



<b>COURSE TITLE</b>	: Safety and Health Officer (Remote Learning)	<b>COURSE CODE</b>	: SHO-RL
<b>COURSE DURATION</b>	: 30-day(s) / 165.50-hour(s)	<b>COURSE LEVEL</b>	: Basic
<b>COURSE CATEGORY</b>	: Competency		
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM 2,650.00 (inclusive of 6% SST)	<b>EXAMINATION FEE</b>	: RM 950.00

### 1. OBJECTIVE(S):

At the end of the course, the participant will be able to:

- i. Conduct the hazard identification, risk assessment and risk control.
- ii. Explain the OSH-MS.
- iii. Plan OSH programs.
- iv. Interpret OSH legal requirements.
- v. Be a competent SHO (upon passing the SHO examination and registration with DOSH).

### 2. TARGET GROUP(S):

- i. Safety Personnel/ Managers.
- ii. Supervisors.
- iii. OSH Practitioners.
- iv. Safety and Health Committee Members.
- v. Unregistered Safety and Health Officers.
- vi. Engineers, Designers and Architects.
- vii. Interested Individuals.

### 3. ENTRY REQUIREMENT(S):

- i. Possess a minimum of SPM/ SPMV/ MCE or equivalent with at least a Grade Three Pass. General certificate (SAP) or lower than Grade three will not be accepted.
- ii. For SPM/ SPMV after year 2000, a minimum of 6C for Bahasa Melayu, English, Mathematics AND minimum 8E for Science/ Physics/ Chemistry/ Biology AND pass other 2 subjects in 1 certificate/ examination or combination.
- iii. Applicants must attach ONE (1) certified true copy of SPM/ SPMV/ MCE Certificate/ Diploma/ Degree AND Identification Card/ Passport; **AND**
- iv. Able to access and participate in e-learning platform; **AND**
- v. Must have device (laptop or desktop only) to participate in e-learning platform; **AND**
- vi. Must have good internet facilities; **AND**
- vii. Register Zoom and Open Learning with Personal Email.

**Note:** This entry requirement(s) is applicable for **training** purpose only. Effective 1<sup>st</sup> January 2020, participant is required to sit for the first examination within 3 years from the date of completion of the course.



**4. TOPIC(S):**

**Module 1**

- i. Historical Perspective.
- ii. Incident Prevention.
- iii. OSH Management Systems.
- iv. Policy - Organisation and Arrangements.
- v. OSH Promotion, Training and Communication.
- vi. OSH Documentations.
- vii. Information Technology in OSH.
- viii. Risk Assessment and Management.
- ix. Personal Protective Equipment.
- x. OSH Program.
- xi. Emergency Response and Preparedness.
- xii. First Aid.
- xiii. Procurement and Contractor Management.
- xiv. Auditing.
- xv. Management Review.
- xvi. Performance Measurement and Monitoring.
- xvii. Incident Investigation and Corrective Action.

**Module 2**

- i. Introduction to OSH Legislation.
- ii. Factories and Machinery Act 1967.
- iii. Regulations on Safety in the Factories and Machinery Act 1967.
- iv. Regulations on Health in the Factories and Machinery Act 1967.
- v. Occupational Safety and Health Act 1994 and Its Regulations.
- vi. Fire Services Act 1988 and Its Regulations.
- vii. Employment Act 1955 and SOCSO Act 1969.
- viii. Petroleum (Safety Measures) Act 1984 and Gas Supply Act 1993.
- ix. Introduction & Overview of Other Related, Legislation & Codes of Practices.

**Module 3**

- i. Overview of Occupational Health.
- ii. Occupational Health Standards.
- iii. Introduction and Fundamentals of Toxicology.
- iv. Overview and Basic Principles of Industrial Hygiene.
- v. Physical and Chemical Hazards.
- vi. Classification, Labelling and Safety Data Sheet of Hazardous Chemicals.



- vii. Chemical Health Risk Assessment.
- viii. Chemical Safety Data Sheet.
- ix. Chemical Hazard Management.
- x. Ventilation & Indoor Air Quality.
- xi. Chemical & Biological Monitoring & Medical Surveillance.
- xii. Biological Hazard.
- xiii. Ergonomics & Ergonomics Risk Factors.
- xiv. Shift Work & Mental Workload.
- xv. Occupational and Psychological Stress.
- xvi. Overview of SOHELP.

