



COURSE TITLE	: Safety and Health Officer	COURSE CODE	: SHO
COURSE DURATION	: 22-day(s) / 165.50-hour(s)	COURSE LEVEL	: Basic
COURSE CATEGORY	: Competency		
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM3,240.00 (inclusive of 8% SST)	EXAMINATION FEE	: RM300.00

1. OBJECTIVE(S):

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

- i. Conduct the hazard identification, risk assessment and risk control.
- ii. Explain the OSH-MS.
- iii. Plan OSH programs.
- iv. Interpret OSH legal requirements.
- v. Be a competent SHO (upon passing the SHO examination and registration with DOSH).

2. TARGET GROUP(S):

- i. Safety Personnel / Managers.
- ii. Supervisors.
- iii. OSH practitioners.
- iv. Safety and Health Committee members.
- v. Unregistered Safety and Health Officers.
- vi. Engineers, Designers and Architects.
- vii. Interested Individuals.

3. ENTRY REQUIREMENT(S):

- i. Malaysian citizen; AND
- ii. Possess a minimum of SPM/ SPMV/ MCE or equivalent with at least a Grade Three Pass. General certificate (SAP) or lower than Grade three will not be accepted.
- iii. For SPM/SPMV after year 2000, a minimum of 6C for Bahasa Melayu, English, Mathematics AND minimum 8E for Science/ Physics/ Chemistry/ Biology AND pass other 2 subjects in 1 certificate/ examination or combination.
- iv. Applicants must attach ONE (1) certified true copy of SPM/ SPMV/ MCE Certificate/ Diploma/ Degree AND Identification Card/ Passport

Note: This entry requirement(s) is applicable for training purpose only. Effective 1st January 2024, participant is required to sit for the first examination within one (1) year from the date of completion of the course.



4. TOPIC(S):

Module 1: OSH Legislation and Related Legislation

- i. OSH Introduction and terminology.
- ii. Policy - Organisation & Arrangements.
- iii. OSH Act 1994 and Its Regulations.
- iv. Other related legislation.
- v. Introduction & Overview of Other Related, Legislation & Codes of Practices.

Module 2: Occupational Safety

- i. Machinery Hazard.
- ii. Safe Guarding of Machinery.
- iii. Safe Machine Operation.
- iv. Machinery Maintenance.
- v. General Area Fencing.
- vi. Certificated Machinery.
- vii. Mechanical Handling.
- viii. Transportation Safety
- ix. Electrical Safety.
- x. Hot work Safety.
- xi. Confined Space Safety.
- xii. Construction Safety.
- xiii. Working at height safety.
- xiv. Safe of Hand Tools and Portable Power Tools.
- xv. Office Safety.
- xvi. Housekeeping and Physical Arrangement.

Module 3: Occupational Health and Hygiene

- i. Overview of Occupational Health.
- ii. Epidemiology
- iii. Occupational Health Standards.
- iv. Introduction and Fundamentals of Toxicology.
- v. Overview and Basic Principles of Industrial Hygiene.
- vi. Occupational Stress
- vii. Occupational Ergonomics.
- viii. Ergonomics risk factors & Assessment.
- ix. Ergonomics Risk Management.



- x. Chemical Management.
- xi. Pesticides.
- xii. Application of Classification Labelling and Safety Data Sheet of Hazardous Chemicals &.
- xiii. Chemical & Biological Monitoring & Medical Surveillance.
- xiv. Ventilation & Indoor Air Quality.
- xv. Managing occupational hazard-Biological Hazard.
- xvi. Noise Radiation, Vibration, Pressure, Heat Stress - Physical Hazard.

Module 4: OSH Management

- i. Occupational Risk Management At workplace.
- ii. OSH Management Systems (45001:2018).
- iii. Incident Prevention.
- iv. Communication & performance monitoring.
- v. Managing of Emergency.
- vi. WPA.

5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994.
- ii. Trainee's Note for Module I, II, III & IV.

6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Discussion.
- iii. Practical.

Note: Participant is required to bring along Personal Protective Equipment (e.g. Safety Boot) during site visit session on Day 22.

COURSE TITLE: SAFETY AND HEALTH OFFICER

DAY ONE (MODULE 1)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0815 - 0845	0.50	Registration and Course Briefing	NIOSH
0845 - 1015	1.50	OSH Introduction and Terminology	
1015 - 1030	0.25	MORNING TEA BREAK	
1030 - 1300	2.50	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Policy - Organisation & Arrangements	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1730	1.50	Continuation	
	7.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	Occupational Safety & Health Act 1994	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 12.45	2.00	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	OSH (Safety and Health Officer) Regulations 1997	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1745	1.50	Continuation	
	7.00	END OF DAY TWO	

DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	OSH (Safety and Health Committee) Regulations 1996	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1145	1.00	Continuation	
1145 - 1300	1.25	OSH (Control of Industrial Major Accident Hazards) Regulations 1996	
1300 - 1400	1.00	LUNCH	
1400 - 1445	0.75	Continuation	
1445 - 1545	1.00	OSH (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000	
1545 - 1600	0.25	AFTERNOON TEA BREAK	
1600 - 1700	1.00	Continuation	
	7.00	END OF DAY THREE	

DAY FOUR

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	OSH (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	OSH (Noise Exposure) Regulations 2019	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	OSH (Notification of Accidents, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	OSH (Construction Works) (Design and Management) Regulations 2024	
	8.00	END OF DAY FOUR	

