COURSE TITLE: Safety and Health Officer Examination Workshop

OBJEKTIVE(S):
At the end of the course, the participant will be able to:

i. Understand the format of the SHO Examination.

ii. Understand how to prepare the Workplace Assignment (WPA) according to the NIOSH standard format.

iii. Experience the actual situation in both Skill Station and Oral examination.

TARGET GROUP(S):

i. Safety and Health Officer examination candidate.

ii. Interested individuals.

ENTRY REQUIREMENT(S):

i. None.

TOPIC(S):

i. Trial Examination (Paper I & II).

ii. Examination Briefing.

iii. Trial Examination Discussion (Paper I & II).


v. Examination Tips.

vi. Mock Skill Station (Paper III).


viii. Summary and Q & A.

LIST OF REFERENCE BOOK(S):


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

i. LCD projector.

ii. Computer.

iii. White board with accessories.

iv. Flip chart with accessories.

v. Portable Scanner @ Visualizer.

vi. 2 x Examination tables and chairs.

vii. Examination answer sheets.

viii. Trial Examination Kits (2 x Multiple Choice Questions, 2 x Structured Questions and 1 x Essay Question).

ix. Stationeries.

x. 2 x Items for Mock Skill Station session.

xi. 2 Sets of Oral Marking Form (PL 1 and PL 2).

xii. 2 x Mock Oral PowerPoint presentation.

xiii. Wall clock.

7. **LIST OF CLASSROOM ACTIVITIES:**

i. Trial Examination.

ii. Mock Skill Station.

iii. Mock Oral Presentation.

**Note:** Participant is required to bring SHO modules, FMA 1967 and OSHA 1994 during the workshop.
## COURSE TITLE: SAFETY AND HEALTH OFFICER EXAMINATION WORKSHOP

### DAY ONE

<table>
<thead>
<tr>
<th>TIME</th>
<th>HOUR</th>
<th>TOPICS</th>
<th>TRAINER / FACILITATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0830 - 0900</td>
<td>0.50</td>
<td>Registration</td>
<td>NIOSH</td>
</tr>
<tr>
<td>0900 - 0945</td>
<td>0.75</td>
<td>Trial Examination (Paper I &amp; II)</td>
<td></td>
</tr>
<tr>
<td>0945 - 1000</td>
<td>0.25</td>
<td>MORNING TEA BREAK</td>
<td></td>
</tr>
<tr>
<td>1000 - 1030</td>
<td>0.50</td>
<td>Examination Briefing</td>
<td></td>
</tr>
<tr>
<td>1030 - 1130</td>
<td>1.00</td>
<td>Trial Examination Discussion (Paper I &amp; II)</td>
<td></td>
</tr>
<tr>
<td>1130 - 1300</td>
<td>1.50</td>
<td>Workplace Assignment (WPA) (Paper IV – Part A)</td>
<td></td>
</tr>
<tr>
<td>1300 - 1400</td>
<td>1.00</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td>1400 - 1530</td>
<td>1.50</td>
<td>Examination Tips</td>
<td></td>
</tr>
<tr>
<td>1530 - 1545</td>
<td>0.25</td>
<td>AFTERNOON TEA BREAK</td>
<td></td>
</tr>
<tr>
<td>1545 - 1600</td>
<td>0.25</td>
<td>Mock Skill Station (Paper III)</td>
<td></td>
</tr>
<tr>
<td>1600 - 1700</td>
<td>1.25</td>
<td>Mock Oral Examination (Paper IV – Part B)</td>
<td></td>
</tr>
<tr>
<td>1700 - 1730</td>
<td>0.50</td>
<td>Summary and Q &amp; A</td>
<td></td>
</tr>
<tr>
<td>7.00</td>
<td>END OF WORKSHOP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>