

Drainage Services Department
Technical Circular No. 2/2006

Safety Training for DSD Staff

Introduction

The departmental policy of providing appropriate safety training to Drainage Services Department (DSD) staff to promote safety at work has been in place for many years and has proven effective as reflected by the continual reduction of accidents in the past few years. Safety training is broadly divided into two categories, namely “mandatory basic safety training” (MBST), which is applicable to specified post holders, and “safety training for works involving special risks” (SRST), which is available to staff having ad hoc operational need. Detailed arrangement of safety training provision was set out in DSD Technical Circular No. 4/2003 - “Safety Training for DSD Staff” which is hereby superseded and cancelled.

2. Safety training requirements and training courses are reviewed annually to suit changing needs. This Circular promulgates an updated list of MBST and SRST courses. One major change is to extend the provision of the “Construction Industry Safety Card” (CISC) training, which is commonly known as the “Green Card” training, to fully cover all Groups A, B and C staff on mandatory basis.

3. This Circular shall take immediate effect. One copy of this Circular shall be kept in the office of each DSD’s works site, depot, major sewage treatment plant and pumping station for reference.

MBST Courses

4. The MBST shall, as before, apply to the following groups of staff:

Group A: DSD staff who are responsible for the management and site supervision of civil works contracts, E&M works contracts and district term maintenance contracts;

Group B: Direct Labour Force (DLF) and its managing staff who are responsible for the daily maintenance of sewerage and drainage systems; and

Group C: DSD staff who are involved in the daily operation and maintenance of sewage treatment facilities and pumping stations.

5. All staff above are required to attend and complete the MBST courses appropriate to their ranks and posts. They are also required to attend the refresher courses to update their learning and/or renew the validity of the qualification obtained at regular intervals. The updated list of MBST courses is attached in **Appendix I**.

SRST Courses

6. SRST is available to staff on need basis. SRST courses should only be arranged for staff who have genuine operational needs, e.g. supervision and/or implementation of certain type of work concerned. Furthermore, full justification shall be provided when making nomination. The updated list of SRST courses is attached in **Appendix II**.

Regular Reviews

7. Safety training is an on-going exercise. Training needs change as safety legislation and standards change. Moreover, target staff change from time to time due to staff movements. To ensure that all staff are provided with safety training appropriate to their work, Senior Engineer/Safety Adviser (SE/SA) shall conduct regular reviews to identify the untrained staff and staff who are due for refresher courses and evaluate the training effectiveness as below:

(a) MBST Courses: SE/SA shall conduct review annually in **February** to identify the untrained staff and staff who are due for refresher courses in the year. SE/SA shall send the proforma at **Appendix III** to the Division Heads who shall complete and return the proforma to SE/SA.

(b) SRST Courses: SE/SA shall send the proforma at **Appendix IV** to the Division Heads in **February** and **August** every year to invite nominations. In making nominations, Division Heads should observe the requirement as detailed in paragraph 6 above. SE/SA shall consider the nominations and advise the Division Heads his endorsement and/or comment on the nominations.

(c) Training Effectiveness : SE/SA shall conduct survey of feedbacks from attendees on the training courses attended in the year before in **February** annually using the proforma at **Appendix V**.

8. The above reviews do not cover other general safety training (e.g. basic first-aid, fire safety, etc.) and occupational health training (e.g. display screen equipment, stress management, handling of violence at work, etc. convened by the Secretary for the Civil Service (SCS)). SE/SA will coordinate the general safety training whilst Departmental Secretary (DS) will coordinate the occupational health training respectively.

Administrative Arrangement

9. SE/SA shall be responsible for conducting the above reviews to identify training needs for MBST courses and SRST courses and advise Senior Engineer/Training (SE/T) accordingly. SE/SA shall also evaluate the effectiveness of the training offered and update the training courses. SE/T shall be responsible for the administration of safety training matters and arranging safety training courses for DSD staff.

10. Division Heads shall arrange their staff concerned to attend the safety training courses scheduled for them as far as possible in order to have the training completed timely.

11. Should any officer be unable to attend the course, replacement or swapping shall be arranged. An officer who fails to attend a training course without prior permission or arrangement is required to provide an explanation to the satisfaction of his/her Division Head. The Division Head concerned shall notify SE/T as soon as possible the arrangement of replacement or swapping or otherwise the reason for the unavailability of the officer.

