



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
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CERTIFICATE IN SAFETY AND HEALTH OFFICER

-----SBL/SBL KHAS 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 officer 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;

WHO SHOULD ATTEND

This programme is specially designed for:

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

ENTRY REQUIREMENTS

- Minimum pass **MCE/SPM/SPVM** (before year 2000) and **2 year 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 subject with **2 year experience** in Industrial Occupational Safety and Health or
- **Diploma or Degree** in any field **without any working** experience in Occupational Safety and Health

Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. There will be no refund or cancellation within 0-5 days prior to the programme, 50 % refund for cancellation between 6-9 days and full refund for cancellation 10 days prior to the programme. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to cancel or re-schedule the above programme and all efforts will be taken to inform participants of the changes.

COURSE STRUCTURE

Contact days/Hours : 21 days/168 Hours
 Number of modules : Four (4)
 Lecture days and hours : Sat & Sun
 Duration of programme : 6 months

Evaluation

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

ADMINISTRATIVE DETAILS

Date:

Time: 9.00 a.m – 5.00 p.m

Venue: **FMM Institute**

2nd Floor, Wisma FMM

No.3, Persiaran Dagang, PJU 9

Bandar Seri Damansara,

52200 Kuala Lumpur

Fees: Member **RM 3700.00** per pax

Non-Member **RM 4000.00** per pax

(Fees do not include meals and NIOSH fees)



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COURSE CONTENTS

Module 1: Occupational Safety and 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 Guidelines
- Financial Dimensions of Warehouse

Module 4: Occupational Safety

- Housekeeping and Physical Arrangement
- Machinery Hazard
- Safe Guarding of Machinery; Safe Machine operation
- Safety of Hand Tools & 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

Module 2: Occupational Safety and 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, Labeling of Hazardous Chemicals Regulations 1997
- Use and Standards of Exposure of Chemicals Hazardous to Health Regulations 2000
- Control of Industrial Major Accident Hazards Regulations (CIMA) 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

Module 3: Occupational Health

- Overview of Occupational Health
- Occupational Diseases & 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 + Demo Kit
- Chemical Hazards + Gambar
- Classification of Chemicals, Packaging & Labeling + Demo Kit for Labeling
- Chemical Safety Data Sheet + Exercise on CSDS
- Chemical Health Risk Assessment + Flowchart of 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



REGISTRATION FORM

CERTIFICATE IN SAFETY AND HEALTH OFFICER

Saturday & Sunday, Date: _____, 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 SBL KHAS Please Tick (√)

Name : _____ Designation : _____
Company Name: _____
Company Address : _____
Tel No. : _____ Fax No. : _____ E-mail Address : _____
FMM Membership No: _____ PSMB Code 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:

Hasnah / Anitha Tel : 03-62867200 Fax : 03-62776712 / 62761316
Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur.
E-mail : hasnah@fmm.org.my or anitha@fmm.org.my Website : www.fmm.edu.my