



COURSE TITLE	: Effective Safety and Health Committee	COURSE CODE	: ESHC
COURSE DURATION	: 2-day(s) / 13.00-hour(s)	COURSE LEVEL	: Basic
COURSE CATEGORY	: Non-Competency		
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM864.00 (inclusive of 8% SST)		

1. OBJECTIVE(S):

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

- i. Explain the basic requirement of Occupational Safety and Health Act 1994.
- ii. Understand the provisions of the Safety and Health Committee Regulations 1996.
- iii. Conduct effective Safety and Health Committee meeting.
- iv. Conduct workplace inspections effectively.
- v. Understand incident reporting & investigation technique.
- vi. Understand performance measurement.

2. TARGET GROUP(S):

- i. Managers / Executives.
- ii. Safety and Health Officers.
- iii. OSH practitioners.
- iv. Safety and Health Committee members.
- v. Supervisors and all levels of workers.

3. ENTRY REQUIREMENT(S):

- i. None.

4. TOPIC(S):

- i. Topic 1 - Occupational Safety and Health Act 1994.
- ii. Topic 2 - Safety & Health Committee (Regulation 1996).
- iii. Topic 3 - Effective Safety & Health Committee Meeting.
- iv. Topic 4 - Safety & Health Committee Functions:
 - Topic 4.1 - OSH Policy Review.
 - Topic 4.2 - OSH Performance Measurement.
 - Topic 4.3 - Investigation & Resolution of Complaint.
 - Topic 4.4 - Hazard Identification, Risk Assessment and Risk Control (HIRARC).
 - Topic 4.5 - Incident Investigation and Reporting.
 - Topic 4.6 - Workplace Inspection.



5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994.
- ii. Guidelines of HIRARC 2008.
- iii. ISO 45001:2018 - Occupational Health and Safety Management Systems.

6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Quiz.
- iii. Role-play.
- iv. Classroom activities: incident investigation and reporting.
- v. Workplace inspection.

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
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COURSE TITLE: EFFECTIVE SAFETY AND HEALTH COMMITTEE

DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 0930	0.50	Topic 1: Occupational Safety and Health Act 1994	
0930 - 1030	1.00	Topic 2: Safety & Health Committee (Regulation 1996)	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1215	1.50	Topic 3: 15 Tips for an Effective Safety and Health Committee Meeting	
1215 - 1245	0.50	Role-play: SHC Meeting	
1245 - 1300	0.25	Topic 4: Safety & Health Committee Functions <ul style="list-style-type: none"> • Topic 4.1: OSH Policy Review 	
1300 - 1400	1.00	LUNCH	
1400 - 1445	0.75	Continuation	
1445 - 1515	0.50	Classroom Activities: OSH Policy	
1515 - 1530	0.25	Topic 4: Safety & Health Committee Functions <ul style="list-style-type: none"> • Topic 4.2: OSH Performance Measurement 	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1630	0.75	Continuation	
1630 - 1700	0.50	Topic 4: Safety & Health Committee Functions <ul style="list-style-type: none"> • Topic 4.3: Investigation & Resolution of Complaint 	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	Topic 4: Safety & Health Committee Functions <ul style="list-style-type: none"> Topic 4.4: Hazard Identification, Risk Assessment and Risk Control (HIRARC) 	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 – 1200	1.25	Topic 4: Safety & Health Committee Functions <ul style="list-style-type: none"> Topic 4.5: Incident Investigation and Reporting 	
1200 – 1300	1.00	Classroom Activities: Case Study	
1300 - 1400	1.00	LUNCH	
1400 – 1530	1.50	Topic 4: Safety & Health Committee Functions <ul style="list-style-type: none"> Topic 4.6: Workplace Inspection 	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 – 1700	1.25	Group Presentation of Workplace Inspection	
1700 – 1715	0.25	Evaluation and Closing	NIOSH
	6.50	END OF THE COURSE	