12. Any enquiry regarding safety training shall be directed to SE/SA or SE/T as appropriate.



(C K WONG)

Director of Drainage Services

Rank/Post	Course Title	Duration	Organiser	Course Content
Group A				
Project staff and site staff responsible for management and supervision of civil works contracts, E&M works contracts and district term maintenance contracts				
Supervisory Staff SIOW, IOW, AIOW, WSI(Civil), WSII(Civil) SEI, EI, AEI, SMI, MI, AMI, WSI, WSII	(a) Construction Safety Supervisor Course NB : refresher, which is the 1-day "Construction Safety" Course run by OSHC, to be arranged in 5 years	42 hours	CITA	<ul style="list-style-type: none"> • Accident prevention • Accident investigation and techniques • Site inspection techniques
	(b) Electrical Safety NB : refresher to be arranged in 5 years	6 hours	OSHC	<ul style="list-style-type: none"> • Regulations, COP and standards • Electricity hazards and control measures
	(a) Construction Industry Safety Card Course (Green Card) NB : valid for 3 years only	1 day	CITA	<ul style="list-style-type: none"> • General duties of employers and employees • Potential hazards of construction works • Accident prevention
Others				
<ul style="list-style-type: none"> • Engineering Survey Staff : SLS, LS, ALS, PSO(E), SSO(E), SO(E), SOT(E), Chainman • Quantity Survey Staff : QS, AQS, SSO(Q), SO(Q), SOT(Q) • AE and alike 	(a) Construction Industry Safety Card Course (Green Card) NB : valid for 3 years only	1 day	CITA	<ul style="list-style-type: none"> • General duties of employers and employees • Potential hazards of construction works • Accident prevention
Group B				
Direct Labour Force (DLF) responsible for daily maintenance of sewerage and drainage systems				
Management Staff SE, E/DLF, CTO/DLF	(a) Competent Persons Working with Confined Space NB : valid for 3 years only	2 days	CITA OSHC	<ul style="list-style-type: none"> • Regulations relating to confined space • Potential hazards • Risk assessment and control measures
Supervisory Staff IOW/DLF, AIOW/DLF, WSI/DLF, WSII/DLF	(b) Construction Industry Safety Card Course (Green Card) NB : valid for 3 years only	1 day	CITA	<ul style="list-style-type: none"> • General duties of employers and employees • Potential hazards of construction works • Accident prevention

Rank/Post	Course Title	Duration	Organiser	Course Content
<u>Operatives</u> DC, LS, WMII, SMD, MD	(a) Construction Industry Safety Card Course (Green Card) <u>NB</u> : valid for 3 years only	1 day	CITA	<ul style="list-style-type: none"> General duties of employers and employees Potential hazards of construction works Accident prevention
	(b) Certified Workers Working in Confined Space <u>NB</u> : valid for 3 years only	1 day	CITA OSHC	<ul style="list-style-type: none"> Regulations relating to confined space Potential hazards and their prevention Use of personal protective equipment and rescue equipment
	(c) Safety in Working Environment (<u>NB</u> : Not included in review)	3 hours	SAU	<ul style="list-style-type: none"> Working on or near water Working in adverse weather Working on highways
	(d) Use of Equipment and Plant (<u>NB</u> : Not included in review)	3 hours	DLFTSU	<ul style="list-style-type: none"> The use of safety equipment, plant and tools in DLF works
<u>Group C</u> Staff responsible for daily operation and maintenance of sewage treatment plants and pumping stations <u>Management Staff</u> SCE, CTO <u>Supervisory Staff</u> SMI, MI, AMI, SEI, EI, AEI, EnI, AEnI WSI, WSII	(a) Competent Persons Working with Confined Space <u>NB</u> : valid for 3 years only (b) Construction Industry Safety Card Course (Green Card) <u>NB</u> : valid for 3 years only	2 days 1 day	CITA OSHC CITA	<ul style="list-style-type: none"> Regulations relating to confined space Potential hazards Risk assessment and control measures <ul style="list-style-type: none"> General duties of employers and employees Potential hazards of construction works Accident prevention
<u>Operatives</u> Sr Art, Art WMI, WMII	(a) Certified Workers Working in Confined Space <u>NB</u> : valid for 3 years only	1 day	CITA OSHC	<ul style="list-style-type: none"> Regulations relating to confined space Potential hazards and their prevention Use of personal protective equipment and rescue equipment
	(b) Construction Industry Safety Card Course (Green Card) <u>NB</u> : valid for 3 years only	1 day	CITA	<ul style="list-style-type: none"> General duties of employers and employees Potential hazards of construction works Accident prevention

