



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	: RM950.00

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

- i. Historical Perspective.
- ii. Incident Prevention.
- iii. OSH Management Systems.
- iv. Policy - Organisation & Arrangements.
- v. OSH Promotion, Training & Communication.
- vi. Documentation.
- vii. Information Technology in OSH.
- viii. Risk Assessment and Management.
- ix. Personal Protective Equipment.
- x. OSH Program.
- xi. Emergency Response Preparedness & Recovery Planning.
- xii. First Aid.
- xiii. Procurement and Contractor Management.
- xiv. Auditing.
- xv. Performance Measurement & Monitoring.
- xvi. Incident Investigation and Corrective Action.
- xvii. Management Review.

Module 2

- i. Introduction to OSH Legislation.
- ii. Occupational Safety and Health Act 1994 and Its Regulations.
- iii. Factories and Machinery Act 1967.
- iv. Regulations on Safety in the Factories and Machinery Act 1967.
- v. Regulations on Health in the Factories and Machinery Act 1967.
- vi. Fire Services Act 1988 and Its Regulations.
- vii. Employment Act 1955 and SOCSO Act 1969.
- viii. Petroleum (Safety Measures) Act 1984 and Gas Supply Act 1993.
- ix. Introduction & Overview of Other Related, Legislation & Codes of Practices.

Module 3

- i. Overview of Occupational Health.
- ii. Occupational Health Standards.
- iii. Introduction and Fundamentals of Toxicology.
- iv. Overview and Basic Principles of Industrial Hygiene.
- v. Physical and Chemical Hazards.



- vi. Classification, Labelling and Safety Data Sheet of Hazardous Chemicals.
- vii. Chemical Safety Data Sheet.
- viii. Chemical Health Risk Assessment.
- ix. Chemical Hazard Management.
- x. Chemical & Biological Monitoring & Medical Surveillance.
- xi. Ventilation & Indoor Air Quality.
- xii. Biological Hazard.
- xiii. Ergonomics & Ergonomics Risk Factors.
- xiv. Occupational and Psychological Stress.
- xv. Shift Work & Mental Workload.
- xvi. Overview of SOHELP.

Module 4

- i. Housekeeping and Physical Arrangement.
- ii. Machinery Hazard.
- iii. Safe Guarding of Machinery.
- iv. Safe Machine Operation.
- v. Safe of Hand Tools and Portable Power Tools.
- vi. Maintenance of Machine, Guards & Tools.
- vii. General Area Fencing.
- viii. Pressurised Equipment.
- ix. Welding Safety.
- x. Mechanical Handling.
- xi. Site Visit.
- xii. Transport Safety Defensive Driving (Forklift).
- xiii. Manual Handling.
- xiv. Office Safety.
- xv. Electrical Safety.
- xvi. Construction Safety.
- xvii. Fire Safety.
- xviii. Working in Confined Space.

5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.
- iii. 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 21.

	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
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COURSE TITLE: SAFETY AND HEALTH OFFICER

DAY ONE (MODULE 1)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 1000	1.00	Course Introduction and Ice Breaking Session	NIOSH
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1045	0.50	Historical Perspective	
1045 - 1300	2.25	Incident Prevention	
1300 - 1400	1.00	LUNCH	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1800	2.50	OSH Management System	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Policy - Organisation & Arrangements	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1115	1.00	Continuation	
1115 - 1300	1.75	OSH Promotion, Training & Communication	
1300 - 1400	1.00	LUNCH	
1400 - 1515	1.25	Continuation	
1515 - 1545	0.50	OSH Documentations	
1545 - 1600	0.25	AFTERNOON TEA BREAK	
1600 - 1730	1.50	Continuation	
1730 - 1830	1.00	Information Technology in OSH	
	8.50	END OF DAY TWO	

DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Risk Assessment and Management	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1300	2.75	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1630	0.75	Continuation	
1630 - 1900	2.50	Personal Protective Equipment	
	9.00	END OF DAY THREE	

DAY FOUR

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	OSH Objective & Programme	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1145	1.50	Continuation	
1145 - 1300	1.25	Emergency Preparedness and Response	
1300 - 1400	1.00	LUNCH	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1730	2.00	Continuation	
1730 - 1930	2.00	First Aid	
	9.50	END OF DAY FOUR	

DAY FIVE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	Procurement and Contractor Management	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1230	1.75	Auditing	
1230 - 1430	2.00	LUNCH	
1430 - 1515	0.75	Continuation	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1800	2.50	Performance Measurement & Monitoring	
	7.00	END OF DAY FIVE	

DAY SIX


TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Incident Investigation and Corrective Action	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1215	2.00	Continuation	
1215 - 1315	1.00	Management Review	
1315 - 1415	1.00	LUNCH	
	4.50	END OF DAY SIX	

DAY SEVEN (MODULE 2)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0930	1.00	Introduction to OSH Legislation	
0930 - 1000	0.50	Factories and Machinery Act 1967	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1145	1.50	Continuation	
1145 - 1300	1.25	Safety Regulations under Factories and Machinery Act 1967	
1300 - 1400	1.00	LUNCH	
1400 - 1445	0.75	Continuation	
1445 - 1515	0.50	Health Regulations under Factories and Machinery Act 1967	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1700	1.50	Continuation	
	7.00	END OF DAY SEVEN	

DAY EIGHT

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Occupational Safety and Health Act 1994	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1245	2.50	Continuation	
1245 - 1400	1.25	LUNCH	
1400 - 1500	1.00	OSH (Safety and Health Officer) Regulations 1997	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1745	2.50	Continuation	
	7.50	END OF DAY EIGHT	

