

# FMM CERTIFICATE IN SAFETY AND HEALTH OFFICER

## ADMINISTRATIVE DETAILS

Date : 7 Nov, 2020 – 10 April, 2021 (Selected Sat & Sun)		Time : 9.00am - 5.00pm	Venue : FMM Institute NS Branch, Seremban 2, Negeri Sembilan
Fee /Participant (including GST)	Members : RM 3,922.00		<b>HRDF Claimable</b>
	Non Members: RM 4,240.00		
	Self-Sponsored : RM 3,922.00 (3 Installments)		
<i>Fee do not include meals and NIOSH fees</i> <i>Fee Inclusive of Service Tax at 6% / SST No. : W10-1901-32000105</i>			

## INTRODUCTION

In line with the Occupational Safety and Health Act 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 officer for the industry towards the prevention and reduction of occupational accidents and diseases in the country.

## OBJECTIVES

At the end of this programme, participants will be able to:

- 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 in Occupational Safety and Health within an organization;
- Prepare participants for Safety and Health Officer Examination conducted by the National Institute of OCCUPATIONAL Safety and Health (NIOSH).



## CONTENTS

### OCCUPATIONAL SAFETY & HEALTH MANAGEMENT

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

### OCCUPATIONAL SAFETY & HEALTH LEGISLATION

- Introduction to OSH Legislation
- OSH Act, 1994 + Card Game (Duties)
- Safety and Health Officer Regulation + Monthly Report (MA)
- Safety and Health Committee Regulation 1996 + Scenario (3)
- Classification, Packaging, Labelling of Hazardous Chemicals Regulations 1997
- Use and Standards of Exposure of Chemicals Hazardous to Health Regulations 2000
- Control of Industrial Major Accident Hazards Regulations (CIMAH) 1996
- Factories and Machinery Act, 1967
- Regulations on Health; Regulations on Safety
- Fire Service Act 1988 & Regulations
- Employment Act & SOCSO
- Petroleum Safety Measures Act 1984 & Gas Supply Act 1993
- Introduction & Overview of Other Related, Legislation & Code of Practice
- Case Studies

