



FMM Institute (475427-W)
Perak

**Certificate
Course**

CERTIFICATE IN SAFETY AND HEALTH OFFICER
JULY 11, 2021 – JANUARY 23, 2022
(40TH. BATCH)

HRDF SBL-KHAS
NO UPFRONT PAYMENT
REQUIRED

FREE
FM ACT, 1967 PLUS
OSH ACT, 1994

SELF SPONSORED CANDIDATES
RM 3,922 ONLY
(Inclusive of Service Tax @ 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 & First-Aid
- ✓ Emergency Response Preparedness and Recovery Planning
- ✓ Documentation and Safety Manual
- ✓ Performance Measurement and Monitoring and Calculation
- ✓ Incident Investigation / 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 Reg. 1996
- ✓ Factories and Machinery Act, 1967
- ✓ Regulations on Health & 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
- ✓ CHRA 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
- ✓ Pressurised Equipment
- ✓ Construction; Fire; Electrical; Office Safety
- ✓ Working in Confined Space & Welding Safety

**Course
Structure**

- 1) Contact Days : **22 days** (Scheduled Sundays)
- 2) Contact Hours : **154 hours**
- 3) Time : **9.00 a.m. – 5.00 p.m.**
- 4) Medium of Instruction : **English**



CERTIFICATION

- Participants who pass FMM's Certificate in SHO Examination will be awarded the **Certificate in Safety & Health Officer** issued by FMM Institute. 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**.

EXAMINATION

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

FMM Certificate In SHO Examination

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

ENTRY REQUIREMENTS

A candidate **must** have the following entry 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 & 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**.

CONTACT DETAILS

Mr. Mahinder / Ms Nicole / Puan Eda
Tel No. : 05-5488660 Fax : 05-5488221
Email : fmmperak@fmm.org.my



ADMINISTRATIVE DETAILS

Venue : **FMM Institute Perak**

No. 1, Lorong Raja DiHilir, 30350 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 @ 6%
- Fee **INCLUDES** Course Materials, Refreshment and Certificate of Attendance. However, it **EXCLUDES** Lunch and NIOSH Examination Fee.

Registration :

- Upon **Faxing / Mailing** the completed **Registration Form** to FMM institute Perak, you are **deemed** to have read and **accepted** the terms and conditions. The course would also be **deemed** as **confirmed** unless informed otherwise.

Payment :

- For **SBL Khas** Scheme, an **Attendance** of **100%** is a **MUST**, in any case, **employers will be billed** in full.
- Cheques must be made in favour of '**FMM Institute**'.
- FMM Institute SST Registration No:
W10-1901-32000105

Cancellation / Discontinuation :

- Must be in Writing with Reasons
- 7 days before the course commences – **No payment charged**
- 3 – 6 days before the course commences – **50% payment charged**
- < 3 days before the course commences – **Full payment charged**
- Participants who did not turn-up will be charged full payment – SBL-Khas requirement.**
- Replacements can be accepted at no additional cost.
- For **discontinuation**, payment made will be **forfeited**.

Disclaimer :

FMM Institute **reserves the right** to change the facilitator, date and to vary/cancel the programme should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

TRAINERS : Experienced and Specialist in Occupational Safety and Health. **Kindly contact FMMI for List of Trainers' profile.**

REGISTRATION FORM

FMM Institute Perak Fax : 05-5488221
(Attn: Mr. Mahinder / Puan Edarozine)

Dear Sir,
Please register the following participants for the course :

Name :	
Designation :	
IC No :	Age :
Qualification :	
Experience :	years / HP No. :

Name :	
Designation :	
IC No :	Age :
Qualification :	
Experience :	years / HP No. :

(Please attach a separate list if space is insufficient)

Closing Date : JULY 2, 2021

Submitted by:

Name :	
Designation:	
Company :	
Address : (O/H)	
Tel No.:	Fax No.:
M/ship No.:	Email :

We hereby confirm that :

- We will be claiming under **SBL-Khas** scheme and **full payment would be made to FMM Institute in the event that no disbursement from HRDF under any circumstances.**
- NON HRDF Contributor.** Enclosed cheque/bank draft No _____ / bank in slip being payment for _____ participant(s) made in favour of **FMM Institute**.

(Please tick (✓) in the appropriate box)