



COURSE TITLE	: Safety and Health Officer Enrichment Programme		
COURSE DURATION	: 6-day(s) / 39.00-hour(s)	COURSE CODE	: SHEP
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Intermediate
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM1,944.00 (inclusive of 8% SST)		

1. OBJECTIVE(S):

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

- i. Improve their knowledge, skill and act as a pre-requisite for Safety and Health Officer (SHO) candidate.
- ii. Enhance Safety and Health Officer knowledge and skill on performing their duties as Safety and Health Officer (SHO) in the industry.

2. TARGET GROUP(S):

- i. SHO examination candidate.

3. ENTRY REQUIREMENT(S):

- i. Have attended the SHO examination but did not meet the requirement; **OR**
- ii. Have attended the SHO course but have not sit for the examination.

4. TOPIC(S):

- i. Module 1: OSH Management.
- ii. Module 2: OSH Legislation.
- iii. Module 3: Occupational Health and Hygiene.
- iv. Module 4: Occupational Safety.
- v. Module 5: HIRARC and SHO Report.
- vi. Module 6: WPA Workshop.

5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.
- iii. Notes from SHO Module I, II, III & IV.
- iv. Guideline HIRARC, NADOPOD, First Aid.



6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. Presentation kit.
- vi. Related games and classroom activity materials.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Group discussion.
- iii. Presentation.

COURSE TITLE: SAFETY AND HEALTH OFFICER ENRICHMENT PROGRAMME

DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 1000	1.00	Overview of The Course	
1000 - 1030	0.50	OSH Management Refresher Module	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Continuation	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1700	1.75	Continuation	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	OSH Legislation Refresher Module	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY TWO	

DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Occupational Health and Hygiene Refresher Module	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY THREE	

DAY FOUR

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Occupational Safety Refresher Module	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Continuation	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1700	1.75	Continuation	
	6.50	END OF DAY FOUR	

DAY FIVE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	HIRARC	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	SHO Report	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY FIVE	

DAY SIX

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Workplace Assignment	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Workshop	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF THE COURSE	