

## Instructions:

### Always use your personal email address instead of company/employer email.

To update, use the steps below:

1. Log in to **MyInfo** (<https://www.singpass.gov.sg/myinfo>)
2. Update your address.
3. Save and Exit.
4. Log in to MOM's website (<https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons>).
5. Click on the "**Update Personal Profile**" button to retrieve the updated information from **MyInfo**.
6. Check that the address is correct
7. Save and Submit/Exit

### Where can I look for CPD approved courses?

- 1) List of CPD Board approved courses for SDUs are available [here](#).
- 2) This list is for courses dated from **01/01/2023** onwards.

### What is required?

- 1) Resubmit the SDUs **accurately** as stated in the attached letter
- 2) Upload the required documents (if any)
- 3) You must submit 40 SDUs in total for renewal**

Please name the file according to the document title.

- You will need to scan each item from the original separately using a scanner.
- The documents must not contain photographs and pictures to reduce the file size.
- Scanner settings: Document Type - PDF; Colour - Greyscale; Resolution - 200dpi.
- **DO NOT** take picture and convert to PDF.
- **DO NOT** password protect/encrypt the documents.

### I am not able to provide required updates/documents. What should I do?

- Reply to this email with valid reason/clarification.
- PDF the **reply** email
- Upload together with all the available documents under "[Supporting Document](#)"

### I am facing system error. What should I do?

- Clear your internet browser "**cache**" files before accessing our system.
- Close and open the browser.
- Retry the submission.
- If problem persists, take a screenshot of the error page in full (top to bottom) and email us for further advise.

*\*\*System errors occurs occasionally due to internet usage/errors. Retry after some time or during non-peak hours*

### What will happen to my application if I repeatedly submit wrong information/SDUs?

- Your application will be '**Rejected**'.
- Fees paid will be **Forfeited**.
- **NO** refund will be allowed.

^^This is accordance with the terms and conditions of application and payment which you **agreed** at the point of submission and payment.

**\*\* DO NOT submit SDUs and documents if you are unsure to reduce unnecessary delays in the renewal.**

## Revised SDUs framework effective 01 January 2023

Category	SDU Title	Description	Maximum SDUs	What is accepted?	What is rejected?
1	<b>WSH Practice</b>	<p>a) If you are employed as a Full-time/Part-time WSH Officer or WSH Personnel <b><u>within the last 2 years</u></b>, you can claim <b><u>maximum</u></b> 20 SDUs under this category.</p> <p>b) If you are employed as a Full-time/Part-time <b><u>TRAINER</u></b> for <b><u>accredited</u></b> WSH courses <b><u>WITH</u></b> on-site WSH role/job, you <b><u>can</u></b> claim SDUs under this category.</p> <p>c) If you are employed as a Full-time/Part-time <b><u>TRAINER</u></b> for <b><u>accredited</u></b> WSH courses <b><u>WITHOUT</u></b> on-site WSH role/job, you <b><u>cannot</u></b> claim SDUs under this category.</p> <p>You will need to submit under <a href="#">Category 3c (Conduct Accredited WSH Courses &amp; Trainings)</a></p> <p>[Examples of WSH employment: WSH Officer; WSH Co-ordinator; Fire and Safety Officer; HSE Officer; Safety Officer; WSH Auditor, Safety Co-ordinator, WSH Advisor, WSH Consultant, WSH manager, WSH Director]</p> <p><b>* WSH Employment title/role is subject to acceptance by Commissioner for WSH</b></p>	<p><b>20 SDUs per renewal cycle</b></p> <p><b>No pro-rating or KIV of SDUs allowed</b></p>	<ul style="list-style-type: none"> <li>▪ Employment Letter</li> <li>▪ Appointment Letter</li> <li>▪ Testimonial Letter</li> <li>▪ WSH Service Contract/Agreement</li> </ul> <p>The document must state the following:</p> <ul style="list-style-type: none"> <li>▪ Job title</li> <li>▪ Start date</li> <li>▪ End date (if applicable)</li> </ul> <p>The letter must be dated <b><u>within the past 2 years</u></b></p> <p>WSH practice may include full-time and part-time basis.</p> <p>Please <b><u>HIDE</u></b> sensitive information such as pay details and benefits</p>	<ul style="list-style-type: none"> <li>▪ Name card</li> <li>▪ Screenshot</li> <li>▪ Email</li> <li>▪ Payslip</li> <li>▪ CPF statement</li> <li>▪ Minutes of meeting</li> <li>▪ Inspection/audit reports</li> <li>▪ Photographs</li> </ul>

