



COURSE TITLE	: Site Safety Supervisor		
COURSE DURATION	: 10 day(s) / 80 hour(s)	COURSE CODE	: SSS
COURSE CATEGORY	: Competency	COURSE LEVEL	: Basic
HRDF SCHEME	: SBL		
COURSE FEE	: RM1,431.00 (inclusive of SST)	EXAMINATION FEE	: RM350.00

1. OBJECTIVES:

At the end of the course, the participant will be able to:

- i. Describe the OSH legislative requirements pertaining to construction site.
- ii. Conduct the risk management at the workplace.
- iii. Elaborate OSH requirements for site management.
- iv. Be a competent Site Safety Supervisor (SSS).

2. TARGET GROUPS:

- i. Site Safety Supervisor.
- ii. Site Foreman / Supervisor.
- iii. Any interested parties.

3. ENTRY REQUIREMENT(S):

Malaysian citizen;

AND

Able to read and write in either Bahasa or English;

AND

Acquired working experience as Site Supervisor or Site Foremen;

OR

Possessed at least Low Certificate of Education (LCE)/ Sijil Rendah Pelajaran (SRP)/ Penilaian Menengah Rendah (PMR)/ Pentaksiran Tingkatan 3 (PT3) or equivalent.

4. TOPICS:

- i. Introduction to OSH, Site Safety Supervisor Duties and Tasks.
- ii. OSH Legislation.
- iii. OSH Management Systems.
- iv. Consultation & Training.
- v. Site Management.
- vi. Occupational Safety.
- vii. Occupational Health.
- viii. Site Visit.



5. LIST OF REFERENCE BOOKS:

- i. Occupational Safety and Health Act 1994 and it's regulations.
- ii. Factories and Machinery Act 1967 and it's regulations.

6. LIST OF TEACHING AIDS:

- i. Computer/ Laptop.
- ii. LCD Projector.
- iii. White Board with accessories.
- iv. Flip Chart with accessories.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Group discussion.
- ii. Site visit.

Last updated on 20th July 2020 by PDD

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	NIOOSH-PDD-CS-SSS	03	20 Jul 2020	1 / 9

COURSE TITLE: SITE SAFETY SUPERVISOR

DAY ONE

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 0845	0.25	Part I (A): Introduction (Introduction to OSH)	
0845 - 0900	0.25	Part I (B): Introduction (History perspective)	
0900 – 0930	0.50	Part I (C): Introduction (Overview of OSH in Malaysia)	
0930 - 1000	0.50	Part I (D): Introduction (Importance of OSH)	
1000 - 1015	0.25	Morning break	
1015 - 1045	0.50	Part I (E): Introduction (Duties and tasks of Site Safety Supervisor)	
1045 - 1115	0.50	Part III (A): OSH Management System (Introduction of OSHMS)	
1115 - 1145	0.50	Part III (B): OSH Management System (Purposes of OSHMS implementation)	
1145 – 1245	1.00	Part III (C): OSH Management System (Elements of OSHMS)	
1245 - 1300	0.25	Part III (D): OSH Management System (Benefits of OSHMS)	
1300 – 1400	1.00	Lunch	
1400 - 1445	0.75	Continuation	
1445 – 1515	0.50	Part IV (A): Consultation & Training (Effective Communication)	
1515 - 1530	0.25	Part IV (B): Consultation & Training (Promotion)	
1530 – 1545	0.25	Afternoon break	
1545 - 1600	0.25	Continuation	
1600 - 1630	0.50	Part IV (C): Consultation & Training (Consultation)	
1630 – 1700	0.50	Part IV (D): Consultation & Training (SHC functions)	
1700 - 1730	0.50	Part IV (E): Consultation & Training (Tool-box briefing)	

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TIME	HOUR	TOPICS	TRAINER / FACILITATOR
1730 - 1800	0.50	Part IV (F): Consultation & Training (In-house training)	
1800	8.00	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 – 1000	1.50	Part II (A): OSH Legislation (Introduction of OSH Legislation)	
1000 – 1015	0.25	Morning break	
1015 - 1045	0.50	Continuation	
1045 – 1245	2.00	Part II (B): OSH Legislation (OSHA 1994 and regulations)	
1245 - 1300	0.25	Part II (C): OSH Legislation (FMA 1967 and regulations)	
1300 – 1400	1.00	Lunch	
1400 - 1530	1.50	Continuation	
1530 – 1545	0.25	Afternoon break	
1545 - 1600	0.25	Continuation	
1600 - 1800	2.00	Part II (D): OSH Legislation (FMA BOWECS Regulations & Other Legislations)	
1800	8.00	END OF DAY TWO	

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DAY THREE

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 1000	1.50	Part V (A): Site Management (Site Planning and budgeting)	
1000 - 1015	0.25	Morning break	
1015 - 1045	0.50	Continuation	
1045 - 1245	2.00	Part V (B): Site Management (Risk Management – HIRARC)	
1245 - 1300	0.25	Part V (B): Site Management (Risk Management – PTW)	
1300 - 1400	1.00	Lunch	
1400 – 1515	1.25	Continuation	
1515 - 1530	0.25	Part V (B): Site Management (Risk Management – LOTO)	
1530 - 1545	0.25	Afternoon break	
1545 - 1700	1.25	Continuation	
1700 - 1800	1.00	Part V (B): Site Management (Risk Management – JSA)	
1800	8.00	END OF DAY THREE	