Abbreviations :

OSHC	Occupational Safety and Health Council
CITA	Construction Industry Training Authority
DLFTSU	Direct Labour Force Training and Support Unit
SAU	Safety Advisory Unit

Safety Training for Works Involving Special Risks

Types of works involving special risks	Course Title	Duration	Organiser	Content
Work in confined space	(a) Competent Persons Working with Confined Space	2 days	CITA OSHC	<ul style="list-style-type: none"> regulations related to confined space potential hazards risk assessment and control measures
	(b) Certified Workers Working in Confined Space <u>NB</u> : both valid for 3 years only	1 day	CITA OSHC	<ul style="list-style-type: none"> regulations related to confined space potential hazards and their prevention use of personal protective equipment and rescue equipment
Work on board of barge or ship	(a) Safety Course on Cargo Handling on Board of Ship <u>NB</u> : valid for 3 years only	1 day	VTC	<ul style="list-style-type: none"> regulations governing the safety at work on board potential hazards preventive measures
Work with asbestos	(a) Safe Handling of Asbestos	1 day	OSHC	<ul style="list-style-type: none"> regulations related to control of asbestos health hazards risk assessment and control measures
Work with laser	(a) Laser Safety	2 days	OSHC	<ul style="list-style-type: none"> basic laser concept safety standards for laser equipment hazards and preventive measures
Work in noisy environment	(a) Workplace Noise Assessment	24 hours	OSHC	<ul style="list-style-type: none"> legal requirements basic acoustics and effects of noise on human beings procedures for measuring noise hearing protection
Use and handling of chemicals	(a) Safe Handling of Chemicals	3 hours	OSHC	<ul style="list-style-type: none"> hazards of chemicals labelling of chemicals use of personal protective equipment
Work in dusty environment	(a) Pneumoconiosis and its Preventive Measures	1 day	PCFB	<ul style="list-style-type: none"> pneumoconiosis and its prevention health effects of pneumoconiosis respiratory protection equipment (RPE) Pneumoconiosis (Compensation) Ordinance
Operation of forklift truck	(a) Forklift Truck Operator Course <u>NB</u> : Certificate valid for 5 years only	7 days (Novice class)	OSHC	<ul style="list-style-type: none"> regulations and safety rules construction of forklift trucks and how they work common hazards and accident prevention hand-on practice
		2 days (In-service operator class)		
Gas welding and frame-cutting	(a) One-day Gas Welding Safety Training. <u>NB</u> : Certificate valid for 5 years only	1 day	CITA OSHC	<ul style="list-style-type: none"> regulations and safety responsibilities of persons concerned common hazards and control storage and maintenance of gas cylinders and equipment emergency preparedness
		1 day		

Types of works involving special risks	Course Title	Duration	Organiser	Content
Work on Roads and Highways	(a) Highways Department - Site Audit Inspection Standards (Safety & Roadwork Obligations)	1 day	CITA	<ul style="list-style-type: none"> • requirement of Excavation Permits • lighting, signing and guarding of work on roads and highways • responsibilities of HyD, contractors and utilities undertakers • Site audit inspection standards of HyD and checklist
Abrasive Wheels	(a) Safe Use of Abrasive Wheels	1 day	OSHC	<ul style="list-style-type: none"> • legislation on abrasive wheels • construction of abrasive wheels and potential hazards • mounting of abrasive wheels and practice • safe working procedures
Safe Working Cycle (SWC)	(a) Safe Working Cycle	1 day	OSHC	<ul style="list-style-type: none"> • Safe working procedure and safety management system (SMS) • hazard identification activity (HIA) • safety inspections • application of 5S • case study

Abbreviations :