#### **Module 4**

- i. Machinery Hazard.
- ii. Safe Machine Operation.
- iii. Safe Guarding of Machinery.
- iv. Maintenance of Machine, Guards and Tools.
- v. Safe of Hand Tools and Portable Power Tools.
- vi. General Area Fencing.
- vii. Mechanical Handling.
- viii. Pressurised Equipment.
- ix. Welding Safety.
- x. Housekeeping and Physical Arrangement.
- xi. Electrical Safety.
- xii. Working in Confined Space.
- xiii. Manual Handling.
- xiv. Transport Safety Defensive Driving (Forklift).
- xv. Office Safety.
- xvi. Site Visit.
- xvii. Fire Safety.
- xviii. Construction Safety.

#### **5. LIST OF REFERENCE BOOK(S):**

- i. Occupational Safety and Health Act 1994 & It's Regulations.
- ii. Factories and Machinery Act 1967 & It's Regulations.
- iii. Trainee's Note for Module I, II, III & IV.



**6. LIST OF TEACHING AID(S):**

- i. Computer/ Laptop.
- ii. Learning accessories.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Discussion.
- iii. Practical.

**Note:** Participant is required to bring along Personal Protective Equipment (e.g. Safety Boot) during site visit session on day 28.

	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>		
	COURSE SCHEDULE		
	Document No.	Revision No.	Page
	NIOSH-PDD-CS-SHO-RL	PDD211117	5 / 16

**COURSE TITLE: SAFETY AND HEALTH OFFICER (REMOTE LEARNING)**

**DAY ONE (MODULE 1)**

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 0900	0.50	Registration	NIOSH
0900 – 0930	0.50	Course Introduction and Ice Breaking Session	NIOSH
0930 – 1000	0.50	Historical Perspective	
1000 – 1015	0.25	BREAK	
1015 – 1300	2.75	Incident Prevention	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
	<b>4.00</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 0930	1.50	OSH Management System	
1000 – 1015	0.25	Break	
1015 – 1115	1.00	Continuation	
1115 – 1300	1.75	Policy - Organisation & Arrangements	
1300 – 1400	1.00	LUNCH Break	
1400 – 1445	0.75	Continuation	
	<b>5.00</b>	<b>END OF DAY TWO</b>	

**DAY THREE**

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 - 1000	1.50	OSH Promotion, Training & Communication	
1000 – 1015	0.25	BREAK	
1015 – 1145	1.50	Continuation	
1145 – 1300	1.25	OSH Documentations	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
1445 – 1545	1.00	Information Technology in OSH	
	<b>6.00</b>	<b>END OF DAY THREE</b>	

#### DAY FOUR

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 - 1000	1.50	Risk Assessment and Management	
1000 - 1015	0.25	BREAK	
1015 - 1300	2.75	Continuation	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1615	2.25	Continuation	
	<b>6.50</b>	<b>END OF DAY FOUR</b>	

#### DAY FIVE

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 - 1000	1.50	Personal Protective Equipment	
1000 - 1015	0.25	BREAK	
1015 - 1115	1.00	Continuation	
1115 - 1300	1.75	OSH Program	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1515	1.25	Continuation	
	<b>5.50</b>	<b>END OF DAY FIVE</b>	

#### DAY SIX

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 - 1000	1.50	Emergency Preparedness and Response	
1000 - 1015	0.25	BREAK	
1015 - 1300	2.75	Continuation	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1415	0.25	Continuation	
1415 - 1615	2.00	First Aid	
	<b>6.50</b>	<b>END OF DAY SIX</b>	

 	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>		
	COURSE SCHEDULE		
	Document No.	Revision No.	Page
	NIOSH-PDD-CS-SHO-RL	PDD211117	7 / 16

#### DAY SEVEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Procurement and Contractor Management	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1300	2.25	Auditing	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1415	0.25	Continuation	
1415 – 1515	1.00	Management Review	
	<b>5.50</b>	<b>END OF DAY SEVEN</b>	

