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).
   v. Examination TIPS.
   vi. Mock Skill Station (Paper III).
   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.

Last updated on 16th Jan 2013 by PDD
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>1700 – 1730</td>
<td>7.00</td>
<td>END OF WORKSHOP</td>
<td></td>
</tr>
</tbody>
</table>

Last updated on 26th January 2012 by PDD