Category	SDU Title	Description	Maximum SDUs	What is accepted?	What is rejected?
2	<b>Accredited Courses &amp; Trainings Approved by CPD Board</b>	<p>Course <b>MUST</b> be accredited by CPD Board with CPD approval code and SDUs awarded.</p> <p>If you claim SDUs for the <b>individual module</b> of a formal course (e.g., diploma/degree) this round, you are <b>NOT</b> allowed to claim SDUs for the final diploma/degree for the next renewal.</p> <p><b>On-going and partially completed</b> courses/modules will <b>NOT</b> be accepted for SDUs.</p>	<p><b>You can submit up to 40 SDUs required for renewal</b></p> <p><b>No pro-rating or KIV of SDUs allowed</b></p>	<ul style="list-style-type: none"> <li>▪ Final Course Certificate/Card from Training Provider (including eCertificate/eCard)</li> <li>▪ Final Attendance/Completion Email from Training Provider (for trainings without certificate/card)</li> <li>▪ Courses with <b>examination</b> will only be accepted if the final result is <b>PASS</b></li> </ul> <p>Certificate/Email <b>MUST</b> clearly state the <b>CPD Code and SDUs</b></p> <p>If the course falls under WSQ, then you will need to get an additional letter/statement from Training Provider with the CPD Code and SDUs</p>	<ul style="list-style-type: none"> <li>▪ Screenshots</li> <li>▪ Registration proof email</li> <li>▪ Payment receipt</li> <li>▪ WSQ/SQA/SSG certificates</li> <li>▪ Photographs</li> </ul> <p><b>On-going and partially completed</b> courses will <b>NOT</b> be accepted for SDUs.</p>

Category	SDU Title	Description	Maximum SDUs	What is accepted?	What is rejected?
3	Other WSH Activities	<b>a) Participation in Professional Boards, Committees &amp; Societies (Executive/Appointed Member)</b>  4 SDUs per appointment (Capped at 10 SDUs per renewal cycle)  <u>MUST</u> be an office holder (e.g., Secretary, Treasurer, Chairman, President)	<b>10 SDUs per renewal cycle</b>  <b>No pro-rating or KIV of SDUs allowed</b>  <b>(Overall for category 3 combined)</b>	<ul style="list-style-type: none"> <li>Appointment Letter from the Board, Committee or Society</li> <li>The organisation <b>MUST</b> have a registered office/branch in Singapore.</li> <li><b>MUST</b> be an office holder (e.g. Secretary, Treasurer, Chairman, President)</li> </ul>	<ul style="list-style-type: none"> <li>Screenshots</li> <li>Registration proof email</li> <li>Payment receipt</li> <li>Minutes of meeting</li> <li>Photographs</li> </ul>
		<b>b) Professional Membership (Ordinary)</b>  2 SDUs per organisation (Capped at 10 SDUs per renewal cycle)		<ul style="list-style-type: none"> <li>Membership Card/Letter/Certificate from organisation</li> <li>The organisation <b>MUST</b> related to WSH</li> </ul>	<ul style="list-style-type: none"> <li>Screenshots</li> <li>Registration proof email</li> <li>Payment receipt</li> <li>Photographs</li> </ul>
		<b>c) Conduct Accredited WSH Courses &amp; Trainings</b>  2 SDUs per lecture hour (Capped at 10 SDUs per renewal cycle)  The course and training <b>MUST</b> be under <ul style="list-style-type: none"> <li>a) CPD Accredited</li> <li>b) WSQ framework and WSH related</li> </ul> <u>In-house</u> Trainings and Meetings are <b>NOT</b> accepted		<ul style="list-style-type: none"> <li><b>Official</b> Trainer Appointment Letter <b>AND</b></li> <li>Latest course Timetable from Training Provider</li> </ul> <p>The appointment letter <b>must</b> state the WSH course title you are appointed to conduct.</p> <p>The latest course timetable <b>must</b> state the WSH course title, date, and time on it.</p>	<ul style="list-style-type: none"> <li>Screenshots</li> <li>Registration proof email</li> <li>Payment receipt</li> <li>Attendance list</li> <li>Photographs</li> </ul> <p><u>In-house</u> Trainings and Meetings are <b>NOT</b> accepted</p>
		<b>d) Contribution as Writer/Editor of WSH Papers/Articles (Published)</b>  5 SDU per paper/article (Capped at 10 SDUs per renewal cycle)  In-house articles, notices, posters, and messages are <b>NOT</b> accepted		<ul style="list-style-type: none"> <li>Copy of published article</li> <li>Article must display your name</li> </ul> <p>Article must be published/presented on reputable WSH related media (e.g., WSH bulletin, Newspaper, Conference, Seminar, Workshop)</p>	<ul style="list-style-type: none"> <li>Screenshots</li> <li>Registration proof email</li> <li>Payment receipt</li> <li>Photographs</li> </ul> <p><u>In-house</u> articles, notices, posters, and messages are <b>NOT</b> accepted</p>

