



COURSE TITLE	: Safety and Health Officer Enrichment Program		
COURSE DURATION	: 6 day(s) / 39.00 hour(s)	COURSE CODE	: SHEP/ SHEP-P
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Basic
HRDF SCHEME	: SBL		
COURSE FEE	: RM1,908.00 (inclusive of SST)		

1. OBJECTIVES:

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

- i. Improve their knowledge, skill and act as a pre-requisite for Safety and Health Officer (SHO) candidate.
- ii. Enhance Safety and Health Officer knowledge and skill on performing their duties as Safety and Health Officer (SHO) in the industry.

2. TARGET GROUP(S):

- i. SHO examination candidate.

3. ENTRY REQUIREMENT(S):

- i. Have attended the SHO examination but did not meet the requirement; or
- ii. Have attended the SHO course but have not sit for the examination.

4. TOPIC(S):

- i. Module 1: OSH Management.
- ii. Module 2: OSH Legislation.
- iii. Module 3: Occupational Health and Hygiene.
- iv. Module 4: Occupational Safety.
- v. Module 5: HIRARC and SHO Report.
- vi. Module 6: WPA Workshop.

5. LIST OF REFERENCE BOOK(S):

- i. Notes from SHO Module I, II, III & IV.
- ii. Factories and Machinery Act 1967 (Act 139) & Regulation.
- iii. Occupational Safety and Health Act 1994.
- iv. Guideline HIRARC, NADOPOD, First Aid.



INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

KURIKULUM KURSUS

COURSE CURRICULUM

TEL: 03 – 8911 3800 FAX: 03 – 8926 3900

URL: www.niosh.com.my




6. LIST OF TEACHING AID(S):

- i. LCD Projector.
- ii. Computer.
- iii. White Board with accessories.
- iv. Flip Chart with accessories.
- v. Presentation Kit.
- vi. Related Games and classroom activity materials.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Group discussion.
- ii. Presentation.

Last updated on 26th Nov 2015 by PDD

 KEMENTERIAN SUMBER MANUSIA National Institute of Occupational Safety and Health	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH			
	COURSE SCHEDULE			
	No. Dokumen	No. Pindaan	Tarikh	Muka Surat
NIOSH-PDD-CS-SHEP	00	26 Nov 2015	1 / 3	



COURSE TITLE: SAFETY AND HEALTH OFFICER ENRICHMENT PROGRAMME

DAY ONE

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 1000	1.00	Overview of the course	
1000 - 1030	0.50	OSH Management Refresher Module	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Continuation	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1700	1.75	Continuation	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0900 - 1030	1.50	OSH Legislation Refresher Module	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY TWO	



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DAY THREE

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0900 - 1030	1.50	Occupational Health and Hygiene Refresher Module	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY THREE	

DAY FOUR

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0900 - 1030	1.50	Occupational Safety Refresher Module	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Continuation	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1700	1.75	Continuation	
	6.50	END OF DAY FOUR	

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DAY FIVE

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0900 - 1030	1.50	HIRARC	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	SHO Report	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY FIVE	

DAY SIX

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0900 - 1030	1.50	Workplace Assignment	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Workshop	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF THE COURSE	

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