



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-6277 6712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my

CERTIFICATE IN SAFETY AND HEALTH OFFICER

SBL Scheme

In line with the Occupational Safety and Health Act 1994 and its Regulations to ensure a competent person is employed to act as a Safety and Health Officer at the place of work. The FMM Certificate in Safety and Health Officer represents a unique effort of FMM Institute to produce a pool of qualified safety officers for the industry towards the prevention and reduction of occupational accidents and diseases in the country.



COURSE OBJECTIVES

This programme will: -

- Provide in-depth professional knowledge and skills for sound and effective Occupational Safety and Health management practices
- Enhance the legal knowledge pertaining to Occupational Safety and Health and be acquainted with necessary know-how and techniques for performing various Occupational Safety and Health activities
- Create opportunities for career advancement and development in Occupational Safety and Health within an organisation
- Prepare participants for Safety and Health Officer Examination conducted by the National Institute of Occupational Safety and Health (NIOSH)

WHO SHOULD ATTEND

Safety and Health Officers / Committee Members, Human Resource Officers, Engineers and Supervisors from various sectors of industries.

COURSE STRUCTURE

Contact days/hours	: 22 days / 148 hours
Number of modules	: Four (4)
Lecture days and hours	: Sat & Sun
Duration of programme	: 6 months

Evaluation

Objective	- 20%
Subjective	- 60%
Workplace Assignment	- 20%

External Examination

Examination will be conducted at NIOSH at the end of the course. Examination consists of four papers.

ENTRY REQUIREMENTS

- Minimum pass MCE/SPM/SPVM (before year 2000) and **2 years experience** in Industrial Occupational Safety and Health, or
- For **Open Certificate** (SPM in year 2000 onwards), must have **minimum 6C in BM, BI, Maths** and minimum **8E in Science Subject** and pass 2 subjects with **2 years experience** in Industrial Occupational Safety and Health, or
- **Diploma or Degree** in any **field without any working** experience in Occupational Safety and Health

AWARD OF CERTIFICATION

Participants are required to meet the 80% course attendance requirement to qualify to sit for FMM Institute's internal examination. Participants who have attended at least 80% of the programme will be awarded a Certificate of Attendance and those who pass the internal examination of this programme will be awarded the FMM Certificate in Safety and Health Officer.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



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COURSE CONTENTS

Module 1: Occupational Safety and Health Management

- Introduction
- History Perspective
- Incident Prevention
- OSH Policy Organisation and Arrangements and Policy
- Risk Assessment and Management and Job Safety Analysis
- OSH Promotion and Communication and Training
- OSH Programme
- Information Technology in OSH
- Procurement and Contractor Management and Document
- PPE for Safety and Health
- Emergency Response Preparedness and Recovery Planning
- First-Aid
- Documentation and Safety Manual
- Performance Measurement and Monitoring and Calculation
- Incident Investigation and Corrective Action and Accident Report
- Auditing and Revision Question
- Management Review
- OSH Management Systems and ILO OSH – MS Guidelines

Module 2: Occupational Safety and Health Legislation

- Introduction to OSH Legislation
- OSH Act, 1994 and Card Game (Duties)
- Safety and Health Officer Regulation and Monthly Report
- Safety and Health Committee Regulation 1996 and Scenario
- Classification, Labelling and Safety Data Sheet of Hazardous Chemicals (CLASS) Regulations 2013
- Use and Standards of Exposure of Chemicals Hazardous to Health Regulations 2000
- Control of Industrial Major Accident Hazards Regulations (CIMAH) 1996
- NADOPD
- Factories and Machinery Act, 1967
- Regulations on Health
- Regulations on Safety
- Fire Service Act 1988 and Regulations
- Employment Act and SOCSO
- Petroleum Safety Measures Act 1984 and Gas Supply Act 1993
- Introduction and Overview of Other Related, Legislation and Code of Practice
- Case Studies

Module 3: Occupational Health

- Overview of Occupational Health
- Occupational Diseases and Health Related Problem
- Introduction and Fundamentals of Toxicology
- Occupational Health Standards
- Overview and Basic Principles of Industrial Hygiene
- Physical Hazards: Noise, Radiation, Vibration, Pressurised Environment, Thermal Stress and Demo Kit
- Chemical Hazards
- Classification of Chemicals, Packaging and Labeling and Demo Kit for Labeling
- Chemical Safety Data Sheet and Exercise on CSDS
- Chemical Health Risk Assessment and Flowchart of Conducting Assessment
- Chemical Hazards Management
- Chemical Monitoring
- Biological Monitoring and Medical Surveillance
- Ventilation
- Biological Hazards
- Ergonomics
- Ergonomics Risk Factor
- Occupational and Psychological Stress
- Shift Work
- Mental Workload

Module 4: Occupational Safety

- Housekeeping and Physical Arrangement
- Machinery Hazard
- Safe Guarding of Machinery
- Safe Machine Operation
- Safety of Hand Tools and Portable Power Tools
- Maintenance of Machine, Guards and Tools
- General Area Fencing
- Transport Safety Defensive Driving (Forklift)
- Manual Handling
- Mechanical Handling
- Site Visit
- Pressurised Equipment
- Construction; Fire; Electrical; Office Safety
- Working in Confined Space
- Welding Safety

ADMINISTRATIVE DETAILS

Date: **August 4, 2018 – January 27, 2019**
Time: 9.00 am – 5.00 pm
Venue: **FMM Institute**
2nd Floor, Wisma FMM
No 3, Persiaran Dagang, PJU 9
Bandar Sri Damansara
52200 Kuala Lumpur

Fees: **Member RM3,700 per pax**
Non-Member RM4,000 per pax
(Fees do not include meals and NIOSH exam fees)



REGISTRATION FORM

CERTIFICATE IN SAFETY AND HEALTH OFFICER

Saturday & Sunday Date: **August 4, 2018 – January 27, 2019** Venue : FMM Institute, Kuala Lumpur

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. : _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	

Secondary : _____

College / University : _____

Any Special Professional Course : _____

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

SBL Non Contributor Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No : _____ GST Registration No: _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:
Enclosed cheque/bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of "FMM Institute".

Please fax or mail the registration form to:

Pn Nora Liza / Pn Norsyamira Tel : 03-62867200 Fax : 03-62776712
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