning Activity 4</b><br><b>Duration: 40 Minutes</b><br><b>Worker Fall through roof skylight</b> <ul style="list-style-type: none"> <li>➤ 1. Draw the ishikawa Fishbone Diagram with the information given above.</li> <li>➤ 2. Identify the basic causes of the accident</li> <li>➤ 3. Identify the root causes of the accident</li> <li>4. List the Preventive actions</li> </ul> | Group Discussion                              | LA PP<br>LA worksheet |
| 6.55 PM – 7.00 PM ( 5 Minutes)         | Instant Performance Reflection- 1 (IPR 2) (5 mins)                         | <b>Blended Learning Activity 1- IPR 2</b><br>Instant Performance Reflection (IPR 2) (5 mins)<br>b. Learning Objectives:<br>To check the ability of the students to apply their knowledge at workplace  | Facilitator 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<br><br>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 |



## Problem Identification (PI) - Lesson Plan

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 / Duration                | Contents   |   | Instructional Mode / Technique | Training Aids (TGL, PPT, etc.) |
|--------------------------------|--|---|--------------------------------|--------------------------------|
|                                | Performance Statements / Underpinning Knowledge / Topics                   | Sub Topics  |                                |                                |
| 8.00 AM – 8.15 AM (15 Minutes) |  | Review of lessons of Day 1  | Discussion                     | •                              |
| 8.15 AM – 8.45 AM (30 Minutes) | <b>A5. Analyse relevant information surrounding the perceived problems</b> | K4. Procedure for evaluating selected ideas for problem-solving   | Lecture with Q & A             | PPT                            |
| 8.45 AM – 9.15 AM (30 Minutes) |  | <p><b>Learning Activity 5</b></p> <p><b>Duration: 30 Minutes (Group 3 to 5)</b></p> <p>A worker is using a “A frame” ladder to check and repair the electrical wire inside the false ceiling.<br/> The following are the findings:<br/> He was standing on the top most step of the A frame ladder.<br/> There was no buddy system in place.<br/> The supervisor just instructed him to carryout the job without any further information.</p> <p>1. Identify the problem in the workplace<br/> 2. Who are the responsible parties</p> | Group Discussion               | LA PPT<br>LA worksheet         |

## Problem Identification (PI) - Lesson Plan

|   |   |  |                                      |                               |
|---|---|--|--------------------------------------|-------------------------------|
| <b>9.15 AM – 10.00AM ( 45 Minutes)</b>  |   | <p>3. What are the corrective and preventive actions you take to solve the problem?</p> <p><b>The trainer will summarise the learning points.</b></p>  | <p>Group Discussion</p>              | <p>LA PP<br/>LA worksheet</p> |
|   |   | <p><b>Learning Activity 6</b></p> <p><b>Duration: 40 Minutes (Group 3 to 5)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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. ( You can assume other machineries, equipment's etc....)</li> <li><input type="checkbox"/> 1. Estimate the loss incurred by the company due to the stop work order and the accident. (Refer Sample Template for reference)</li> <li><input type="checkbox"/> 2. The trainer may randomly choose one trainee for each of the topic ( Presentation about 10 Minutes).</li> </ul> <p><b>The trainer shall summarise the learning points.</b></p> |                                      |                               |
| <p style="text-align: center;"><b>Tea Break</b><br/><b>10.00 AM to 10.15 AM</b></p> |   |  |                                      |                               |
| <b>10.15 AM – 12.10 AM ( 1 Hour 55 Minutes)</b>                                     | <b>A6. Identify the exact problem using elimination process, objective reasoning or process questioning</b> | <p>K7. Areas of impact from implementation of an action plan</p>   | <p>Lecture with Q &amp; A</p>        | <p>• PPT</p>                  |
| <b>12.10 AM – 12.15 PM (5)</b>  | <p>Instant Performance Reflection- 1 (IPR 2)</p>  | <p><b>Blended Learning Activity 1- IPR 3</b></p>   | <p>Facilitator to launch the IPR</p> | <p>SST</p>                    |

## Problem Identification (PI) - Lesson Plan

|  |  |   |                                      |                       |
|--|--|---|--------------------------------------|-----------------------|
| <b>Minutes)</b>                                  | (5 mins)   | Instant Performance Reflection (IPR 3 (5 mins)<br>c. Learning Objectives:<br>To check the ability of the students to apply their knowledge at workplace   | 1 from the SSTM                      |                       |
| <b>Lunch Break</b><br><b>12.15 PM to 1.15 PM</b> |  |   |                                      |                       |
| <b>1.15 PM – 2.30 PM (1 Hour 15 Minutes)</b>     | <b>A7. Analyse the root causes of the problems at the workplace using appropriate problem solving tools and techniques</b> | K5. Factors to consider in selecting suitable modes of communication<br><br><u>E-Learning Revision 5 Minutes (Part 6)</u>   | Lecture with Q & A                   | PPT                   |
| <b>2.30 PM – 3.00 PM (30 Minutes)</b>            |  | <b>Blended Learning Activity 2 (Micro Learning-BL)</b><br><br>(Micro-learning on Total WSH)<br><b>Duration: 30 mins (Group)</b> <ul style="list-style-type: none"><li>• Scan the QR code</li><li>• Play the video</li><li>• Discuss the learning points in the group</li><li>• Answer the questions</li></ul> <b>Trainer will summarise the learning points</b> | Launch Micro Learning<br><br>QR Code | LA PP<br>LA worksheet |