	<p><b>e) Registered Engineering Patents (with registration code)</b></p> <p>5 SDUs for each patent (<a href="#">Capped at 10 SDUs per renewal cycle</a>)</p>		<ul style="list-style-type: none"> <li>▪ Registration Certificate with your name and registration number</li> </ul>	<ul style="list-style-type: none"> <li>▪ Screenshots</li> <li>▪ Registration proof email</li> <li>▪ Payment receipt</li> <li>▪ Photographs</li> </ul>
	<p><b>f) WSH contributions at National/Industry Level</b></p> <p>1 SDU for every 2 hours (<a href="#">Capped at 10 SDUs per renewal cycle</a>)</p> <p>[Example: WSH contributions at National Day Parade, SEA Games, ASEAN Events]</p>		<ul style="list-style-type: none"> <li>▪ Letter from Organiser or Authority</li> </ul>	<ul style="list-style-type: none"> <li>▪ Screenshots</li> <li>▪ Registration proof email</li> <li>▪ Payment receipt</li> <li>▪ Photographs</li> </ul>
	<p><b>g) Attending Unaccredited Internationally Recognized WSH Courses &amp; Trainings</b></p> <p><b>“INTERNATIONAL”</b> WSH events only Only WSH Trainings that are internationally recognized will be accepted (<b>subject to acceptance by Commissioner for WSH</b>)</p> <p>1 SDU for every 2 hours (<a href="#">Capped at 10 SDs per renewal cycle</a>)</p> <p><a href="#">Local/Ordinary</a> courses are <b>NOT</b> accepted under this category</p> <p>[Example: Vision Zero, World Congress on WSH, ASSE Conference, APOSHO, International Exhibition and Conference]</p>		<ul style="list-style-type: none"> <li>▪ Final Course Certificate from Training Provider</li> <li>▪ Final Attendance/Completion Email from Training Provider (for trainings without certificate)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Screenshots</li> <li>▪ Registration proof email</li> <li>▪ Payment receipt</li> <li>▪ Photographs</li> </ul>

# Frequently Asked Questions (FAQs) on SDUs framework and WSH Officer renewal

## 1. When can I submit my renewal application?

You can submit your renewal application upon receiving the **renewal notice** via SMS and Email. Typically, the renewal notice is sent **60 days** before to the expiry date. You can also renew your registration after it has **EXPIRED. Additional requirements will be imposed.**

## 2. Why should I submit the renewal application early?

This is to allow sufficient time for you to obtain new SDUs if any of the earlier SDUs are rejected.