<p style="text-align: center;"><b>OCCUPATIONAL HEALTH</b></p> <ul style="list-style-type: none"> <li>• Overview of Occupational Health</li> <li>• Occupational Diseases &amp; Health Related Problem</li> <li>• Introduction and Fundamentals of Toxicology</li> <li>• Occupational Health Standards</li> <li>• Overview and Basic Principles of Industrial Hygiene</li> <li>• Physical Hazards: Noise, Radiation, Vibration, Pressurize, Environment, Thermal Stress + Demo Kit</li> <li>• Chemical Hazards + Gambar</li> <li>• Classification of Chemicals, Packaging &amp; Labeling + Demo Kit for Labeling</li> <li>• Chemical Safety Data Sheet + Exercise on CSDS</li> <li>• Chemical Health Risk Assessment + Flowchart of Conducting Assessment</li> <li>• Chemical Hazards Management; Chemical Monitoring</li> <li>• Biological Monitoring and Medical Surveillance</li> <li>• Ventilation</li> <li>• Indoor Air Quality</li> <li>• Biological Hazards</li> <li>• Ergonomics; Ergonomics Risk Factor</li> <li>• Occupational and Psychological Stress</li> <li>• Shift Work &amp; Mental Workload</li> </ul>	<p style="text-align: center;"><b>OCCUPATIONAL SAFETY</b></p> <ul style="list-style-type: none"> <li>• Housekeeping and Physical Arrangement</li> <li>• Machinery Hazard</li> <li>• Safe Guarding of Machinery; Safe Machine operation</li> <li>• Safety of Hand Tools &amp; Portable Power Tools</li> <li>• Maintenance of Machine, Guards, and Tools</li> <li>• General Area Fencing</li> <li>• Transport Safety Defensive Driving (Forklift)</li> <li>• Manual Handling; Mechanical Handling</li> <li>• Site Visit</li> <li>• Pressurized Equipment</li> <li>• Construction; Fire; Electrical; Office Safety</li> <li>• Working in Confined Space</li> <li>• Welding Safety</li> </ul>
<p style="text-align: center;"><b>COURSE STRUCTURE</b></p> <p>Contact days/Hours : 21 days/168 Hours</p> <p>Number of modules : Four (4)</p> <p>Lecture days and hours : Selected Sat &amp; Sun (9am-5pm)</p> <p>Duration of programme : 6 months</p> <p>Evaluation : Examination will be conducted at NIOSH at the end of the course. Examination consists of four papers</p>	<p style="text-align: center;"><b>ENTRY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Minimum pass MCE/SPM/SPVM (before year 2000) and 2 year experience in Industrial Occupational Safety and Health, or</li> <li>• 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 subject with 2 year experience in Industrial Occupational Safety and Health or</li> <li>• Diploma or Degree in any field without any working experience in Occupational Safety and Health</li> </ul>
<p style="text-align: center;"><b>WHO SHOULD ATTEND</b></p>	
<p>This programme is specially designed for: Safety and Health Officers, Human Resource Officers, Engineers and Supervisors from various sectors of industries.</p>	
<p style="text-align: center;"><b>PANEL OF TRAINERS</b></p>	
<p><b>TUAN HAJI MOHD GHOUSE ABDULLAH</b> served at DOSH for the past twenty over years and held various responsibilities as an Investigator, Advisor, Senior Inspector and Prosecutor on matters relating to Occupational Safety and Health. In addition to this, he served as a trainer where he conducted training courses on Occupational Safety and Health to government agencies such as National Institute of Occupational Safety and Health (NIOSH) and the private sector. After his early retirement from DOSH, he joined NIOSH as a full time OSH trainer. He also served as an examiner for Safety and Health Officer Course since 1996.</p> <p><b>DR LAW AH TEE</b> served in the Royal Malaysian Air Force (RMAF) for over two decades as an electrical engineering officer. He was the aircraft accident investigator for the RMAF for a five years period. He was the Safety and Training Manager of Airod Sdn Bhd for 12 years. During this period he was instrumental in setting up the company safety and training department. As a Safety Manager, he designed and managed safety programmes as well as carrying out accident/incident investigations. He was also the chairman of the safety and health committee. Dr Law holds a BA in Health and Safety Management (with distinction) from Robert Gordon University, UK. He also has a degree in Professional Aeronautics majoring in aerospace safety from Embry Riddle Aeronautical University (US). His other academic qualifications include the MBA in International Management (RMIT, Australia) and the Doctor of Business Administration (University of South Australia) with the research on "The management of occupational safety and health in the Malaysian aircraft maintenance facilities". Currently, Dr. Law currently provides training for safety and health professionals as well as safety representatives.</p> <p><b>DR. IYLEN BENEDICT</b> is a medical doctor with qualifications—MBBS (1990) and post—graduation Masters in Occupational Health (1997). She is currently attached to Pfizer Malaysia as Product Physician since 2000. Her previous working experience includes Occupational &amp; Environmental Health Research Officer with the Institute for Medical Research Malaysia (1999—2000) and Assistant Director in the Environmental Health Unit, MOH Headquarters for two years. She started off as a Medical and Health Officer in Ministry of Health Malaysia with more than five years of experience. Her current hands—on experience are in research and clinical trails, Safety—Health and Environment chairman within the company and medical work in the public health and community health sector. Currently Dr Iylen is holding more than ten memberships of Societies and Panel Members inclusive of Doktor Kesihatan Pekerjaan from DOSH since October 2, 2003, Panel Member of NIOSH (Bangi) Research Grant Panel, Panel Member of National Construction Industry Development Board (CIDB), Ministry of Health Malaysia, Society of Environmental Auditors in Malaysia—Associate Member (ISO 14001) and Vice President of Toastmasters club Pfizer.</p> <p>Dr Iylen Benedict supervised and co – supervised students from Malaysia and from Kings College, UK in the area of OSH. She has prepared and presented around 60 papers both locally and internationally and have published about 5 papers including Surveillance of Occupational Dermatoses in Malaysia: 1997 (ISBN 983-9417-12-6).</p>	

## REGISTRATION DETAILS

Registration is on a first-come-first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 5 working days and below before the start of the programme is subject to a 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.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

## REGISTRATION FORM

### FMM CERTIFICATE IN SAFETY AND HEALTH OFFICER (CSHO) 7 November, 2020 – 10 April, 2021 (Selected Sat & Sun)

#### PERSONAL PARTICULARS

<b>Name :</b>		<b>NRIC No. :</b>
<b>Designation :</b>	<b>Name of Company :</b>	
<b>Correspondence Address :</b>		
<b>Tel No :</b>	<b>H/P No:</b>	<b>Email :</b>

#### EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended	Qualification Obtained

<b>SPONSORSHIP</b> Please Tick (✓)	<b>Company Sponsored :</b>	<b>Self Sponsored :</b>
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#### SUBMITTED BY:

<b>Name :</b>	<b>Designation :</b>
<b>Company Name &amp; Address :</b>	
<b>Tel No :</b>	<b>Company Stamp</b>
<b>Fax No:</b>	
<b>Email :</b>	
<b>Authorised Signature :</b>	

**FMM INSTITUTE (475427-W) NEGERI SEMBILAN BRANCH**

No. 123,

Jalan S2/D38, City Centre, Seremban 2, Negeri Sembilan

Tel: 06-603 1627/26/16 Fax: 06-603 1628 Webpage : <http://ns.fmm.org.my>

**For further enquiries & customised IN-HOUSE TRAINING kindly contact:**

(Attn : Ms Liza, Ms Haslinda or Ms Niza)

E-mail: [aliza@fmm.org.my](mailto:aliza@fmm.org.my) or [haslinda@fmm.org.my](mailto:haslinda@fmm.org.my)



**FMM CERTIFICATE IN SAFETY & HEALTH OFFICER**

Module 1 : Occupational Safety and Health Management (6 days)

Module 2 : Occupational Safety and Health Legislation (4.5 days)

Module 3 : Occupational Health (5.5 days)

Module 4 : Occupational Safety (5 days)

**7 November, 2020 - 10 April, 2021**

No.	Date	Day	Time	Module	Facilitator
1	7-Nov-20	Sat	9.00am - 5.00pm	Occupational Safety and Health Management (6 days)	Tn Hj Ghouse
2	8-Nov-20	Sun			
3	21-Nov-20	Sat			
4	22-Nov-20	Sun			
5	5-Dec-20	Sat			
6	6-Dec-20	Sun			
7	12-Dec-20	Sat	9.00am - 5.00pm	Occupational Safety and Health Legislation (4 days)	Tn Hj Ghouse
8	13-Dec-20	Sun			
9	9-Jan-21	Sat			
10	10-Jan-21	Sun			
11	23-Jan-21	Sat	9.00am - 5.00pm	Occupational Health (3 days)	Dr Iylen Benedict
12	24-Jan-21	Sun			
13	6-Feb-21	Sat			
14	7-Feb-21	Sun	9.00am - 1.00pm	Legislation and Other Related Acts and Regulation (0.5 days)	Dr Low Ah Tee
			2.00pm - 5.00pm	Occupational Health (2.5 days)	
15	20-Feb-21	Sat	9.00am - 5.00pm		
16	21-Feb-21	Sun			
17	6-Mar-21	Sat	9.00am - 5.00pm	Occupational Safety (3 days)	Dr Low Ah Tee
18	7-Mar-21	Sun			
19	20-Mar-21	Sat			
20	21-Mar-21	Sun	9.00am - 5.00pm	Occupational Safety (2 days)	Dr Low Ah Tee
21	28-Mar-21	Sun			
22	10-Apr-21	Sat	9.00am - 12.00pm	Internal Exam	
WPA Presentation and Site Visit					

All information provided is correct at the time of printing. The FMM Institute reserves the right to revise the information provided. All efforts will be taken to inform the participants of the changes.

Break Time:

Morning 10.30am

Lunch 1.00pm

Afternoon 3.30pm