OSHC	Occupational Safety and Health Council
CITA	Construction Industry Training Authority
DLFTSU	Direct Labour Force Training and Support Unit
SAU	Safety Advisory Unit
VTC	Vocational Training Council
PCFB	Pneumoconiosis Compensation Fund Board

Annual Review of MBST Courses (Feb 2006)
(Input Division : _____)

Mandatory Basic Safety Training (MBST) for Group A Staff - Project and Site Staff

(AI) **Supervisory Staff :** SLOW, IOW, ALOW, WSI (Civil), WS II (Civil)
SEI, EI, AEI, SMI, MI, AMI, WSI, WS II

(AI-1) **Course Title : Construction Safety Supervisor Course**
(NB: Refresher Course is an 1-day "Construction Safety" Course run by OSHC at 5 years interval.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Due Date (Within the Period from Feb 2006 to Jan 2007)
				(i.e. date of last course attended plus 5 years) DD/MM/YY

(AI-2) **Course Title : Electrical Safety**
(NB: Refresher interval is 5 years.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Due Date (Within the Period from Feb 2006 to Jan 2007)
				(i.e. date of last course attended plus 5 years) DD/MM/YY

(AI-3) **Course Title : Construction Industry Safety Card Course (Green Card)**
(NB: Valid for 3 years only.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Expired Date of Safety Card (Within the Period from Feb 2006 to Jan 2007)
				(i.e. date of last course attended plus 3 years) DD/MM/YY

**(AII) Others - Engineering Survey Staff : SLS, LS, ALS, PSO(E), SSO(E), SO(E), SOT(E), Chainman
Quantity Survey Staff : QS, AQS, SSO(Q), SO(Q), SOT(Q)
AE and alike**

**(AII -1) Course Title : Construction Industry Safety Card Course (Green Card)
(NB: Valid for 3 years only.)**

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Expired Date of Safety Card (Within the Period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

Annual Review of MBST Courses (Feb 2006)

(Input Division : _____)

Mandatory Basic Safety Training (MBST) for Group B Staff - Direct Labour Force (DLF)**(BI) Management Staff : SE, E/DLF, CTO/DLF****Supervisory Staff : IOW/DLF, ALOW/DLF, WSI/DLF, WSII/DLF****(BI-1) Course Title : Safety Training Course for both Certified Workers and Competent Persons of Confined Space Operations**

(NB: Valid for 3 years only. The course consists of two parts. Part 1 is Safety Training Course for Certified Workers of Confined Space Operations. Part 2 is Safety Training Course for Competent Persons of Confined Space Operations. Applicants who have valid Certified Workers Certificates, may apply for Part 2 of the course directly (i.e. Table BI-2 of Appendix III).)

Refresher Course for Certified Workers (NB: Applicants for refresher course should have Certified Workers Certificates.)			Refresher Course for Competent Persons (NB: Applicants for refresher course should have Competent Persons Certificates.)		
Full Name	Post	Expired Date of Certified Workers Certificate (Within the period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY	Full Name	Post	Expired Date of Competent Persons Certificate (Within the period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

Course for Untrained Staff	
Full Name	Post

(BI-2) Course Title : Safety Training Course for Competent Persons of Confined Space Operations

(NB: Applicants should have valid Certified Workers Certificates.)

Course for Untrained Staff			Refresher Course for Trained Staff (Expired Date of Competent Persons Certificate is within the period from Feb 2006 to Jan 2007)		
Full Name	Post	Expired Date of Certified Workers Certificate (Expired Date is in Feb 2006 or after.) (i.e. date of last course attended plus 3 years) DD/MM/YY	Full Name	Post	Expired Date of Certified Workers Certificate (Expired Date is in Feb 2007 or after.) (i.e. date of last course attended plus 3 years) DD/MM/YY

(BI-3) Course Title : Construction Industry Safety Card Course (Green Card)
 (NB: Valid for 3 years only.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Expired Date of Safety Card (Within the Period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

(BII) Operatives : DC, LS, WM II, SMD, MD

(BII-1) Course Title : Safety Training Course for Certified Workers of Confined Space Operations
 (NB: Valid for 3 years only.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Expired Date of Certified Workers Certificate (Within the Period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