## Problem Identification (PI) - Lesson Plan

| Tea Break<br>3.00 PM to 3.15 PM                     |   |   |                    |                       |
|---|---|---|--------------------|-----------------------|
| 3.15 PM<br>–<br>4.00 PM<br><br>(45 Minutes)         | <b>A7. Analyse the root causes of the problems at the workplace using appropriate problem solving tools and techniques (Continued.)</b>                     | K8. Types of corrective actions<br><br><a href="#">E-Learning Revision 5 Minutes (Part 7)</a>   | Lecture with Q & A | • PPT                 |
| 4.00 PM<br>–<br>5.30 PM<br><br>(1 Hours 30 Minutes) | <b>A8. Evaluate the effectiveness of implemented solutions and implementation plans by analysing feedback gathered from relevant sources (Continued...)</b> | K9. Reflective mechanisms for the entire problem solving process  | Lecture with Q & A | •                     |
| 5.30 PM<br>–<br>6.00 PM<br><br>(30 Minutes)         |   | <p><b>Learning Activity 7</b></p> <p><b>Duration: (Group 3 to 5)</b></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?<br/>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</p> | Group Discussion   | LA PP<br>LA worksheet |

## Problem Identification (PI) - Lesson Plan

|                                       |  |  |  |     |
|---------------------------------------|--|--|--|-----|
|                                       |  | points.  |  |     |
|                                       |  | <b>The trainer shall summarise the learning points.</b>  |  |     |
| <b>6.00 PM – 6.05 PM (5 Minutes)</b>  | Instant Performance Reflection- 1 (IPR 2) (5 mins) | <b>Blended Learning Activity 1- IPR 4</b><br><br>Instant Performance Reflection (IPR 4 (5 mins)<br>d. Learning Objectives:<br>To check the ability of the students to apply their knowledge at workplace | Facilitator or to launch the IPR 1 from the SSTM | SST |
| <b>6.05 AM – 6.45 PM (40 Minutes)</b> |  | Recap of the topics covered on Day 1 and Day 2<br><br>Total WSH  | Lecture with Q & A                               | PPT |

### Day 2 - E-learning – ( 50mins)

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| Abilities (A) | Knowledge (K)   | Total E-Learning slides | Total Interactive Questions | Time       |
|---------------|---|-------------------------|-----------------------------|------------|
| A7            | K5. Factors to consider in selecting suitable modes of communication<br><br>K8. Types of corrective actions | 51 -72                  | 1                           | 50 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-3) 8.00AM to 10.15 AM (2 Hours 15 Minutes)

| Time / Duration | Contents  |            |  |  |  |
|-----------------|---|------------|--|--|--|
|                 | Performance Statements / Underpinning Knowledge / | Sub Topics |  |  |  |
|                 |   |            |  |  |  |

## Problem Identification (PI) - Lesson Plan

|   | Topics       |  |   |  |  |
|---|--------------|--|---|--|--|
| 8.00 AM<br>–<br>8.45 AM<br><br>(45 Minutes)         | Assessment 1 | <b>Case Study Assessment</b> <ul style="list-style-type: none"> <li>Read the given scenario in the question paper</li> <li>Answer the all the questions based on given scenario</li> </ul> | <ul style="list-style-type: none"> <li>Individual</li> <li>Open Book</li> </ul> |  |  |
| 8.45 AM<br>–<br>10.15 AM<br><br>(1 Hour 30 Minutes) | Assessment 2 | <b>Written Assessment</b> <ul style="list-style-type: none"> <li>Answer all the questions</li> </ul>   | <ul style="list-style-type: none"> <li>Individual</li> <li>Open Book</li> </ul> |  |  |

### Version Control Record

| EXTERNAL AUTHORITY  | EVERSAFE ACADEMY |          |                |        |          |   |
|---------------------|------------------|----------|----------------|--------|----------|---|
| Ref.Document        | Version          | Revision | Effective Date | Author | Approved | Change Description  |
| Code: ES-ACE-302G-1 | 1.00             | -        | Jan 2015       | ESC    | ESC MD   | First release   |
|                     | 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. |

## Problem Identification (PI) - Lesson Plan

|                         |      |    |            |    |       |  |
|-------------------------|------|----|------------|----|-------|--|
|                         | 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   |
| <b>RET-ACE-3006-1.1</b> | 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> |

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