

**NOSH GLOBAL SDN BHD**^{1072221-W}

1-18 First Floor, De'Rendezvous, Jalan Perda Selatan, Bandar Perda, 14000 Bukit Mertajam, Pulau Pinang.

Tel/Fax No : 04 530 7426 / 015 4871 0047 / 015 4871 0048

Website: www.nosh.com.my**Document Type:**
COURSE OUTLINE**Revision:** 0**Date Published:**
23/12/2015**Doc Title:**
SAFETY AND HEALTH OFFICER (SHO)**Document No:**
NGSB/SHO-001**Page :** 1 of 13**COURSE TITLE** : SAFETY AND HEALTH
OFFICER
(JKKP IS 127/438/3-84)**COURSE CODE** : SHO**COURSE DURATION** : 22 DAYS**COURSE LEVEL** : BASIC**COURSE CATEGORY** : COMPETENCY**COURSE FEE** : RM 3800.00**EXAMINATION FEE** : RM 1007.00**INTRODUCTION**

In Accordance With The Occupational Safety And Health Act 1994, It Is The Responsibility Of The Organization To Ensure So Far As Is Reasonably Practicable The Health And Safety, While At Work Of All Employees And To Protect Students And Other Persons Entering The Percints Of The Organization From Injury And Health Arising From Work Conducted By Employed Persons On Organizational Property. The Successful Implementation of This Policy Requires

PROGRAMME OBJECTIVES

- Enhance The Candidate's Knowledge In Matters Pertaining To Occupational Safety and Health Concepts and Principles
- Train The Candidate Enabling Them To Perform OSH Activities To Meet The Requirements Of OSHA and Its Regulations.
- Share on the Job Experience and Give Actual Work Exposures as SHO In Different Industries and Perspectives.
- Display The Skills, Knowledge and Tools Necessary To Be Safety Officer.
- Set Up Occupational, Safety and Health Systems and Procedures In Their Organizations.
- Recognize The Legislative Requirements Of OSHA 1994 Regulations and Related Regulations.

PARTICIPATION

1. All individuals or person themselves who directly involved in relevant job
2. Safety Supervisor
3. Site Foreman or Supervisor

DURATION OF COURSE**Duration** : 22 days**Classes will be conducted on** : Full time basis Monday - Saturday 8.30pm to 5.30pm
Part time basis Saturday & Sunday 8.30pm to 5.30pm

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TRAINING VENUE

Training will be conducted at:

NOSH GLOBAL SDN BHD
1-18 First Floor De'Rendezvous
Jalan Perda Selatan
Bandar Perda, Bukit Mertajam
14000, Pulau Pinang.

1. Certificate of Attendance will be given upon successful completion of the course.

ENTRANCE REQUIREMENT

- Must Possess at least **Grade 3** for SPM/SPMV/MCE year 2000 and below
- SPM year 2000 Onwards: Min 6C (BM, BI & Math), 8E for Science/ Physics/ Chemistry/Biology and Pass other 2 subjects in **ONE** Certificate
- Attached one certified true copy of SPM/SPMV/MCE Certificate/Diploma/Degree

REFERENCE BOOK

1. Occupational Safety and Health Act 1994 and it's regulations
2. Factories and Machinery Act 1967 and it's regulations

TEACHING AIDS

1. Computer / Laptop
2. LCD Projector
3. White Board with accessories
4. Flip Chart with accessories

COURSE FEE

1. Training fee RM 3800.00 per participants.
2. Examination fee is RM 1007.00 (Paper 1, II, III & IV)

ENQUIRIES

Contact Persons : Mr Firdaus Lazim
Tel: 015 4871 0048/04 530 7426/Fax : 04-530 7426
Email : inhousetraining@nosh.com.my or sales@nosh.com.my
Registration : www.nosh.com.my

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MODULE 1 - OSH MANAGEMENT

DAY 1

Time	Hour	Topic	Trainer
0830 - 0900	0.5	Registration / Introduction	
0900 - 1000	1.0	Historical Perspective	
1000 - 1015	0.25	Tea Break	
1015 - 1045	0.5	Continuation	
1045 - 1300	2.25	Incident Prevention	
1300 - 1400	1.0	Lunch	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	Tea Break	
1530 - 1800	2.5	OSH-Management System	

DAY 2

Time	Hour	Topic
0830 - 1000	1.50	Policy-Organization & Arrangements
1000 - 1015	0.25	Tea Break
1015 - 1115	1.0	Continuation
1115 - 1300	1.75	OSH Promotion, Training & Communication
1300 - 1400	1.0	Lunch
1400 - 1515	1.25	Continuation
1515 - 1530	0.25	Tea Break
1530 - 1715	1.75	Documentation