#### DAY EIGHT

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Performance Measurement & Monitoring	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Continuation	
1115 – 1300	1.75	Incident Investigation and Corrective Action	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1545	1.75	Continuation	
	<b>6.00</b>	<b>END OF DAY EIGHT</b>	

#### DAY NINE (MODULE 2)

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 0930	1.00	Introduction to OSH Legislation	
0930 – 1000	0.50	Factories and Machinery Act 1967	
1000 – 1015	0.25	BREAK	
1015 – 1145	1.50	Continuation	
1145 – 1300	1.25	Safety Regulation Under Factories and Machinery Act 1967	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
	<b>5.00</b>	<b>END OF DAY NINE</b>	



### DAY TEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Health Regulations Under Factories and Machinery Act 1967	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1300	2.25	Occupational Safety and Health Act 1994	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1545	1.75	Continuation	
	<b>6.00</b>	<b>END OF DAY TEN</b>	

### DAY ELEVEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	OSH (Safety and Health Officer) Regulations 1997	
1000 – 1015	0.25	BREAK	
1015 – 1215	2.00	Continuation	
1215 – 1300	0.75	OSH (Safety and Health Committee) Regulations 1996	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1545	1.75	Continuation	
	<b>6.00</b>	<b>END OF DAY ELEVEN</b>	



 	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>		
	COURSE SCHEDULE		
	Document No.	Revision No.	Page
	NIOSH-PDD-CS-SHO-RL	PDD211117	9 / 16

## DAY TWELVE

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 0930	1.00	OSH (Safety and Health Committee) Regulations 1996	
0930 – 1000	0.50	OSH (Control of Industrial Major Accident) Regulations 1997	
1000 – 1015	0.25	BREAK	
1015 – 1230	2.25	Continuation	
1230 – 1300	0.50	OSH (Notification of Accidents, Dangerous Occurrence, Occupational Poisoning and Occupational Diseases) Regulations 2004	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	Continuation	
	<b>5.75</b>	<b>END OF DAY TWELVE</b>	

## DAY THIRTEEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	OSH (Use and Standard of Exposure of Chemicals Hazardous to Health) Regulation 2000	
1000 – 1015	0.25	BREAK	
1015 – 1100	0.75	Continuation	
1100 – 1300	2.00	OSH (Classification, Packaging and Labelling of Hazardous' Chemicals) Regulation 1997	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1500	1.00	Examination Briefing	ECD, NIOSH
	<b>4.25</b>	<b>END OF DAY THIRTEEN</b>	

#### DAY FOURTEEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Fire Service Act 1955 and It's Regulations	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1215	1.50	Social Security Act 1969	
1215 – 1300	0.75	Employment Act 1955	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
	<b>5.00</b>	<b>END OF DAY FOURTEEN</b>	

#### DAY FIFTEEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Petroleum (Safety Measures) Act 1984 & Gas Supply Act 1993	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1245	2.00	Case Study	
1245 – 1300	0.25	Introduction & Overview of Other Related Legislation & Codes of Practices	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1545	1.75	Continuation	
	<b>6.00</b>	<b>END OF DAY FIFTEEN</b>	

### DAY SIXTEEN (MODULE 3)

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Overview of Occupational Health	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Continuation	
1115 – 1245	1.50	Occupational Health Standard	
1245 – 1300	0.25	Introduction and Fundamentals of Toxicology	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1545	1.75	Continuation	
	<b>6.00</b>	<b>END OF DAY SIXTEEN</b>	

### DAY SEVENTEEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Overview and Basic Principles of Industrial Hygiene	
1000 – 1015	0.25	BREAK	
1015 -1045	0.50	Continuation	
1045 – 1300	2.25	Chemical Hazard	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1545	1.75	Continuation	
	<b>6.00</b>	<b>END OF DAY SEVENTEEN</b>	

### DAY EIGHTEEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 0930	1.00	Chemical Hazard	
0930 – 1000	0.50	Chemical Monitoring	
1000 – 1015	0.25	BREAK	
1015 – 1215	2.00	Continuation	
1215 – 1300	0.75	Chemical Health Risk Assessment	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
1445 – 1545	1.00	Chemical Safety Data Sheet	
	<b>6.00</b>	<b>END OF DAY EIGHTEEN</b>	