(BII-2) Course Title : Construction Industry Safety Card Course (Green Card)
 (NB: Valid for 3 years only.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Expired Date of Safety Card (Within the Period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

Annual Review of MBST Courses (Feb 2006)

(Input Division : _____)

Mandatory Basic Safety Training (MBST) for Group C Staff - Plant Staff of STW's**(CI) Management Staff :** SCE, CTO**Supervisory Staff :** SMI, MI, AMI, SEI, EI AEI, EnI, AEnI, WSI, WSII**(CI-1) Course Title : Safety Training Course for both Certified Workers and Competent Persons of Confined Space Operations**

(NB: Valid for 3 years only. The course consists of two parts. Part 1 is Safety Training Course for Certified Workers of Confined Space Operations. Part 2 is Safety Training Course for Competent Persons of Confined Space Operations. Applicants who have valid Certified Workers Certificates, may apply for Part 2 of the course directly (i.e. Table CI-2 of Appendix III).)

Refresher Course for Certified Workers (NB: Applicants for refresher course should have Certified Workers Certificates.)			Refresher Course for Competent Persons (NB: Applicants for refresher course should have Competent Persons Certificates.)		
Full Name	Post	Expired Date of Certified Workers Certificate (Within the period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY	Full Name	Post	Expired Date of Competent Persons Certificate (Within the period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

Course for Untrained Staff	
Full Name	Post

(CI-2) Course Title : Safety Training Course for Competent Persons of Confined Space Operations**(NB: Applicants should have valid Certified Workers Certificates.)**

Course for Untrained Staff			Refresher Course for Trained Staff (Expired Date of Competent Persons Certificate is within the period from Feb 2006 to Jan 2007)		
Full Name	Post	Expired Date of Certified Workers Certificate (Expired Date is in Feb 2006 or after.) (i.e. date of last course attended plus 3 years) DD/MM/YY	Full Name	Post	Expired Date of Certified Workers Certificate (Expired Date is in Feb 2007 or after.) (i.e. date of last course attended plus 3 years) DD/MM/YY

(CI-3) Course Title : Construction Industry Safety Card Course (Green Card)
 (NB: Valid for 3 years only.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Expired Date of Safety Card (Within the Period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

(CI) Operatives : Sr Art, Art., WMI, WMII

(CII-1) Course Title : Safety Training Course for Certified Workers of Confined Space Operations
 (NB: Valid for 3 years only.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Expired Date of Certified Workers Certificate (Within the Period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

(CII-2) Course Title : Construction Industry Safety Card Course (Green Card)
 (NB: Valid for 3 years only.)

Course for Untrained Staff		Refresher Course for Trained Staff		
Full Name	Post	Full Name	Post	Expired Date of Safety Card (Within the Period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

Half-yearly Review of SRST Courses (Feb 2006)

(Input Division : _____)

Safety Training for Works Involving Special Risks (SRST) for Group A, Group B and Group C Staff**(A-1) Course Title : Safety Training Course for both Certified Workers and Competent Persons of Confined Space Operations**

(NB: Valid for 3 years only. The course consists of two parts. Part 1 is Safety Training Course for Certified Workers of Confined Space Operations. Part 2 is Safety Training Course for Competent Persons of Confined Space Operations. Applicants who have valid Certified Workers Certificates, may apply for Part 2 of the course directly (i.e. Table A-2 of Appendix III).)

Refresher Course for Certified Workers (NB: Applicants for refresher course should have Certified Workers Certificates.)			Refresher Course for Competent Persons (NB: Applicants for refresher course should have Competent Persons Certificates.)		
Full Name	Post	Expired Date of Certified Workers Certificate (Within the period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY	Full Name	Post	Expired Date of Competent Persons Certificate (Within the period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY

Course for Untrained Staff		
Full Name	Post	Justification

(A-2) Course Title : Safety Training Course for Competent Persons of Confined Space Operations

(NB: Applicants should have valid Certified Workers Certificates.)