## 3. How many SDUs are required for renewal?

**40** SDUs are required per renewal cycle

## 4. What is accepted as WSH Practice?

- You **MUST** be directly involved in the workplace WSH activities as part of your appointed/employment role stated in your employment letter/contract agreement.
- You **MUST** be carrying out **on-the-ground/on-site** WSH role at worksite.
- Appointment to an **in-house** WSH related committee or team **without** actual appointment as a WSH Officer will **NOT** be accepted.
- Appointment as a Full-time/Part-Time **WSH Trainer** conducting only classroom training will **NOT** be accepted.

Accepted		Rejected	
WSH Officer	WSH Auditor	Operation Manager	Operation Supervisor
WSH Co-ordinator	Safety Co-ordinator	Technical Officer	Training Manager
Fire and Safety Officer	WSH Advisor	Production Manager	Training Coordinator
HSE Officer	WSH Consultant	Security Officer	WSH Trainer
Safety Officer	WSH Manager	Line Supervisor	WSH Training Leader
HSSE Executive	WSH Director	Engineer	Office Manager
		Project Manager	Admin Manager
			Compliance Officer

**\* All WSH Employment title/role is subject to acceptance by Commissioner for WSH**

## 5. Can I submit a course for SDUs if it is NOT awarded SDUs by CPD Board?

**Category 2: Accredited Courses & Trainings Approved by CPD Board** is **strictly** for courses approved by CPD Board for SDUs. If your course is not approved, then you cannot submit under this category to claim SDUs.

## 6. I do not have sufficient SDUs, can I submit the renewal application this round and make up for the balance SDUs during next renewal?

We are **unable** to approve your WSHO renewal without sufficient SDUs. Please ensure that you submit **40 SDUs** for renewal. Otherwise, your application will be rejected. Fees paid will be forfeited and **NO** refund is allowed.

## 7. Can I carry forward excess SDUs to the next renewal?

SDUs will **NOT** be carried forward for renewal applications submitted and approved from **01 January 2023 onwards**,

Excess SDUs carried forward from last renewal will be reflected on your screen. If not reflected, then there are **NO** carried forward SDUs for this renewal.

## 8. How are the SDUs calculated, evaluated and accepted for renewal?

SDUs will only be accepted based on the below criteria even if they were not submitted during last renewal.  
**(SDU supporting document must be dated within 2 years as shown below)**

- (i) If the renewal application is submitted **before** the WSHO registration **expires**, SDUs obtained within 2 years period **prior** to the current **expiry date** of WSHO registration will be accepted.

Example: Current registration **expires on 20/02/2023**

Renewal application submitted on **15/01/2023 (before expiry date)**

SDUs submitted at time of renewal which are obtained between **20/02/2021 till 15/01/2023** will be accepted. (Within 2 years from registration expiry date)

***SDUs/Courses dated before 20/02/2021 will **NOT** be accepted.***

- (ii) If the renewal is submitted **after** WSHO registration has **expired**, SDUs obtained within 2 years period **prior** to the **date** of renewal application will be accepted.

Example: Current registration **expired on 20/11/2021**

Submitted the renewal application on **07/03/2023 (after expiry date)**

SDUs obtained between **07/03/2021 till 07/03/2023** will be accepted. (Within 2 years from renewal application date)

***SDUs/Courses dated before 07/03/2021 will **NOT** be accepted.***

**If you have not submitted some courses for SDUs during your last renewal, you cannot submit for this renewal if they do not fulfil the above the acceptance window,**

## 9. How do I check if a course/training has been accredited for SDUs?

You can check with the course/training provider if the course has been accredited for SDUs.

If **YES**, the **CPD Code and SDUs** will be indicated on the certificate/statement/proof.

If **NO**, then the course/training is **NOT** accredited for SDUs.

You can click **here** to view the list of CPD Approved courses

## 10. Why some of the SDUs or courses I submitted have disappeared from my eService screen?

Only **Accepted** SDUs after processing will be displayed on your eService screen.

**Rejected SDUs will be removed.**

SDUs will be rejected when:

- Wrong supporting documents are submitted for SDUs.
- Duplicate SDUs are submitted for the same item.
- SDUs are submitted under wrong category.
- Course title and training provider name stated on the final certificate **DO NOT** match the selected SDU item.

