



<b>COURSE TITLE</b>	: Site Safety Supervisor	<b>COURSE CODE</b>	: SSS
<b>COURSE DURATION</b>	: 10-day(s) / 80.00-hour(s)	<b>COURSE LEVEL</b>	: Basic
<b>COURSE CATEGORY</b>	: Competency		
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM1,458.00 (inclusive of 8% SST)	<b>EXAMINATION FEE</b>	: RM350.00
<b>TOTAL FEE</b>	: RM1,808.00 (inclusive of 8% SST)		

**1. OBJECTIVE(S):**

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 GROUP(S):**

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

**3. ENTRY REQUIREMENT(S):**

- i. Malaysian citizen; **AND**
- ii. Minimum LCE/ SRP/ PMR/ PT3 or equivalent.

**4. TOPIC(S):**

- 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 BOOK(S):**

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

**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. Presentation.
- iv. Site visit.

**Note:** Participant is required to bring along Personal Protective Equipment (e.g. Safety Boot and Safety Helmet) during site visit session on Day 10.

**COURSE TITLE: SITE SAFETY SUPERVISOR**

**DAY ONE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0845	0.25	<b>Part I (A): Introduction</b> (Introduction to OSH)	
0845 - 0900	0.25	<b>Part I (B): Introduction</b> (History Perspective)	
0900 - 0930	0.50	<b>Part I (C): Introduction</b> (Overview of OSH in Malaysia)	
0930 - 1000	0.50	<b>Part I (D): Introduction</b> (Importance of OSH)	
1030 - 1045	0.25	MORNING TEA BREAK	
1015 - 1045	0.50	<b>Part I (E): Introduction</b> (Duties and Tasks of Site Safety Supervisor)	
1045 - 1115	0.50	<b>Part III (A): OSH Management System</b> (Introduction of OSHMS)	
1115 - 1145	0.50	<b>Part III (B): OSH Management System</b> (Purposes of OSHMS Implementation)	
1145 - 1245	1.00	<b>Part III (C): OSH Management System</b> (Elements of OSHMS)	
1245 - 1300	0.25	<b>Part III (D): OSH Management System</b> (Benefits of OSHMS)	
1300 - 1400	1.00	LUNCH	
1400 - 1445	0.75	Continuation	
1445 - 1515	0.50	<b>Part IV (A): Consultation &amp; Training</b> (Effective Communication)	
1515 - 1530	0.25	<b>Part IV (B): Consultation &amp; Training</b> (Promotion)	
1530 - 1545	0.25	BREAK	
1545 - 1600	0.25	Continuation	
1600 - 1630	0.50	<b>Part IV (C): Consultation &amp; Training</b> (Consultation)	
1630 - 1700	0.50	<b>Part IV (D): Consultation &amp; Training</b> (SHC Functions)	
1700 - 1730	0.50	<b>Part IV (E): Consultation &amp; Training</b> (Tool-box Briefing)	
1730 - 1800	0.50	<b>Part IV (F): Consultation &amp; Training</b> (In-house Training)	
	<b>8.00</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 1000	1.50	<b>Part II (A): OSH Legislation</b> (Introduction of OSH Legislation)	
1030 - 1045	0.25	MORNING TEA BREAK	
1015 - 1045	0.50	Continuation	
1045 - 1245	2.00	<b>Part II (B): OSH Legislation</b> (OSHA 1994 and Regulations)	
1245 - 1300	0.25	<b>Part II (C): OSH Legislation</b> (FMA 1967 and Regulations)	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	BREAK	
1545 - 1600	0.25	Continuation	
1600 - 1800	2.00	<b>Part II (D): OSH Legislation</b> (FMA BOWECS Regulations & Other Legislations)	
	<b>8.00</b>	<b>END OF DAY TWO</b>	

### DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	<b>Part V (A): Site Management</b> (Site Planning and Budgeting)	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1045	0.50	Continuation	
1045 - 1245	2.00	<b>Part V (B): Site Management</b> (Risk Management – HIRARC)	
1245 - 1300	0.25	<b>Part V (B): Site Management</b> (Risk Management – PTW)	
1300 - 1400	1.00	LUNCH	
1400 – 1515	1.25	Continuation	
1515 - 1530	0.25	<b>Part V (B): Site Management</b> (Risk Management – LOTO)	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Continuation	
1700 - 1800	1.00	<b>Part V (B): Site Management</b> (Risk Management – JSA)	
1800 - 1900	1.00	<b>Part V (B): Site Management</b> (Risk Management – SOP)	
	<b>9.00</b>	<b>END OF DAY THREE</b>	

