



# 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

### 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

#### Internal Examination

Internal Examination will be conducted at the end of this course as a preparatory for the NIOSH Examination.

#### Evaluation

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

**FREE Reference Books:**  
 1- *Factories and Machinery Act 1967 (Act 139) & It's Regulations*  
 2- *Occupational Safety and Health Act and It's Regulations*

### 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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## CERTIFICATE IN SAFETY AND HEALTH OFFICER

### 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
- NADOPOD
- 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: **July 11 – December 6, 2020**

Time: 9.00 am – 5.00 pm

Venue: **FMM Institute**  
2<sup>nd</sup> Floor, Wisma FMM  
No 3, Persiaran Dagang, PJU 9  
Bandar Sri Damansara  
52200 Kuala Lumpur

Fees: **Member RM3,922 per pax** (inclusive of 6% Service Tax)  
**Non-Member RM4,240 per pax** (inclusive of 6% Service Tax)  
(Fees do not include meals and NIOSH exam fees)



## REGISTRATION FORM

### CERTIFICATE IN SAFETY AND HEALTH OFFICER

Saturday & Sunday Date: **July 11 – December 6, 2020** 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 From To	Highest Qualification Obtained
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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  
Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur.  
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