



COURSE TITLE	: Safety and Health Officer (SHO) Examination Workshop		
COURSE DURATION	: 1 day / 7.00 hour(s)	COURSE CODE	: SHOW
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Basic
HRDF SCHEME	: SBL		
COURSE FEE	: RM106.00 (inclusive of SST)		

1. OBJECTIVES:

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.

2. TARGET GROUP(S):

- i. Safety and Health Officer Examination Candidate.
- ii. Interested individuals.

3. ENTRY REQUIREMENT(S):

- i. -

4. TOPIC(S):

- i. Trial Examination (Paper I & II).
- ii. Examination Briefing.
- iii. Trial Examination Discussion (Paper I & II).
- iv. Workplace Assignment (WPA) (Paper IV – Part A).
- v. Examination TIPS.
- vi. Mock Skill Station (Paper III).
- vii. Mock Oral Examination (Paper IV – Part B).
- viii. Summary and Q & A.

5. LIST OF REFERENCE BOOK(S):

- i. Factories and Machinery Act 1967 (Act 139) & It's Regulations.
- ii. Occupational Safety and Health Act and It's Regulations.





6. LIST OF TEACHING AID(S):

- i. SHO lesson plan.
- ii. LCD Projector.
- iii. Computer.
- iv. White Board with accessories.
- v. Flip Chart with accessories.
- vi. Portable Scanner @ Visualizer.
- vii. 2 x Examination Tables and Chairs.
- viii. Examination Answer Sheets.
- ix. Trial Examination Kits (2 x Multiple Choice Questions, 2 x Structured Questions and 1 x Essay Question).
- x. Stationeries
- xi. 2 x Items for Mock Skill Station Session.
- xii. 2 Sets of Oral Marking Form (PL 1 and PL 2).
- xiii. 2 x Mock Oral Power point Presentation.
- xiv. Wall Clock.
- xv. Candidates are required to bring SHO modules, FMA 1967 and OSHA 1994 during the workshop.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Trial Examination.
- ii. Mock Skill Station.
- iii. Mock Oral Presentation.

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH			
	COURSE SCHEDULE			
	No. Dokumen	No. Pindaan	Tarikh	Muka Surat
NIOSH-PDD-CS-SHOW	00	26 Jan 2012	1 / 1	

COURSE TITLE: SAFETY AND HEALTH OFFICER EXAMINATION WORKSHOP

DAY ONE

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

Last updated on 26th January 2012 by PDD