



COURSE TITLE	: Site Safety Supervisor (Remote Learning)	COURSE CODE	: SSS-RL
COURSE DURATION	: 14-day(s) / 80.00-hour(s)	COURSE LEVEL	: Basic
COURSE CATEGORY	: Competency		
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM 1,219.00 (inclusive of 6% SST)	EXAMINATION FEE	: RM350.00
TOTAL FEE	: RM 1,569.00 (inclusive of 6% SST)		

1. OBJECTIVE(S):

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

- i. Describe the OSH legislative requirements pertaining to construction site.
- ii. Conduct the risk management at the workplace.
- iii. Elaborate OSH requirements for site management.
- iv. Be a competent Site Safety Supervisor (SSS).

2. TARGET GROUP(S):

- i. Site Safety Supervisor.
- ii. Site Foreman / Supervisor.
- iii. Any interested parties.

3. ENTRY REQUIREMENT(S):

- i. Malaysian citizen; **AND**
- ii. Minimum LCE/ SRP/ PMR/ PT3 or equivalent; **AND**
- iii. Must have device (Computer, Laptop or Tablet) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- iv. Must have good internet connection; **AND**
- v. Zoom and Open Learning account registered with personal email.

Note: This entry requirement(s) is applicable for training purpose only. Effective 1st 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):

- i. Introduction to OSH, Site Safety Supervisor Duties and Tasks.
- ii. OSH Legislation.
- iii. OSH Management Systems.
- iv. Consultation & Training.
- v. Site Management.



- vi. Occupational Safety.
- vii. Occupational Health.
- viii. Site Visit.

5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994 and its regulations.
- ii. Factories and Machinery Act 1967 and its regulation.

6. LIST OF TEACHING AID(S):

- i. Computer/ Laptop.
- ii. Learning accessories.
- iii. E-Learning platform.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Group discussion.
- ii. Site visit.


COURSE TITLE: SITE SAFETY SUPERVISOR (REMOTE LEARNING)

DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 0845	0.25	Part I (A): Introduction (Introduction to OSH)	
0845 – 0900	0.25	Part I (B): Introduction (History Perspective)	
0900 – 0930	0.50	Part I (C): Introduction (Overview of OSH in Malaysia)	
0930 – 1000	0.50	Part I (D): Introduction (Importance of OSH)	
1030 – 1015	0.25	BREAK	
1015 – 1045	0.50	Part I (E): Introduction (Duties and Tasks of Site Safety Supervisor)	
1045 – 1115	0.50	Part III (A): OSH Management System (Introduction of OSHMS)	
1115 – 1145	0.50	Part III (B): OSH Management System (Purposes of OSHMS Implementation)	
1145 – 1245	1.00	Part III (C): OSH Management System (Elements of OSHMS)	
1245 – 1300	0.25	Part III (D): OSH Management System (Benefits of OSHMS)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
1445 – 1515	0.50	Part IV (A): Consultation & Training (Effective Communication)	
	5.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 0900	0.50	Part IV (B): Consultation & Training (Promotion)	
0900 – 0930	0.50	Part IV (C): Consultation & Training (Consultation)	
0930 – 1000	0.50	Part IV (D): Consultation & Training (SHC Functions)	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Part IV (E): Consultation & Training (Tool-box Briefing)	
1045 – 1115	0.50	Part IV (F): Consultation & Training (In-house Training)	
1115 – 1300	1.75	Part II (A): OSH Legislation (Introduction of OSH Legislation)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1415	0.25	Continuation	
1415 – 1515	1.00	Part II (B): OSH Legislation (OSHA 1994 and Regulations)	
1515 – 1530	0.25	BREAK	
1530 – 1600	0.50	Continuation	
	6.00	END OF DAY TWO	

	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
	Document No. NIOSH-PDD-CS-SSS-RL	Revision No. PDD211111	Page 5 / 11

DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Part II (C): OSH Legislation (FMA 1967 and Regulations)	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1245	2.00	Part II (D): OSH Legislation (FMA BOWECS Regulations & Other Legislations)	
1245 – 1300	0.25	Part V (A): Site Management (Site Planning and Budgeting)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1500	1.00	Continuation	
1500 – 1515	0.25	BREAK	
1515 – 1600	0.75	Continuation	
	6.00	END OF DAY THREE	

DAY FOUR


TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Part V (B): Site Management (Risk Management – HIRARC)	
1000 – 1015	0.25	BREAK	
1015 – 1045	0.50	Continuation	
1045 – 1215	1.50	Part V (B): Site Management (Risk Management – PTW)	
1215 – 1300	0.75	Part V (B): Site Management (Risk Management – LOTO)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1445	0.75	Continuation	
1445 – 1500	0.25	BREAK	
1500 – 1600	1.00	Part V (B): Site Management (Risk Management – JSA)	
	6.00	END OF DAY FOUR	

