



**FMM Institute** (475427-W)  
Perak

**Certificate Course**

**CERTIFICATE IN SAFETY AND HEALTH OFFICER**  
**FEBRUARY 23 - OCTOBER 11, 2020**  
**( 38<sup>TH</sup>. BATCH )**

**HRDF  
SBL SCHEME**

**FREE  
FM ACT, 1967  
PLUS  
OSH ACT, 1994**

**SELF SPONSORED  
CANDIDATES**

**RM 3,922 ONLY**  
(Inclusive of Service Tax at 6%)

**Introduction** .....

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 and Health Officers for various organizations towards the prevention and reduction of occupational accidents and diseases in Malaysia.

**Objectives** .....

The course is designed to meet the following objectives :

- » Provide in-depth professional knowledge and skills for sound and effective Occupational Safety and Health management (OSH) 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 practices within an organisation
- » Create opportunities for career advancement and development in Occupational Safety and Health within an organisation
- » Prepare participants for the Safety and Health Officer Examination conducted by National Institute of Occupational Safety and Health (NIOSH).

**Course Contents**

**Module 1 : OSH Management**

- ✓ History Perspective
- ✓ Incident Prevention
- ✓ OSH Policy Organisation and Arrangements
- ✓ 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
- ✓ Management Review
- ✓ OSH Management Systems and ILO OSH – MS

**Module 2 : OSH Legislations**

- ✓ Introduction to OSH Legislation
- ✓ OSH Act, 1994
- ✓ Safety and Health Officer Regulation and Monthly Report
- ✓ Safety and Health Committee Regulation 1996
- ✓ CLASS Regulations
- ✓ Use and Standards of Exposure of Chemicals Hazardous to Health Regulations 2000
- ✓ Control of Industrial Major Accident Hazards Regulations (CIMAHA) 1996
- ✓ 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
- ✓ Gas Supply Act 1993
- ✓ Overview of Other Related, Legislation and Code of Practice

**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, Pressurise, Environment, Thermal Stress
- ✓ Chemical Hazards
- ✓ Classification of Chemicals, Packaging and Labeling
- ✓ Chemical Safety Data Sheet and Exercise on CSDS
- ✓ Chemical Health Risk Assessment and Conducting Assessment
- ✓ Chemical Hazards Management; Chemical Monitoring
- ✓ Biological Monitoring and Medical Surveillance
- ✓ Ventilation
- ✓ Indoor Air Quality
- ✓ 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

## Certification

- Participants who pass FMM's Certificate in SHO Examination will be awarded the **Certificate in Safety & Health Officer** issued by FMM Institute Perak. Others who achieve the minimum **80%** attendance requirement will be awarded a **Certificate of Attendance**.
- The **Safety and Health Officer Certificate** will be issued by **NIOSH** to participants who **PASS** the **Safety and Health Officer Examination**.

### Course Structure

- 1) Contact Days / Hours : 22 days / 154 hours
- 2) Lecture Hours : 9.00 a.m.– 5.00 p.m.
- 3) Lecture Days : Scheduled Sundays
- 4) Duration : 8 months

## Examination And Assessment

### NIOSH Examination

- The Safety and Health Officer Examination will be conducted by NIOSH at the end of the course.
- The **SHO Examination** will consist of Four (4) papers :  
**Paper 1** : Theory Examination ( Module I & II )  
**Paper 2** : Theory Examination ( Module III & IV )  
**Paper 3** : Practical  
**Paper 4** : Part 1 - Workplace Assignment  
Part 2 - Oral
- Examination is in Bahasa Malaysia and English and candidates can choose to answer in either language.

### FMM Certificate In SHO Examination

- The Internal Assessment will consist of an Assignment (20%) and Written Exam - Objective & Theory (80%).

## Entry Requirement

Participants must meet the following requirements :

- ▶ **SPM / MCE / SPMV (min. Grade 3)** qualification  
[For those who sat for **SPM (Year 2000 onwards)** must have:
  - Minimum C in Bah. Malaysia, English and Mathematics
  - Minimum E in Science / Chemistry / Biology / Physics
  - Minimum E in any 2 other subjects \_\_\_\_\_ **OR**
- ▶ **STPM (Science stream)** qualification \_\_\_\_\_ **OR**
- ▶ **Sijil Kemahiran Malaysia (SKM) Tahap 3**  
**AND** minimum 2 years working experience  
----- **OR** -----
- ▶ **DIPLOMA** or **DEGREE** in any field **WITH** no working experience.

**Trainers** : Experienced and Specialist in OSH.  
(List of Trainers will be provided upon confirmation)

## ADMINISTRATIVE DETAILS

**Time** : 9.00 a.m. – 5.00 p.m.

**Venue** : FMM Institute Perak

No.1, Lorong Raja DiHilir, Ipoh, Perak.

**Fees** :

**FMM Members** - **RM 3,922.00 per person**

**Others** - **RM 4,240.00 per person**

**Self-Sponsored** - **RM 3,922.00 per person**

( 4 Installments : RM 1,060 x 3 + RM 742 )

(Fee stated above is Inclusive of Service Tax at 6%)

[ Fees include Course Materials, Refreshments, Certificate of Attendance. However, it DOES NOT include NIOSH's Examination Fees ]

**For further details, please contact :**

**Mr. Mahinder / Ms. Nicole / Puan Eda**

**Tel. No. 05-5488660 ■ Fax. No. : 05-5488221**

## REGISTRATION DETAILS

- ▶ **Registration** is on a first-come-first served basis. **Cheques** made in favour of the **FMM Institute** should be forwarded to the FMM Institute Perak.
- ▶ There will be no refund for **cancellation** within 7 days prior to the course, 50% refund for cancellation between 8 – 11 days and full refund for cancellation 12 days prior to the course. However, replacement can be accepted at no additional cost. **All cancellation must be in writing.**
- ▶ The FMM Institute Perak **reserves the right to cancel** or **reschedule** the above programme and all efforts will be taken to inform participants of the changes.

## CERTIFICATE IN SAFETY AND HEALTH OFFICER

February 23 – October 11, 2020 ■ FMM Institute ■ IPOH, PERAK

FMM Institute Perak, No. 1, Lorong Raja DiHilir, P.O. Box 290, 30730 Ipoh, Perak Darul Ridzuan.

▶ Attn : Mr. Mahinder / Ms. Nicole / Puan Eda

▶ Fax : 05 - 5488221

Dear Sir,

Please register the following participant for the above course :

Name : \_\_\_\_\_

IC No. : \_\_\_\_\_ Age : \_\_\_\_\_

Designation : \_\_\_\_\_

Qualification : \_\_\_\_\_

Experience : \_\_\_\_\_ Years as \_\_\_\_\_

**For Self Sponsored Candidates only :**

Tel No. (H) : \_\_\_\_\_ HP No. : \_\_\_\_\_

Home : \_\_\_\_\_

Address : \_\_\_\_\_

(If space is insufficient, please attach a separate list.)

Enclosed Cheque No / Cash \_\_\_\_\_ for  
RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s)  
made in favour of the "FMM Institute".

**Submitted by :** \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

E-mail : \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_

FMM Institute SST Registration No : W10-1901-32000105

**Closing Date : February 14, 2020**