DAY FIVE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	OSH (Plant Requiring Certificate & Fitness) Regulations 2024	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	OSH (Special Scheme of Inspection) Regulations 2024	
1300 - 1430	1.00	LUNCH	
1430 - 1630	2.00	OSH (Fee For Registration of Competent Person & Registered Training Provider) Regulations 2024	
1630 - 1645	0.25	AFTERNOON TEA BREAK	
1645 - 1845	2.00	Use of Industrial Code of Practice (ICOP) and Guideline	
	8.00	END OF DAY FIVE	

DAY SIX

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	Other related legislation: OSH Social Security Management (PERKESO)	PERKESO
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1200	1.00	Other related legislation: Work-related Road Safety (WRRS) Management	PERKESO
1200 - 1300	1.00	Other related legislation: Fire Safety Management	BOMBA
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Continuation	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1715	1.00	Continuation	
1715 - 1815	1.00	Other related legislation: Labour and employment Management	JTK
	8.00	END OF DAY SIX	

DAY SEVEN (MODULE 2)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	Introduction & Overview of Other Related, Legislation & Codes of Practices	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Module 2: Machinery Hazard	
1245 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Safe Guarding of Machinery	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1815	2.00	Safe Machine Operation	
	8.00	END OF DAY SEVEN	

DAY EIGHT

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	Machinery Maintenance	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	General Area Fencing	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Certificated Machinery	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	Mechanical Handling	
	8.00	END OF DAY EIGHT	

DAY NINE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	Transportation Safety	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	Electrical Safety	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Hot work Safety	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	Confined Space Safety	
	8.00	END OF DAY NINE	

DAY TEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	Construction Safety	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Continuation	
1300 - 1430	1.00	LUNCH	
1430 - 1530	1.00	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1745	2.00	Working at height safety	
	7.00	END OF DAY TEN	

DAY ELEVEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1000	1.00	Safe of Hand Tools and Portable Power Tools	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1115	1.00	Continuation	
1115 - 1245	1.50	Office Safety	
1300 - 1400	1.00	LUNCH	
1400 - 1430	0.50	Continuation	
1430 - 1530	1.00	Housekeeping and Physical Arrangement	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1645	1.00	Continuation	
1645 - 1730	0.75	Examination Briefing	
	6.00	END OF DAY ELEVEN	

DAY TWELVE (MODULE 3)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0930	1.00	SOHELP	
0930 - 1030	1.00	Overview of Occupational Health	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1145	1.00	Continuation	
1145 - 1245	1.00	Epidemiology	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Continuation	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1715	2.00	Occupational Health Standards	
	7.00	END OF DAY TWELVE	

DAY THIRTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1000	1.00	Introduction and Fundamentals of Toxicology	
1000 - 1015	0.25	MORNING TEA BREAK	
10.15 - 1115	1.00	Continuation	
1115 - 1245	1.50	Overview and Basic Principles of Industrial Hygiene	
1300 - 1400	1.00	LUNCH	
1400 - 1430	0.50	Continuation	
14.30 - 1530	1.00	Occupational Stress	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1645	1.00	Continuation	
	6.00	END OF DAY THIRTEEN	

DAY FOURTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	Occupational Ergonomics	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Ergonomics Risk Factors & Assessment	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	Ergonomics Risk Management	
	8.00	END OF DAY FOURTEEN	

DAY FIFTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	Chemical Management	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Pesticides	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	Application of Classification Labelling and Safety Data Sheet of Hazardous Chemicals	
	8.00	END OF DAY FIFTEEN	

DAY SIXTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	Chemical & Biological Monitoring & Medical Surveillance	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Continuation	
1300 - 1430	1.00	LUNCH	
1430 - 1630	2.00	Ventilation & Indoor Air Quality	
1630 - 1645	0.25	AFTERNOON TEA BREAK	
1645 - 1845	2.00	Continuation	
	8.00	END OF DAY SIXTEEN	

DAY SEVENTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	Managing occupational hazard - Biological Hazard	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Noise Radiation, Vibration, Pressure, Heat Stress - Physical Hazard	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Continuation	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1715	1.00	Continuation	
	7.00	END OF DAY SEVENTEEN	

DAY EIGHTEEN (MODULE 4)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	Occupational Risk Management At workplace	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Continuation	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	Continuation	
	8.00	END OF DAY EIGHTEEN	

DAY NINETEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	OSH Management Systems (45001:2018)	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Incident Prevention	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	Continuation	
	8.00	END OF DAY NINETEEN	

DAY TWENTY

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	Communication & Performance Monitoring	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Continuation	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1715	2.00	Managing of Emergency	
	7.00	END OF DAY TWENTY	

DAY TWENTY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 1045	2.00	Managing of Emergency	
1045 - 1100	0.25	MORNING TEA BREAK	
1100 - 1300	2.00	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Continuation	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	Continuation	
	8.00	END OF DAY NINE	

DAY TWENTY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0800 - 0830	0.50	BREAKFAST	
0830 - 0900	0.50	Briefing Workplace Assignment (WPA) – Site Visit	
0900 - 1300	4.00	Workplace Assignment (WPA) – Site Visit	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Workplace Assignment (WPA) – Discussion & Report Writing (WPA)	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	Workplace Assignment (WPA) – Presentation	
1815 - 1845	0.50	Evaluation and Closing	NIOSH
	8.00	END OF DAY TWENTY TWO	

Note: