

# Workplace Safety and Health for Medical Clinics



## Speaker: Malcolm Smith

Malcolm Smith is a competent and reliable individual with many years of experience in three demanding and high pressure industries worldwide.

Having completed training at the Royal Air Force Catering College, he commenced 18 years of exemplary service, demonstrating strong personal drive and determination. He is an experienced commercial catering manager who manages kitchen and staff in catering for events of all sizes, including private parties, weddings and corporate functions.

He was an employee with BP Sullom Voe, Shetland Isles, UK, one of Europe's largest oil and gas terminals, for 18 years. He was a fire, safety and security officer providing firefighting services, maintaining and monitoring site security. In addition, he lectured and trained personnel in basic firefighting skills.

With many years of experience supporting numerous junior and county level teams in various sporting fields in Shetland and a diploma in Treatment, Management and Rehabilitation of Injuries, he became a trained sports therapist.

The Workplace Safety and Health Act is an essential part of the new framework to cultivate good safety habits in all individuals so as to engender a strong safety culture in our workplaces. It requires stakeholders to take reasonably practicable measures to ensure the safety and health of workers and other people that are affected by the work being carried out.

## A. Safety Awareness Course for Doctors and Dentists

**Date:** 15 August 2012 (Wednesday) or 22 August 2012 (Wednesday)

**Time:** 2 pm - 5 pm

**Venue:** Alumni Theatre (Level 1, Alumni Medical Centre, Alumni Medical Centre, 2 College Road, Singapore 169850)

**Number of CME points pending SMC's approval**

**Registration fees:** Complimentary for all SMA members

For non-members, \$50 per person

**Course objective:** The aim of the course is to provide doctors and dentists with adequate knowledge and awareness on the Workplace Safety and Health Act, to enable a successful practice. The course will follow the guidelines set out by the Workplace Safety and Health Council, and aims to cover pertinent issues such as hazards present and adequacy of existing safety measures.

### Course content:

- Leadership commitment
- Employee induction
- Electrical hazards
- Fire safety and extinguishers
- Hazardous drugs handling
- Hazardous waste
- Biological hazards
- Chemical hazards
- Ergonomic and physical hazards
- Psychosocial hazards
- Office related hazards
- Accident reporting
- Risks of noncompliance
- Risk assessment





# Workplace Safety and Health for Medical Clinics

Courses qualify for Productivity and Innovation Credit scheme! Claim 400% tax deduction or 60% cash payout when you send your staff for training!\*

\*Terms and conditions apply, please check the IRAS website for more details.

### B. Safety Awareness Course for Clinic Managers and Administrative Staff

**Date:** 29 August 2012 (Wednesday) and 30 August 2012 (Thursday) – participants are required to attend both sessions

**Time:** 2 pm - 5 pm for each session

**Venue:** Arthur Lim Auditorium (Level 2, Alumni Medical Centre, Alumni Medical Centre, 2 College Road, Singapore 169850)

**Registration fees:** For SMA members, \$150 per person  
For non-members, \$250 per person

**Number of CME points pending SMC's approval**

**Course objective:** The aim of this course is to provide clinic managers and administrative staff with a sound basic knowledge of safe working practices. They will learn how to identify potential hazards and establish emergency procedures. The course will familiarise both the employers and their employees with their legal responsibilities towards each other.

#### Course content:

<b>Office awareness:</b> <ul style="list-style-type: none"> <li>• Electrical hazards</li> <li>• Office and personal hygiene</li> <li>• Dealing with the public</li> </ul>	<b>Emergency procedures:</b> <ul style="list-style-type: none"> <li>• Role of team leaders</li> <li>• Emergency planning</li> <li>• First aid</li> <li>• Report accidents at work</li> <li>• Bomb threats</li> </ul>	<b>Fire safety:</b> <ul style="list-style-type: none"> <li>• Fire extinguisher awareness</li> <li>• Alarm response</li> <li>• Muster station</li> </ul>
<b>Clinic safety:</b> <ul style="list-style-type: none"> <li>• Sharps handling and disposal</li> <li>• Waste products</li> <li>• Chemicals and spillages</li> </ul>	<b>Machinery:</b> <ul style="list-style-type: none"> <li>• Staff training</li> <li>• Understanding operational use of equipment</li> <li>• Safety notices</li> </ul>	<b>Security:</b> <ul style="list-style-type: none"> <li>• Medicine and drugs lock up</li> <li>• Building security</li> <li>• Risk assessment</li> <li>• Mapping and planning</li> </ul>

Please attach this slip when making payment. Kindly fax your credit card details/mail your cheque to **Mong Shi, Singapore Medical Association, Level 2, Alumni Medical Centre, 2 College Road, Singapore 169850. Fax: 6224 7827.**

Registration is not confirmed until payment has been received. A confirmation email will be issued to all applicants (doctors).

I would like to: (please tick accordingly)

- A. Register myself for the Safety Awareness Course for Doctors and Dentists (Complimentary for SMA members; and non-members, \$50 per person)
- B1. Register myself for the Safety Awareness Course for Clinic Managers and Administrative Staff (For SMA members, \$150 per person; for non-members, \$250 per person)
- B2. Register my staff for the Safety Awareness Course for Clinic Managers and Administrative Staff (For SMA members, \$150 per person; for non-members, \$250 per person)

Name of Doctor: \_\_\_\_\_ Handphone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Specialty: \_\_\_\_\_

MCR No: \_\_\_\_\_ SMA Member: YES / NO (please circle accordingly)

Name of staff I would like to register for: \_\_\_\_\_

#### Mode of Payment

Credit Card  
VISA/Mastercard No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ CVV2/CVC2 No.: \_\_\_\_\_

Cheque (payable to Singapore Medical Association)

Bank: \_\_\_\_\_ Cheque No: \_\_\_\_\_