If you are unable to find the course in the SDUs list, please contact your **training provider** for assistance

## 11. Can I submit more than the allowed SDUs for each category?

You **MUST** take note of the maximum SDUs **CAPPED** for each category.

SDUs above the prescribed CAP will **NOT** be accepted.

## 12. My current registration already **expired MORE than 1 year**; can I renew my WSHO registration?

You can submit your renewal application with the following:

- 40 SDUs
- Professional Work Review Write-up on your **immediate past 2 years**' practical working experience in WSH field of work.
- Employment/Appointment letter for WSH roles/job titles including testimonials from employers (**hide** sensitive information).
- Cover letter on the reason for the lapse in the renewal
- Risk Management (RM) Test for WSHOs certificate (if required)

### **Note:**

RM test is only offered by Singapore Institution of Safety Officers.

This is required only for those holding the old **SOTC, COSH or WSHOC** qualification.

It is only required **once**. **DO NOT** submit again if you have submitted in the past.

Additional documents maybe required for applications where registration has expired for more than 1 year

## 13. Can I claim SDUs for conducting inhouse non-accredited course?

You **CANNOT** claims SDUs for conducting the following course/training under **Category 3: Other WSH Activities**:

- a) Inhouse courses/trainings that are **NOT** approved by **CPD Board**
- b) Inhouse courses/trainings that are **NOT** approved under **WSQ framework**
- c) Inhouse courses/trainings that are **NOT** **WSH-related**
- d) Inhouse orientation programmes/trainings

All these are part of the WSH employment and is covered under **Category 1: WSH Practice**.

**DO NOT** submit multiple SDUs for Category 1. **MAXIMUM 20** SDUs awarded for this category **per renewal cycle**.

## 14. Can I claim SDUs for organising WSH promotional events and on-site inspections and audits at my workplace?

You **CANNOT** claims SDUs for the following activities under **Category 3: Other WSH Activities**:

- a) On-site safety inspections and audits
- b) Incident reporting
- c) Risk Assessment and Management activities
- d) Safety day / safety week / safety time-out
- e) Safety Appreciation activities and events

All these are part of the WSH employment and is covered under **Category 1: WSH Practice**.

**DO NOT** submit multiple SDUs for Category 1. **MAXIMUM 20** SDUs awarded for this category **per renewal cycle**.

## 15. What should I do if I am unable to find the course I attended in the WSHO renewal SDUs list?

All courses **DO NOT** automatically qualify for SDUs.

The training provider must apply for CPD accreditation for their courses.

The course must be approved by the CPD Board with a CPD code.

The **CPD code and SDUs must** be indicated on the certificate/statement/proof.

Please contact the **Training Provider** for assistance on CPD Code and SDUs.

Only CPD accredited courses will be available for SDUs submission under **Category 2: Accredited Courses & Trainings Approved by CPD Board**.



### 16. I am conducting training which are not under WSQ / CPD and not related to WSH, can I claim SDUs as trainer?

You can only claim SDUs under **Category 3** as a trainer if it falls under the **WSQ framework; CPD Accredited and WSH related**. All other courses and trainings will **NOT** be accepted.

You **MUST** provide the trainer appointment letter **AND** latest course timetable from the training provider to claim SDUs.

SDUs will not be accepted if required documents are not submitted in full.

### 17. What documents are NOT accepted for SDUs?

The following supporting documents will **NOT** be accepted for SDUs:

- Name card
- Screenshot
- Email / Registration proof email
- Payslip / CPF statement
- Minutes of meeting / inspection reports / audit reports
- Payment receipt / Invoice
- Photographs

**WSQ/SQA/Skillsfuture** Certificates are **NOT** accepted as they do not contain the CPD code and SDUs awarded.

Please obtain and upload the course certificate issued by the **training provider** with the SDUs and CPD approval code.

Course/Training certificates, eCards, eCertificates, Cards and email proof **WITHOUT** the CPD Code and SDUs will **NOT** be accepted for Category 2.

