

## OS&H Five-Year Training Plan

### Training Objectives:

1. To equip the HA personnel assigned with specific OS&H responsibilities with professional knowledge and skill applicable to the hospital environment.
2. To develop necessary OS&H resources to support the continual OS&H training initiatives and the development of safety documents and procedures.
3. To facilitate the continual development of the HA-wide safety culture for inducing long term OS&H behaviour modification and responsibility acceptance.

### Training Strategy:

1. The OS&H Five-Year Training Plan employs a multi-facet approach covering the training needs of management staff, OS&H personnel, medical and front line staff, including:
  - Proposed training courses offered by local institutions ranging from certificated courses on specific safety subjects to Master Degree specialist courses
  - Tailor made in-house theory and practical safety skills training courses;
  - Establishment of training support resources;
  - Development of new and revision of existing safety document; and
  - Funding for OS&H campaigns to promote HA safety culture.
2. Subject to the nomination of CCE / HCE, the specialist training courses at the diploma and degree level are recommended for staff assigned with full time OS&H responsibility and authority. These training courses will pave the path for those aimed for obtaining safety professional status, such as certification for Registered Safety Officer, Registered Safety Auditor, and Certified Industrial Hygienist.
3. Cluster may consider partial sponsorship for specialist training courses to maximize the number of trainees.

## **OS&H Five-Year Training Plan**

### **Training Effectiveness Evaluation**

1. Through this Training Plan the HA will build up a group of qualified OS&H and occupational health professionals to support management and staff in managing OS&H risks in an appropriate and consistent manner. The OS&H competency of healthcare workers in identifying hazards, assessing the risks and applying control measures will be elevated, hence contributing to the future reduction of accidents and incidents.
2. On-going evaluations will be carried out to assess the effectiveness of the training courses and to provide input for adjusting the Training Plan. The training effectiveness evaluations will comprise of:
  - Incorporating OS&H performance as an annual performance appraisal parameter;
  - Assessing enhancement of workplace safety control measures and safe work practices as part of the hospital / HAHO safety inspection and audit programmes;
  - Reporting on the development and enhancement of occupational health services programmes by Staff Clinics; and
  - Assessing the linkage of accident and incidents with the relevant training of staff involved.

## OS&H Five-Year Training Plan

	<b>Objectives</b>	<b>Programmes</b>	<b>Target Trainee</b>	<b>04/05 Target</b> (No. of staff unless otherwise stated)	<b>04/05 Cost Estimate</b>	<b>5-Year Total</b> (No. of staff unless otherwise stated)	<b>5-Year Cost Estimate</b>
1.	Specialist Training	1.1 Occupational Medicine Master Degree Course	Staff Clinic Doctor	7	\$840,000	14	\$1,680,000
		1.2 OS&H Management Master Degree Course	Cluster OS&H Coordinator	7	\$630,000	14	\$1,260,000
		1.3 OS&H Management Diploma Course	Hospital OS&H Coordinator	7	\$98,000	42	\$588,000
		1.4 Industrial Hygiene Diploma Course	Hospital OS&H Coordinator	7	\$175,000	42	\$1,050,000
		1.5 Safety Audit Certificated Training	Hospital OS&H Coordinator	7	\$84,000	21	\$252,000
2.	Safety Management	2.1 Safety Management System Appreciation Course	Senior Manager (HAHO & Cluster)	2 (Seminar)	\$20,000	5 (Seminar)	\$50,000
		2.2 Safety Management System Development and Implementation Course	Hospital OS&H Coordinator / Line Managers	42	\$630,000	126	\$1,890,000

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3.	Certificated Safety Training	3.1 Safety Supervisor Course	Department Safety Officer	160	\$200,000	800	\$1,000,000
		3.2 Certificated process safety training courses  (Note 1)	Safety Subject Officer	80	\$240,000	320	\$960,000
4.	Safety Skill Training	4.1 Safety skills enhancement seminars  (Note 2)	Line Manager / Supervisor	8 (seminars)	\$120,000	40 (seminars)	\$600,000
		4.2 Process safety training courses for front line staff at cluster / hospital level  (Note 3)	Professional / Supporting Staff	200	\$400,000	1000	\$2,000,000
5.	Training Support Material	5.1 Development/Procurement of training packages (including VCD)		4 (packages)	\$200,000	20 (packages)	\$1,000,000
		5.2 Development of e-learning programmes		2 (programmes)	\$60,000	10 (programmes)	\$300,000

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6.	OS&H Resource Centre & Web Site	6.1 Establish OS&H Resource Centre at HAHO and 7 clusters		8 (Resource Centres)	\$400,000	8 (Resource Centres)	\$1,360,000
		6.2 Redevelopment of OS&H web site in HA intranet					\$50,000 (One-off)
7.	Safety Culture Development	7.1 OS&H promotion campaigns at HAHO and hospital/cluster level (Note 4)	HA Staff	8 (event)	\$240,000	40 (event)	\$1,200,000
8.	Special OS&H project	8.1 Safety documentation re-structuring – HAHO Safety Manual and cluster safety manual template			\$233,000		\$233,000
9.	Setting up new OS&H Training Network	9.1 Recruitment of EM (OS&H) as trainer & consultant to clusters (Note 5)			\$500,000		\$2,500,000
10.	Contingency Funding	10.1 Reserve for ad hoc OS&H education and training applications, e.g. <ul style="list-style-type: none"> <li>• OS&amp;H publications &amp; promotion materials</li> <li>• Parallel training in counseling skill</li> </ul>					\$2,027,000
				Total:	\$5,070,000	Total:	\$20,000,000

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### Notes:

1. Certified safety subject courses are targeted for hospital Subject Officer assigned with OS&H responsibility on a specific process with critical safety concerns such as chemical safety, radiation safety, construction safety etc. Certificated training courses are normally short during typically ranging from 1-5 days. Examples of certificated courses are:
  - Safe Handling of Medical Waste
  - Safe Transportation of Dangerous Goods
  - Safety Management of Dangerous Chemicals
  - Fire Safety
  - Confined Space Safety
  - Display Screen Equipment
2. Safety skill improvement seminars are targeted for all cluster / hospital personnel with a role in implementing safety management policies include department heads, section heads, and supervisors. Examples of safety skills training courses are:
  - accident investigation and analysis
  - risk assessment
  - safety inspection
  - safety auditing
  - practical environmental sampling
3. This category of courses is to be based on the train-the-trainer concept. Process safety training courses are targeted for specific frontline groups covering higher risk processes, such as:
  - laboratory & technical staff (chemical / biological / radiation safety)
  - laundry, kitchen & boiler operators (working in hot environment - heat stress, manual handling)
  - engineering& maintenance staff (noise / construction safety / confined space entry)
  - supporting staff / allied health workers (chemical safety, medical waste, manual handling)
  - medical and nursing staff (hospital safety orientation workshop, laser safety, operating theatre safety, chemical & biohazards)
4. One large scale promotion event aimed at HA wide and 7 clusters promotion events.
5. Annual re-charging to the Training & Welfare Fund created for OS&H in HA.