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DAY FOUR

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 0930	1.00	Part V (B): Site Management (Risk Management – SOP)	
0930 - 1000	0.50	Part V (C): Site Management (Accident investigation and reporting)	
1000 - 1015	0.25	Morning break	
1015 - 1145	1.50	Continuation	
1145 - 1300	1.25	Part V (D): Site Management (Inspection and audit)	
1300 – 1400	0.75	Lunch	
1400 – 1445	0.75	Continuation	
1445 – 1530	0.75	Part V (E): Site Management (Emergency preparedness)	
1530 - 1545	0.25	Afternoon break	
1545 - 1630	0.75	Continuation	
1630 - 1800	1.50	Part V (F): Site Management (Documentation)	
1800	8.00	END OF DAY FOUR	

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DAY FIVE

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 0930	1.00	Part VI (A): Occupational Safety (Site security)	
0930 - 1000	0.50	Part VI (B): Occupational Safety (Site office safety)	
1000 - 1015	0.25	Morning break	
1015 - 1045	0.50	Continuation	
1045 - 1200	1.25	Part VI (C): Occupational Safety (Site transport)	
1200 - 1300	1.00	Part VI (D): Occupational Safety (Excavation)	
1300 - 1400	1.00	Lunch	
1400 - 1415	0.25	Continuation	
1415 - 1515	1.00	Part VI (E): Occupational Safety (Piling)	
1515 - 1530	0.25	Part VI (F): Occupational Safety (Formwork/ Falsework and concrete work)	
1530 - 1545	0.25	Afternoon break	
1545 - 1800	2.25	Continuation	
1800	8.00	END OF DAY FIVE	

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DAY SIX

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 1000	1.50	Part VI (G): Occupational Safety (Working at height)	
1000 – 1015	0.25	Morning break	
1015 - 1045	0.50	Continuation	
1045 - 1300	2.25	Part VI (H): Occupational Safety (Mechanical plant & machinery safety)	
1300 – 1400	1.00	Lunch	
1400 – 1415	0.25	Continuation	
1415 - 1530	1.25	Part VI (I): Occupational Safety (Electrical safety)	
1530 – 1545	0.25	Afternoon break	
1545 – 1630	0.75	Continuation	
1630 - 1800	1.50	Part VI (J): Occupational Safety (Hand and power tools safety)	
1800	8.00	END OF DAY SIX	

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DAY SEVEN

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 1000	1.50	Part VI (K): Occupational Safety (Explosive and blasting safety)	
1000 - 1015	0.25	Morning break	
1015 - 1215	2.00	Part VI (L): Occupational Safety (Lifting operation)	
1215 - 1300	0.75	Part VI (M): Occupational Safety (Confined space)	
1300 - 1400	1.00	Lunch	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	Part VI (N): Occupational Safety (Welding & cutting)	
1530 - 1545	0.25	Afternoon break	
1545 - 1700	1.25	Continuation	
1700 - 1800	1.00	Part VI (O): Occupational Safety (Demolition work)	
1800	8.00	END OF DAY SEVEN	

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DAY EIGHT

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 1000	1.50	Part VI (P): Occupational Safety (Tunneling work)	
1000 - 1015	0.25	Morning break	
1015 - 1145	1.50	Part VI (Q): Occupational Safety (Under water and above water work)	
1145 - 1245	1.00	Part VI (R): Occupational Safety (Housekeeping)	
1245 - 1300	0.25	Part VI (S): Occupational Safety (Fire prevention)	
1300 - 1400	1.00	Lunch	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	Part VI (T): Occupational Safety (Personal protective equipment (PPE))	
1530 - 1545	0.50	Afternoon break	
1545 - 1700	1.25	Continuation	
1700 - 1800	1.00	Part VI (U): Occupational Safety (Safety signage)	
1800	8.00	END OF DAY EIGHT	

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DAY NINE

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 1000	1.50	Part VII (A): Occupational Health (Health and welfare provisions)	
1000 - 1015	0.25	Morning break	
1015 - 1045	0.50	Continuation	
1045 - 1245	2.00	Part VII (B): Occupational Health (Ergonomics)	
1245 - 1300	0.25	Part VII (C): Occupational Health (Occupational health in construction)	
1300 - 1400	1.25	Lunch	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.50	Afternoon break	
1545 - 1600	0.25	Continuation	
1600 - 1800	2.0	Part VII (D): Occupational Health (First aid management)	
1800	8.00	END OF DAY NINE	

DAY TEN

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 1300	4.50	Part VIII: Site Visit	ECD
1300 - 1415	1.00	Lunch	
1415 - 1530	1.25	Group Assignment	
1530 - 1545	0.25	Afternoon break	
1545 - 1800	2.25	Group Presentation	
1800	8.00	END OF THE COURSE	

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