### 18. Can I claim SDUs for my final Degree/Diploma if I have submitted SDUs for some modules in my previous renewal?

You are **NOT** allowed to claim SDUs for your final Degree/Diploma if you have claimed SDUs for some of the modules in your previous renewal.

You can only claim SDUs for **either** the module **or** final degree/diploma.

You **CANNOT** claim SDUs for both modules and final degree/diploma.

### 19. What should I do if my course/module certificate does not indicate the CPD Code and SDUs awarded?

Please contact the **training provider** to reissue the certificate with the CPD Code and SDUs awarded.

Only CPD Approved courses will be given CPD Code and SDUs.

### 20. Can I request for more time on top of the deadline to resubmit additional SDUs required for my renewal application?

Please email us at [mom\\_oshd@mom.gov.sg](mailto:mom_oshd@mom.gov.sg) at least **1 week before** the deadline so that we can consider and advise you accordingly. ***We are unable to hold your application for an indefinite period.***

### 21. Can I reattend a course that I attended previously and submit for SDUs?

We do not recommend WSHOs to re-attend a same course again that they have attended in the past unless there are updates and changes which are required for the purpose of their work.

However, if you wish to re-attend a course again, you may go ahead and submit for SDUs as long as the course is approved by CPD Board for SDUs.

## 22. Are there any changes to the renewal application process?

There is **NO** change in the renewal process.

Follow these steps below to submit your application once you receive the **renewal notice** via email and SMS.

**Step 1:** Update the required SDUs via eServices using the '**Add/Edit SDU Activity**' option.

**Step 2:** Click on "**Edit**" under "**Draft applications**" to update your (i) address and contact details, and (ii) photograph.

**Step 3:** Submit the renewal application. **DO NOT** update any other fields or sections.

**Step 4:** Proceed to make ePayment.

The status must show as '**Processing**' after payment.

## 22. Can I request for an extension of my **WSHO registration expiry date** if I am unable to submit renewal application on time?

Under the WSH Act, there is **NO** provision for extension of the registration once it expires.

WSHOs are required to update the SDUs and submit the renewal applications **before** the expiry date.

You are **STRICTLY NOT ALLOWED** to practice as a Registered WSH Officer once your registration **expires**.

You will be subjected to **LEGAL ACTION** if found in contravention of this requirement.

It is **your duty** to inform your current employer to make alternative arrangements if required.

## SDU approval criteria/conditions

- Courses/Trainings dated **within 2 years** prior to the [current expiry date of your registration](#) will be accepted for SDUs (for applications submitted before expiry date)
- Courses/Trainings dated **within 2 years** prior to the [date of your renewal application](#) will be accepted for SDUs (for applications submitted after expiry date)
- Courses/Trainings not claimed during last renewal cannot be claimed for the current renewal if the course date does not meet the **2-years requirement**.
- SDUs supporting documents must be dated **within 2 years**.
- Memberships with international organisations **WITHOUT** a branch office in **Singapore** will **NOT** be accepted for SDUs.
- **Unaccredited Internationally Recognized** WSH Courses & Trainings obtained **OUTSIDE SINGAPORE** is subject to approval by CPD Board before being considered for SDUs.
- Excess SDUs will **NOT** be carried forward to the next renewal **with effect from 01 January 2023**
- **WSH contributions at National/Industry Level** is subject to approval by CPD Board before being considered for SDUs (e.g., SEA Games, National Day Parade)

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## SDU acceptance combinations

SDU Category	Status	Status	Status	Status	Status	Status
Category 1: WSH Practice	✓	X	✓	X	X	✓
Category 2: Accredited Courses & Trainings Approved by CPD Board	✓	✓	✓	✓	X	X
Category 3: Other WSH Activities	✓	✓	X	X	✓	X
<b>Combination accepted?</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>
Reason	NA	NA	NA	Cat 2 has no SDUs cap	Cat 3 maximum 10 SDUs	Cat 1 maximum 20 SDUs