**DAY FOUR**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	<b>Part V (C): Site Management</b> (Accident Investigation and Reporting)	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1045	0.50	Continuation	
1045 - 1245	2.00	<b>Part V (D): Site Management</b> (Inspection and Audit)	
1245 - 1300	0.25	<b>Part V (E): Site Management</b> (Emergency Preparedness)	
1300 - 1400	1.00	LUNCH	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	<b>Part V (F): Site Management</b> (Documentation)	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Continuation	
	<b>7.00</b>	<b>END OF DAY FOUR</b>	

**DAY FIVE**

TIME	HOOR	TOPIC	TRAINER / FACILITATOR
0830 - 0930	1.00	<b>Part VI (A): Occupational Safety</b> (Site Security)	
0930 - 1000	0.50	<b>Part VI (B): Occupational Safety</b> (Site Office Safety)	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1045	0.50	Continuation	
1045 - 1200	1.25	<b>Part VI (C): Occupational Safety</b> (Site Transport)	
1200 - 1300	1.00	<b>Part VI (D): Occupational Safety</b> (Excavation)	
1300 - 1400	1.00	LUNCH	
1400 - 1415	0.25	Continuation	
1415 - 1515	1.00	<b>Part VI (E): Occupational Safety</b> (Piling)	
1515 - 1530	0.25	<b>Part VI (F): Occupational Safety</b> (Formwork / Falsework and Concrete Work)	
1530 - 1545	0.25	BREAK	
1545 - 1800	2.25	Continuation	
	<b>8.00</b>	<b>END OF DAY FIVE</b>	

### DAY SIX

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	<b>Part VI (G): Occupational Safety</b> (Working at Height)	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1045	0.50	Continuation	
1045 - 1300	2.25	<b>Part VI (H): Occupational Safety</b> (Mechanical Plant & Machinery Safety)	
1300 - 1400	1.00	LUNCH	
1400 - 1415	0.25	Continuation	
1415 - 1530	1.25	<b>Part VI (I): Occupational Safety</b> (Electrical Safety)	
1530 - 1545	0.25	BREAK	
1545 - 1630	0.75	Continuation	
1630 - 1800	1.50	<b>Part VI (J): Occupational Safety</b> (Hand and Power Tools Safety)	
	<b>8.00</b>	<b>END OF DAY SIX</b>	

### DAY SEVEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	<b>Part VI (K): Occupational Safety</b> (Explosive and Blasting Safety)	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1215	2.00	<b>Part VI (L): Occupational Safety</b> (Lifting Operation)	
1215 - 1300	0.75	<b>Part VI (M): Occupational Safety</b> (Confined Space)	
1300 - 1400	1.00	LUNCH	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	<b>Part VI (N): Occupational Safety</b> (Welding & Cutting)	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Continuation	
1700 - 1800	1.00	<b>Part VI (O): Occupational Safety</b> (Demolition Work)	
	<b>8.00</b>	<b>END OF DAY SEVEN</b>	



### DAY EIGHT

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	<b>Part VI (P): Occupational Safety</b> (Tunnelling Work)	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1145	1.50	<b>Part VI (Q): Occupational Safety</b> (Under Water and above Water Work)	
1145 - 1245	1.00	<b>Part VI (R): Occupational Safety</b> (Housekeeping)	
1245 - 1300	0.25	<b>Part VI (S): Occupational Safety</b> (Fire Prevention)	
1300 - 1400	1.00	LUNCH	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	<b>Part VI (T): Occupational Safety</b> (Personal Protective Equipment)	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Continuation	
1700 - 1800	1.00	<b>Part VI (U): Occupational Safety</b> (Safety Signage)	
	<b>8.00</b>	<b>END OF DAY EIGHT</b>	

### DAY NINE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1000	1.50	<b>Part VII (A): Occupational Health</b> (Health and Welfare Provisions)	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1045	0.50	Continuation	
1045 - 1245	2.00	<b>Part VII (B): Occupational Health</b> (Ergonomics)	
1245 - 1300	0.25	<b>Part VII (C): Occupational Health</b> (Occupational Health in Construction)	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	BREAK	
1545 - 1600	0.25	Continuation	
1600 - 1800	2.00	<b>Part VII (D): Occupational Health</b> (First Aid Management)	
	<b>8.00</b>	<b>END OF DAY NINE</b>	

### DAY TEN

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 1300	4.50	<b>Part VIII: Site Visit</b>	
1300 - 1415	1.25	LUNCH	
1415 - 1530	1.25	Group Assignment	
1530 - 1545	0.25	BREAK	
1545 - 1800	2.25	Group Presentation	
	<b>8.00</b>	<b>END OF THE COURSE</b>	