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DAY NINE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	OSH (Safety and Health Committee) Regulations 1996	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1215	2.00	Continuation	
1215 - 1300	0.75	OSH (Control of Industrial Major Accident Hazards) Regulations 1996	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Continuation	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1815	2.00	OSH (Notification of Accidents, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004	
	8.25	END OF DAY NINE	

DAY TEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	OSH (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1100	0.75	Continuation	
1100 - 1300	2.00	OSH (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013	
1300 - 1400	1.00	LUNCH	
1400 - 1600	2.00	Fire Services Act 1988	
1600 - 1615	0.25	AFTERNOON TEA BREAK	
1615 - 1745	1.50	Social Security Act 1969	
	7.75	END OF DAY TEN	

DAY ELEVEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Employment Act 1955	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1215	2.00	Petroleum (Safety Measures) Act 1984 & Gas Supply Act 1993	
1115 - 1230	1.25	Case Study	
1230 - 1430	2.00	LUNCH	
1430 - 1515	0.75	Continuation	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1730	2.00	Introduction & Overview of Other Related Legislation & Codes of Practices	
	7. 50	END OF DAY ELEVEN	

DAY TWELVE (MODULE 3)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Overview of Occupational Health	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1215	1.00	Continuation	
1115 - 1245	1.50	Occupational Health Standards	
1245 - 1345	1.00	LUNCH	
1345 - 1515	1.50	Introduction and Fundamentals of Toxicology	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1600	0.50	Continuation	
1600 - 1800	2.00	Overview and Basic Principles of Industrial Hygiene	
	8.00	END OF DAY TWELVE	

DAY THIRTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Chemical Hazard	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1300	2.75	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1445	0.75	Continuation	
1445 - 1545	1.00	Chemical Monitoring	
1545 - 1600	0.25	AFTERNOON TEA BREAK	
1600 - 1730	1.50	Continuation	
	7.50	END OF DAY THIRTEEN	

DAY FOURTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Chemical Health Risk Assessment	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1115	1.00	Chemical Safety Data Sheet	
1115 - 1300	1.75	CLASS	
1300 - 1400	1.00	LUNCH	
1400 - 1415	0.25	Continuation	
1415 - 1515	1.00	Chemical Hazard Management	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1630	1.00	Continuation	
	6.50	END OF DAY FOURTEEN	

DAY FIFTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Ventilation	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1145	1.50	Indoor Air Quality	
1145 - 1245	1.00	Biological Monitoring and Medical Surveillance	
1245 - 1400	1.25	LUNCH	
1400 - 1530	1.50	Biological Hazard	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1745	2.00	Report Writing	
	7.50	END OF DAY FIFTEEN	

DAY SIXTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Ergonomics	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1215	2.00	Continuation	
1215 - 1230	0.25	Ergonomic Risk Factors	
1230 - 1430	2.00	LUNCH	
1430 - 1515	0.75	Continuation	
1515 - 1545	0.50	Shift Work	
1545 - 1600	0.25	AFTERNOON TEA BREAK	
1600 - 1700	1.00	Mental Workload	
1700 - 1800	1.00	Occupational and Psychological Stress	
	7.00	END OF DAY SIXTEEN	

DAY SEVENTEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Physical Hazards: Noise, Radiation, Vibration, Pressurised Environment, Thermal Stress	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1315	3.00	Continuation	
1315 - 1415	1.00	LUNCH	
1415 - 1515	1.00	Overview of SOHELP	
1515 - 1600	0.75	Examination Briefing	ECD
	5.50	END OF DAY SEVENTEEN	

DAY EIGHTEEN (MODULE 4)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Machinery Hazard	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1215	2.00	Continuation	
1215 - 1315	1.00	Safe Machine Operation	
1315 - 1415	1.00	LUNCH	
1415 - 1545	1.50	Safe Guarding of Machinery	
1545 - 1600	0.25	AFTERNOON TEA BREAK	
1600 - 1630	0.50	Continuation	
1630 - 1730	1.00	Maintenance of Machine Guards & Tools	
1730 - 1830	1.00	Safe of Hand Tools & Portable Power Tools	
	8.50	END OF DAY EIGHTEEN	

DAY NINETEEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0930	1.00	General Area Fencing	
0930 - 1000	0.50	Mechanical Handling	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1245	2.50	Continuation	
1245 - 1345	1.00	LUNCH	
1345 - 1545	2.00	Pressurised Equipment	
1545 - 1600	0.25	AFTERNOON TEA BREAK	
1600 - 1700	1.00	Welding Safety	
1700 - 1800	1.00	Housekeeping and Physical Arrangement	
	8.00	END OF DAY NINETEEN	

DAY TWENTY

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1030	2.00	Electrical Safety	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Working in Confined Space	
1245 - 1345	1.00	LUNCH	
1345 - 1445	1.00	Continuation	
1445 - 1515	0.50	Manual Handling	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1600	0.50	Continuation	
1600 - 1700	1.00	Transport Safety Defensive Driving (Forklift)	
1700 - 1900	2.00	Office Safety	
	9.00	END OF DAY TWENTY	

DAY TWENTY-ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0800 - 0830	0.50	BREAKFAST	
0830 - 1300	4.50	Site Visit	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Discussion, Report Writing (HIRARC) and Presentation	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1545 - 1745	2.00	Continuation	
	8.00	END OF DAY TWENTY-ONE	

DAY TWENTY-TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	Fire Safety	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1245	2.50	Continuation	
1245 - 1445	2.00	LUNCH	
1445 - 1615	1.50	Construction Safety	
1615 - 1630	0.25	AFTERNOON TEA BREAK	
1630 - 1800	1.50	Continuation	
1800 - 1830	0.50	Closing Ceremony	NIOSH
	7.00	END OF THE COURSE	