## Examples of SDU combinations

### Example 1: **Accepted**

SDU Category	SDU type	Supporting document	Approval criteria/condition	Submitted SDUs	Accepted SDUs
Category 1: WSH Practice	NA	<ul style="list-style-type: none"> <li>Employment Letter</li> <li>Appointment Letter</li> <li>Testimonial Letter</li> </ul>	Must have employment within last 2 years in WSH role on-site (e.g., appointed as WSHO; WSH Co-ordinator; HSE Officer)	20 SDUs	20 SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	10 SDUs	10 SDUs
Category 3: Other WSH activities	Conduct Accredited WSH Courses & Trainings	Trainer appointment Letter and Training timetable	Ensure that it is WSH related training and no. of hours.  The course and training <b>MUST</b> be under WSQ framework; CPD Approved and WSH related	20 SDUs	10 SDUs
<b>Total</b>					<b>40 SDUs</b>

### Example 2: **Accepted**

SDU Category	SDU type	Supporting document	Approval criteria/condition	Submitted SDUs	Accepted SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	10 SDUs	10 SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	20 SDUs	20 SDUs
Category 3: Other WSH activities	Participation in Professional Boards, Committees & Societies	Appointment letter	Ensure that it is WSH related organisation	10 SDUs	10 SDUs
<b>Total</b>					<b>40 SDUs</b>

### Example 3: **Accepted**

SDU Category	SDU type	Supporting document	Approval criteria/condition	Submitted SDUs	Accepted SDUs
Category 2: Accredited Course	Degree Course	Final Degree/Diploma Certificate	Ensure that the course title and SDUs tallies with the certificate	40 SDUs	40 SDUs
<b>Total</b>					<b>40 SDUs</b>

Example 4: **Accepted**

SDU Category	SDU type	Supporting document	Approval criteria/condition	Submitted SDUs	Accepted SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	10 SDUs	10 SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	20 SDUs	20 SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	10 SDUs	10 SDUs
<b>Total</b>					<b>40 SDUs</b>

Example 5: **Accepted**

SDU Category	SDU type	Supporting document	Approval criteria/condition	Submitted SDUs	Accepted SDUs
Category 1: WSH Practice	NA	<ul style="list-style-type: none"> <li>• Employment Letter</li> <li>• Appointment Letter</li> <li>• Testimonial Letter</li> </ul>	Must have employment within last 2 years in WSH role on-site (e.g., appointed as WSHO; WSH Co-ordinator; HSE Officer)	20 SDUs	20 SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	10 SDUs	10 SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	10 SDUs	10 SDUs
<b>Total</b>					<b>40 SDUs</b>

Example 6: **NOT Accepted** –SDUs submitted above the category cap

SDU Category	SDU type	Supporting document	Approval criteria/condition	Submitted SDUs	Accepted SDUs
Category 2: Accredited Course	Course / Training	Course Certificate or Email proof of attendance/completion	Ensure that the course title and SDUs tallies with the certificate/email	10 SDUs	10 SDUs
Category 3: Other WSH activities	Professional Membership (Ordinary)	Membership card/certificate	Ensure that it is WSH related organisation	20 SDUs	10 SDUs
Category 3: Other WSH activities	Conduct Accredited WSH Courses & Trainings	Trainer appointment Letter and Training timetable	Ensure that it is WSH related training and no. of hours.  The course and training <b>MUST</b> be under WSQ framework; CPD Approved and WSH related	10 SDUs	0
Category 3: Other WSH activities	Registered Engineering Patents (with registration code)	Patent certificate	Ensure details are correct and WSH related	10 SDUs	0
<b>Total</b>					<b>20 SDUs</b>

- Maximum SDUs allowed for Cat 3 is 10. Hence, we accepted 10 SDUs from Cat 1 and 10 SDUs from Cat 2 (total 20 SDUs)
- Application to be returned to applicant to submit other SDUs under [Cat 1 and Cat 2 only](#) to make up 40 SDUs for renewal.
- To indicate not to submit anymore SDUs under Cat 3.