DAY FIVE

TIME	HOOR	TOPIC	TRAINER / FACILITATOR
0830 – 0930	1.00	Part V (B): Site Management (Risk Management – SOP)	
0930 – 1000	0.50	Part V (C): Site Management (Accident Investigation and Reporting)	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Continuation	
1115 – 1300	1.75	Part V (D): Site Management (Inspection and Audit)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1415	0.25	Continuation	
1415 – 1500	0.75	Part V (E): Site Management (Emergency Preparedness)	
1500 – 1515	0.25	BREAK	
1515 – 1600	0.75	Continuation	
	6.00	END OF DAY FIVE	

DAY SIX

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Part V (F): Site Management (Documentation)	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Part VI (A): Occupational Safety (Site Security)	
1115 – 1215	1.00	Part VI (B): Occupational Safety (Site Office Safety)	
1215 – 1300	0.75	Part VI (C): Occupational Safety (Site Transport)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1430	0.50	Continuation	
1430 – 1515	0.75	Part VI (D): Occupational Safety (Excavation)	
1515 – 1530	0.25	BREAK	
1530 – 1600	0.50	Continuation	
	6.00	END OF DAY SIX	



	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
	Document No. NIOSH-PDD-CS-SSS-RL	Revision No. PDD211111	Page 8 / 11

DAY SEVEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 0930	1.00	Part VI (E): Occupational Safety (Piling)	
0930 – 1000	0.50	Part VI (F): Occupational Safety (Formwork / Falsework and Concrete Work)	
1000 – 1015	0.25	BREAK	
1015 – 1215	2.00	Continuation	
1215 – 1300	0.75	Part VI (G): Occupational Safety (Working at Height)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1515	1.25	Continuation	
	5.50	END OF DAY SEVEN	

DAY EIGHT

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Part VI (H): Occupational Safety (Mechanical Plant & Machinery Safety)	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Continuation	
1115 – 1300	1.75	Part VI (I): Occupational Safety (Electrical Safety)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1415	0.25	Continuation	
1415 – 1530	1.25	Part VI (J): Occupational Safety (Hand and Power Tools Safety)	
	5.75	END OF DAY EIGHT	



 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
	Document No.	Revision No.	Page
	NIOSH-PDD-CS-SSS-RL	PDD211111	9 / 11

DAY NINE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Part VI (K): Occupational Safety (Explosive and Blasting Safety)	
1000 – 1015	0.25	BREAK	
1015 – 1215	2.00	Part VI (L): Occupational Safety (Lifting Operation)	
1215 – 1300	0.75	Part VI (M): Occupational Safety (Confined Space)	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1515	1.25	Continuation	
	5.50	END OF DAY NINE	

DAY TEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	Part VI (N): Occupational Safety (Welding & Cutting)	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Part VI (O): Occupational Safety (Demolition Work)	
1115 – 1245	1.50	Part VI (P): Occupational Safety (Tunnelling Work)	
1245 – 1345	1.00	LUNCH BREAK	
1345 – 1445	1.00	Part VI (Q): Occupational Safety (Under Water and above Water Work)	
1445 – 1500	0.25	BREAK	
1500 – 1530	0.50	Continuation	
	5.50	END OF DAY TEN	

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
	Document No.	Revision No.	Page
	NIOSH-PDD-CS-SSS-RL	PDD211111	10 / 11

DAY ELEVEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 0930	1.00	Part VI (R): Occupational Safety (Housekeeping)	
0930 – 1000	0.50	Part VI (S): Occupational Safety (Fire Prevention)	
1000 – 1015	0.25	BREAK	
1015 – 1115	1.00	Continuation	
1115 – 1245	1.50	Part VI (T): Occupational Safety (Personal Protective Equipment)	
1245 – 1345	1.00	LUNCH BREAK	
1345 – 1445	1.00	Part VI (U): Occupational Safety (Safety Signage)	
	6.00	END OF DAY ELEVEN	

DAY TWELVE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1030	2.00	Part VII (A): Occupational Health (Health and Welfare Provisions)	
1030 – 1045	0.25	BREAK	
1045 – 1245	2.00	Part VII (B): Occupational Health (Ergonomics)	
1245 – 1345	1.00	LUNCH BREAK	
1345 – 1545	2.00	Part VII (C): Occupational Health (Occupational Health in Construction)	
	6.00	END OF DAY TWELVE	

DAY THIRTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1030	2.00	Part VII (D): Occupational Health (First Aid Management)	
1030 – 1045	0.25	BREAK	
1045 – 1145	1.00	Examination Briefing	ECD, NIOSH
1145 – 1345	2.00	Part VIII: Site Visit (Briefing and Site Introduction)	
	5.00	END OF DAY THIRTEEN	

DAY FORTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0800 – 0830	0.50	BREAK	
0830 – 1300	4.50	Part VIII: Site Visit	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	Group Assignment and Presentation	
	6.00	END OF THE COURSE	