Course for Untrained Staff			
Full Name	Post	Expired Date of Certified Workers Certificate (Expired Date is in Feb 2006 or after.) (i.e. date of last course attended plus 3 years) DD/MM/YY	Justification

Refresher Course for Trained Staff (NB: Expired Date of Competent Persons Certificate is within the period from Feb 2006 to Jan 2007)			
Full Name	Post	Expired Date of Certified Workers Certificate (Expired Date is in Feb 2007 or after.) (i.e. date of last course attended plus 3 years) DD/MM/YY	Justification

(B) Course Title : Safety Training Course for Certified Workers of Confined Space Operations
 (NB: Valid for 3 years only.)

Course for Untrained Staff		
Full Name	Post	Justification

Refresher Course for Trained Staff			
Full Name	Post	Expired Date of Certified Workers Certificate (Within the Period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY	Justification

(C) Course Title : Fork-lift Truck Operator Course
 (NB: Valid for 5 years only.)

Refresher Course for Trained Staff			
Full Name	Post	Expired Date of Fork-lift Certificate (Within the period from Feb 2006 to Jan 2007) (i.e. date of last course attended plus 3 years) DD/MM/YY	Justification

2-days Course for Untrained Staff (NB: Applicants should have at least 1 year experience of fork-lift truck. The course consists of 1-day lecture and 1-day practical lesson.)		
Full Name	Post	Justification

7-days Course for Untrained Staff (Novice Class) (NB: The course consists of 2-days lecture and 5-days practical lesson.)		
Full Name	Post	Justification

(D) Course Title : Safety Course on Cargo Handling on Board of Ship

Full Name	Post	Justification

(E) Course Title : Safe Handling of Asbestos

Full Name	Post	Justification

(F) Course Title : Laser Safety

Full Name	Post	Justification

(G) Course Title : Workplace Noise Assessment

Full Name	Post	Justification

(H) Course Title : Safe Handling of Chemicals

Full Name	Post	Justification

(I) Course Title : Pneumoconiosis and its Preventive Measures

Full Name	Post	Justification

(J) Course Title : Gas Welding Safety Training Course
 (NB. The course is for the applicants who carry out gas welding works.)

Full Name	Post	Justification

(K) Course Title : Highway Department – Site Audit Inspection Standards (Safety & Roadwork Obligations)

Full Name	Post	Justification

(L) Course Title : Safe Working Cycle (SWC)

Full Name	Post	Justification

NB :

1. Only staff who have genuine operational needs, e.g. supervision and/or implementation of the work concerned, shall be nominated to attend the SRST courses. Full justification shall be provided.
2. Please use additional sheets if required

**Annual Survey of Feedback on Safety Training Courses Attended
during the Period from 1.1.2005 to 31.12.2005**

- Notes :**
1. This survey only applies to the "Mandatory Basic Safety Training" (MBST) courses and "Safety Training for Works Involving Special Risks" (SRST) courses under the purview of DSD TC No. 2/2006 – "Safety Training for DSD's Staff" attended in the year before (i.e. 1.1.2005 to 31.12.2005). The information collected will be solely used for evaluation of the effectiveness of the training courses provided.
 2. Please use one form for each course attended. Tick boxes as appropriate.
 3. Feedback is optional.

Course Title : _____ (MBST / SRST)*
 Date Attended : _____ Organizer : _____
 Name of Staff : _____ (Optional) Post : _____

Evaluation of Course Attended :

- | | | | | |
|-----|--------------------------------------------------------|--------------------------------------------|---------------------------------------|-----------------------------------------|
| (a) | Did the course content cover the topics concerned? | <input type="checkbox"/> very well | <input type="checkbox"/> satisfactory | <input type="checkbox"/> insufficient |
| (b) | Was the depth sufficient? | <input type="checkbox"/> very well | <input type="checkbox"/> satisfactory | <input type="checkbox"/> insufficient |
| (c) | Was the level of knowledge appropriate to you? | <input type="checkbox"/> too advanced | <input type="checkbox"/> appropriate | <input type="checkbox"/> too low |
| (d) | Was the learning useful to discharging of your duties? | <input type="checkbox"/> very useful | <input type="checkbox"/> useful | <input type="checkbox"/> not useful |
| (e) | Was the course worth attending? | <input type="checkbox"/> highly worthwhile | <input type="checkbox"/> worthwhile | <input type="checkbox"/> not worthwhile |

(f) Other comments on the course :

(g) Suggestions :

Date : _____ Signature : _____ (Optional)