### DAY NINETEEN

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	CLASS	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1245	2.00	Chemical Hazard Management	
1245 – 1300	0.25	Ventilation	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1515	1.25	Continuation	
	<b>5.50</b>	<b>END OF DAY NINETEEN</b>	

### DAY TWENTY

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Indoor Air Quality	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Biological Monitoring and Medical Surveillance	
1115 – 1245	1.50	Biological Hazard	
1245 – 1300	0.25	Ergonomic	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.75	Continuation	
	<b>6.00</b>	<b>END OF DAY TWENTY</b>	

### DAY TWENTY ONE

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Ergonomic	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Ergonomic Risk Factors	
1115 – 1145	0.50	Shift Work	
1145 – 1245	1.00	Mental Workload	
1245 – 1300	0.25	Occupational and Psychological Stress	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
1445 – 1545	1.00	Overview of SOHELP	
	<b>6.00</b>	<b>END OF DAY TWENTY ONE</b>	

### DAY TWENTY TWO

TIME	HOUR	TOPIC	TRAINER/ FACILITATOR
0830 – 1000	1.50	Physical Hazards : Noise, Radiation, Vibration, Pressurised Environment, Thermal Stress	
1000 – 1015	0.25	BREAK	
1015 – 1300	2.75	Continuation	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1415	0.25	Continuation	
1415 – 1545	1.50	Machinery Hazard	
	<b>6.00</b>	<b>END OF DAY TWENTY TWO</b>	

#### DAY TWENTY THREE (MODULE 4)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Machinery Hazard	
1000 - 1015	0.25	BREAK	
1015 - 1045	0.50	Continuation	
1045 - 1145	1.00	Safe Machine Operation	
1145 - 1300	1.25	Safe Guarding of Machinery	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1445	0.75	Continuation	
1445 - 1545	1.00	Maintenance of Machine Guards & Tools	
	<b>6.00</b>	<b>END OF DAY TWENTY THREE</b>	

#### DAY TWENTY FOUR

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 0930	1.00	Safe of Hand Tools & Portable Power Tools	
0930 – 1000	0.50	General Area Fencing	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1300	2.25	Mechanical Handling	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
	<b>5.00</b>	<b>END OF DAY TWENTY FOUR</b>	

**DAY TWENTY FIVE:**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Pressurised Equipment	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1145	1.00	Welding Safety	
1145 – 1245	1.00	Housekeeping and Physical Arrangement	
1245 – 1300	0.25	Electrical Safety	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1545	1.75	Continuation	
	<b>6.00</b>	<b>END OF DAY TWENTY FIVE</b>	

**DAY TWENTY SIX:**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1030	1.50	Working in Confined Space	
1000 – 1015	0.25	BREAK	
1015 – 1145	1.50	Continuation	
1145 – 1245	1.00	Manual Handling	
1245 – 1300	0.25	Transport Safety Defensive Driving (Forklift)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
	<b>5.00</b>	<b>END OF DAY TWENTY SIX</b>	

**DAY TWENTY SEVEN:**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1030	1.50	Office Safety	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1245	2.00	Site Visit (video observation)	
1245 – 1400	1.25	LUNCH BREAK	
1400 – 1600	2.00	Continuation	
	<b>6.00</b>	<b>END OF DAY TWENTY SEVEN</b>	

**DAY TWENTY EIGHT:**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Site Visit	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Continuation	
1115 – 1245	1.50	Discussion, Report Writing (HIRARC) and Presentation	
	<b>4.00</b>	<b>END OF DAY TWENTY EIGHT</b>	

**DAY TWENTY NINE:**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Fire Safety	
1000 – 1015	0.25	BREAK	
1015 – 1245	2.50	Continuation	
	<b>4.00</b>	<b>END OF DAY TWENTY NINE</b>	

**DAY THIRTY:**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Construction Safety	
1000 – 1015	0.25	BREAK	
1015 – 1145	1.50	Continuation	
1145 – 1345	2.00	Report Writing	
	<b>5.00</b>	<b>END OF DAY THIRTY</b>	