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Time	Hour	Topic
0830 – 1000	1.5	Risk Assessment and Management
1000 – 1015	0.25	Tea Break
1015 – 1315	3.0	Continuation
1315 – 1415	1.0	Lunch
1415 – 1515	1.0	Continuation
1515 – 1530	0.25	Tea Break
1530 – 1630	1.0	Continuation
1630 – 1715	0.75	IT in OSH

DAY 4

Time	Hour	Topic
0900 – 1000	1.0	OSH Programme
1000 – 1015	0.25	Tea Break
1015 – 1145	1.5	Continuation
1145 – 1300	1.25	Emergency Preparedness and Response
1300 – 1400	1.0	Lunch
1400 – 1515	1.25	Continuation
1515 – 1530	0.25	Tea Break
1530 – 1730	2.0	First Aid

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MODULE 1 - OSH MANAGEMENT

DAY 5

Time	Hour	Topic
0900 – 1030	1.5	Procurement and Contractor Management
1030 – 1045	0.25	Tea Break
1045 – 1300	2.25	Personal Protective Equipment
1300 – 1400	1.0	Lunch
1400 – 1415	0.25	Continuation
1415 – 1430	0.25	Tea Break
1430 – 1700	2.5	Auditing

DAY 6

Time	Hour	Topic
0830 - 1000	1.5	Incident Investigation and Corrective Action
1000 – 1015	0.25	Tea Break
1015 – 1215	2.0	Continuation
1215 – 1300	0.75	Performance Measurement & Monitoring
1300 – 1400	1.0	Lunch
1400 – 1615	2.25	Continuation
1615 - 1630	0.25	Tea Break
1630 – 1730	1.0	Management Review

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MODULE 2 - OSH LEGISLATIONS

DAY 7

Time	Hour	Topic
Module II		
0830 - 0930	1.0	Introduction to OSH Legislation
0930 - 1000	0.5	Factories and Machinery Act 1967
1000 - 1015	0.25	Tea Break
1015 - 1145	1.5	Continuation
1145 - 1300	1.25	Safety Regulations under Factories and Machinery Act 1967
1300 - 1400	1.0	Lunch
1400 - 1445	0.75	Continuation
1445 - 1515	0.5	Health Regulations under Factories and Machinery Act 1967
1515 - 1530	0.25	Tea Break
1530 - 1700	1.5	Continuation

DAY 8

Time	Hour	Topic
0900 - 1030	1.5	Regulation under FMA
1030 - 1045	0.25	Tea Break
1045 - 1300	2.25	Continuation
1300 - 1430	1.5	Lunch
1430 - 1700	2.5	Regulation under FMA
1700 - 1715	0.25	Tea Break

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Time	Hour	Topic
0830 – 1000	1.5	Occupational Safety and Health Act 1994
1000 – 1030	0.5	Tea Break
1030 – 1300	2.5	OSH (Safety and Health Committee) Regulations 1996
1300 – 1400	1.00	Lunch
1400 – 1635	2.60	OSH (Control of Industrial Major Accident) Regulations 1997
1635 – 1650	0.25	Tea Break

DAY10

Time	Hour	Topic
0830 – 1000	1.5	OSH (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000
1000 – 1015	0.25	Tea Break
1015 – 1100	0.75	OSH (Classification, Packaging and Labelling of Hazardous' Chemicals) Regulations 1997
1100 – 1215	1.25	OSH (Notification of Accidents, Dangerous Occurrence, Occupational Poisoning and Occupational Diseases) Regulations 2004
1300 – 1400	1.0	Lunch
1400 – 1530	1.5	OSH (Safety and Health Officer) Regulations 1997
1530 – 1545	0.25	Tea Break
1545 – 1745	2.0	Continuation

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Time	Hour	Topic
0830 – 0930	1.0	SOCSSO Security Act 1969
09:30 - 1030	1.0	Employment Act 1955
1030 – 1045	0.15	Tea Break
1045 – 1300	2.25	Petroleum (Safety Measures) Act 1984 & Gas Supply Act 1993
1300 – 1400	1.0	Lunch
1400– 1630	1.5	Fire Services Act 1955 and Regulations
1630 - 1645	0.15	Tea Break
1645 - 1815	1.5	Introduction & Overview of Other Related, Legislation & Codes of Practices

MODULE 3 – OH AND INDUSTRIAL HYGIENE**DAY 12**

Time	Hour	Topic
		Module III
0830 – 1030	2.0	Classification, Packaging and Labelling
1030 – 1045	0.25	Tea Break
1045 – 1145	1.0	Chemical Health Risk Assessment
1145 – 1300	1.25	Chemical Monitoring
1300 – 1400	1.0	Lunch
1400 – 1530	1.5	Continuation
1530 - 1545	0.25	Tea Break
1545 – 1715	1.50	Chemical Hazard Management