Example 7: **NOT Accepted** – Duplicate SDUs categories above the cap

SDU Category	SDU type	Supporting document	Approval criteria/condition	Submitted SDUs	Accepted SDUs
Category 1: WSH Practice	NA	<ul style="list-style-type: none"> <li>Employment Letter</li> <li>Appointment Letter</li> <li>Testimonial Letter</li> </ul>	Must have employment within last 2 years in WSH role on-site (e.g., appointed as WSHO; WSH Co-ordinator; HSE Officer)	20 SDUs	20 SDUs
Category 1: WSH Practice	NA	<ul style="list-style-type: none"> <li>Employment Letter</li> <li>Appointment Letter</li> <li>Testimonial Letter</li> </ul>	Must have employment within last 2 years in WSH role on-site (e.g., appointed as WSHO; WSH Co-ordinator; HSE Officer)	20 SDUs	0
<b>Total</b>					<b>20 SDUs</b>

- Maximum SDUs allowed for Cat 1 is 20. SDUs are repeated for Cat 1.
- Application to be returned to applicant to submit other SDUs under [Cat 2 and Cat 3 only](#) to make up 40 SDUs for renewal.
- To indicate not to submit anymore SDUs under Cat 1.

Example 8: **NOT Accepted** – SDUs submitted above the category cap

SDU Category	SDU type	Supporting document	Approval criteria/condition	Submitted SDUs	Accepted SDUs
Category 3: Other WSH activities	Professional Membership (Ordinary)	Membership card/certificate	Ensure that it is WSH related organisation	20 SDUs	10 SDUs
Category 3: Other WSH activities	Contribution as Writer/Editor of WSH Papers/Articles (Published)	Copy of published article	Ensure that it is WSH related and published	20 SDUs	0
Category 3: Other WSH activities	WSH contributions at National/Industry Level	Letter from organiser	Ensure that it is WSH related activity and acceptable by CPD Board	20 SDUs	0
Category 3: Other WSH activities	Attending Unaccredited Internationally Recognized WSH Courses & Trainings	Course Certificate or Email proof of attendance/completion	Ensure that it is WSH related and acceptable by CPD Board	20 SDUs	0
<b>Total</b>					<b>10 SDUs</b>

- Maximum SDUs allowed for Cat 3 is 10. SDUs are repeated for Cat 3.
- Application to be returned to applicant to submit other SDUs under [Cat 1 and Cat 2 only](#) to make up 40 SDUs for renewal.
- To indicate not to submit anymore SDUs under Cat 3.

## WORKPLACE SAFETY AND HEALTH (WORKPLACE SAFETY AND HEALTH OFFICERS) REGULATIONS

### Duties of workplace safety and health officer

9 (1) The duties of a workplace safety and health officer appointed in respect of a workplace shall be —

- to assist the occupier of the workplace or other person in charge of the workplace to identify and assess any foreseeable risk arising from the workplace or work processes therein.
- to recommend to the occupier of the workplace or other person in charge of the workplace reasonably practicable measures to eliminate any foreseeable risk to any person who is at work in that workplace or may be affected by the occupier's undertaking in the workplace.
- where it is not reasonably practicable to eliminate the risk referred to in sub-paragraph (b), to recommend to the occupier of the workplace or other person in charge of the workplace —
  - such reasonably practicable measures to minimise the risk; and
  - such safe work procedures to control the risk; and
- (d) to assist the occupier of the workplace or other person in charge of the workplace to implement the measure or safe work procedure referred to in sub-paragraph (b) or (c), as the case may be.

9 (2) Any workplace safety and health officer who, without reasonable excuse, contravenes paragraph (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5,000 and, in the case of a second or subsequent offence, to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 6 months or to both.

### **▲ IMPORTANT**

**Under the Workplace Safety and Health (WSH) Act and its subsidiary legislations, no person shall act as a Competent Person without the approval of the Commissioner for Workplace Safety and Health. Any person found guilty of acting in the role without approval will be prosecuted under the law.**

**DO NOT perform the role in the capacity as a Registered WSH Officer without a valid registration issued by Commissioner for Workplace Safety and Health, Ministry of Manpower**