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Time	Hour	Topic
0900 – 1000	1.0	Overview of Occupational Health
1000 – 1015	0.15	Tea Break
1015 – 1115	1.0	Continuation
1115 – 1300	1.75	Introduction and Fundamentals of Toxicology
1300 – 1400	1.0	Lunch
1400 – 1515	1.25	Continuation
1515 – 1530	0.25	Tea Break
1530 – 1630	1.0	Occupational Health Standard
1630 – 1800	1.5	Biological Hazard

DAY 14

Time	Hour	Topic
0830 – 1000	1.5	Ventilation
1000 – 1015	0.25	Tea Break
1015 – 1145	1.5	Indoor Air Quality
1145 – 1245	1.0	Chemical Safety Data Sheet
1245 – 1430	1.75	Lunch
1430 – 1615	1.75	Chemical Hazard
1615 – 1630	0.25	Tea Break
1630 – 1815	1.75	Overview and Basic Principles of Industrial Hygiene

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Time	Hour	Topic
0900 -1015	1.15	Biological Monitoring and Medical Surveillance
1000 - 1015	0.25	Tea Break
1015 - 1100	0.75	Continuation
0100 - 1300	2.0	Ergonomic
1300 - 1400	1.0	Lunch
1400 - 1500	1.0	Continuation
1500 - 1545	0.75	Ergonomic Risk Factors
1500 - 1515	0.25	Tea Break
1515 - 1645	0.5	Shift Work
1645 - 1815	1.25	Mental Workload/ Occupational and Psychological Stress

DAY 16

Time	Hour	Topic
0830 - 1000	1.5	Physical Hazards: Noise, Radiation, Vibration, Pressurised Environment, Thermal Stress
1000 - 1015	0.25	Tea Break
1015 - 1315	3.0	Continuation
1315 - 1415	1.0	Lunch
		Module IV
1415 - 1515	1.0	Housekeeping and Physical Arrangement
1515 - 1615	1.0	Safe of Hand Tools & Portable Power Tools
1615 - 1630	0.25	Tea Break
1630 - 1730	0.75	Office Safety

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MODULE 4 - OCCUPATIONAL SAFETY

DAY 17

Time	Hour	Topic
0830 - 1000	1.5	Machinery Hazard
1000 - 1015	0.25	Tea Break
1015 - 1215	2.0	Continuation
1215 - 1300	0.75	Safe Machine Operation
1300 - 1400	1.0	Lunch
1400 - 1615	2.25	Safe Guarding of Machinery
1615 - 1630	0.25	Tea Break
1630 - 1715	0.75	Maintenance of Machine Guards & Tools

DAY 18

Time	Hour	Topic
0830 - 0930	1.0	General Area Fencing
0930 - 1030	1.5	Fire Safety
1030 - 1045	0.25	Tea Break
1045 - 1300	2.25	Continuation
1300 - 1400	1.0	Lunch
1400 - 1600	2.0	Pressurised Equipment
1600 - 1615	0.25	Tea Break
1615 - 1715	1.0	Welding Safety

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Time	Hour	Topic
0830 – 1030	2.0	Electrical Safety
1030 – 1045	0.25	Tea Break
1045 – 1300	2.25	Construction Safety
1300 – 1430	1.5	Lunch
1430 – 1530	1.0	Manual Handling
1530 – 1630	1.0	Mechanical Handling
1630 – 1645	0.25	Tea Break

DAY 20

Time	Hour	Topic
0830 – 1000	1.5	Transport Safety Defensive Driving (Forklift)
1000 – 1015	0.25	Tea Break
1015 – 1300	2.75	Continuation
1300 – 1400	1.0	Lunch
1400 – 1500	1.0	Working in Confined Space
1500 – 1515	0.25	Tea Break
1515 – 1715	2.0	Continuation

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MODULE 4 - OCCUPATIONAL SAFETY

DAY 21

Time	Hour	Topic
0830 - 0900	0.5	Breakfast
0900 - 1300	4.5	Site Visit
1300 - 1400	1.0	Lunch
1400 - 1530	1.5	Site Visit Discussion
1530 - 1545	0.25	Tea Break
1545 - 1645	1.0	WPA Workshop. (Module 4)

DAY 22

Time	Hour	Topic
0900-0945	0.75	Examination Workshop (Module 1,2 & 3)
0945 - 1000	0.25	Tea Break
		Continuation
1300 - 1400	1.0	Lunch
1400 - 1530		Continuation
1530 - 1545	0.25	Tea Break
1715 - 1745	0.5	Closing Ceremony