

# SAFETY AND HEALTH OFFICER COMPETENCY PROGRAM (PART-TIME)

SABAH SKILLS & TECHNOLOGY CENTRE



## INTRODUCTION

The Occupational Safety and Health Act (OSHA) came into force in February 1994. It covers all economic sectors, including the public services and statutory, except those subjected to the Merchant Shipping Ordinance and the armed forces. Under Section 29 (2) of OSHA 1994, there is a need for an employer to employ a competent person to act as a Safety and Health Officer at the workplace. The Safety and Health Officer's job is to ensure compliance with the Act and promote safe conduct of work at the workplace. This programme has been designed to address the needs of the Act and specifically the Occupational Safety and Health (Safety and Health Officer) Regulations 1997.

**Duration**  
22 Days

**SSTC Member**  
RM 4,187.00

**Non SSTC Member**  
RM 4,240.00

**FSI's Member**  
RM 4,213.50

Fee is inclusive of  
refreshment, lunch,  
course materials and  
certificate of attendance

\*Rates inclusive of 6% GST

## COURSE CONTENTS

### Module I

- Historical Perspective
- Incident Prevention
- Risk Assessment
- Policy organisation & Arrangements
- OSH Promotion, Training & Communication
- Information Technology In OSH
- OSH Programme
- Procurement and Contractor Management
- Personal Protective Equipment
- Emergency Response Preparedness & Recovery Planning
- First Aid
- Documentation
- Incident Investigation And Corrective Action
- Performance Measurement & Monitoring
- Auditing
- Management Review
- OSH Management Systems

### Module II

- Introduction to OSH Legislation
- OSH Act 1994 and Its Regulations
- Factories and Machinery Act 1967
- Regulations on Health in the Factories and Machinery Act 1967
- Regulations on Safety in the Factories and Machinery Act 1967
- Fire Services Act 1988 and Its Regulations
- Employment Act 1955 and SOCSO Act 1969
- Petroleum (Safety Measures) Act 1984 and Gas Supply Act 1993
- Introduction & Overview of Other Related, Legislation & Codes of Practices

### Sabah Skills & Technology Centre

No. 8, Jalan 1C, KKIP Selatan, Industrial Zone 1 (IZ1), KKIP, 88460, Kota Kinabalu, Sabah

Tel: 088-496613/4 (Ms. Jennifer/ Eveynne) Fax: 088-499615,

Email: [jennifer@sstc.org.my](mailto:jennifer@sstc.org.my) / [eveynne@sstc.org.my](mailto:eveynne@sstc.org.my)

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## Module III

- Overview of Occupational Health
- Introduction and Fundamentals of Toxicology
- Occupational Health Standards
- Overview and Basic Principles of Industrial Hygiene
- Physical and Chemical Hazards
- Classification of Chemicals, Packaging & Labelling
- Chemical Safety Data Sheet
- Chemical Health Risk Assessment
- Chemical Hazard Management
- Chemical & Biological Monitoring & Medical Surveillance
- Ventilation & Indoor Air Quality
- Biological Hazard
- Ergonomic & Ergonomics Risk Factors
- Occupational and Psychological Stress
- Mental Workload & Shift Work

## Module IV

- Housekeeping and Physical Arrangement
- Machinery Hazard
- Safe Guarding of Machinery
- Safe Machine Operation
- Safe of Hand Tools and Portable Power Tools
- Maintenance of Machine Guards & Tools
- General Area Fencing
- Pressurized Equipment
- Welding Safety
- Mechanical Handling
- Site Visit
- Transport Safety Defensive Driving (Forklift)
- Manual Handling
- Office Safety
- Electrical Safety
- Construction Safety
- Fire Safety
- Working in Confined Space

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## ENTRY REQUIREMENTS

1. Possess minimum SPM/SPMV/MCE or equivalent with at least a Grade Three Pass. General certificate (SAP) or lower than Grade three will not be accepted.
2. SPM (2000 onwards)
3. Minimum 6C for Bahasa Melayu, English, Mathematic AND
4. Pass minimum 8E for Science/Physics/Chemistry/Biology AND
5. Pass other 2 subjects in 1 certificate/examination or combination
6. Applicants must attach one certified true copy of SPM/SPMV/MCE Certificate/Diploma/Degree

## WHO SHOULD ATTEND

Safety Personnel/Managers, Supervisors , OSH Practitioners, Safety and Health Committee Members, Unregistered Safety and Health Officers, Engineers, Designers and Architects, interested Individuals.

## RESOURCE PERSON

**IR HUSSEIN RAHMAT** is the principal consultant for Hanaka Management Services. He holds a Master's Degree in Petroleum Engineering from Stanford University, California, USA. He has over 30 years' experience in the oil and gas industry having worked for the national petroleum company Petronas since 1979. Ir. Hussein main specialization is Emergency Preparedness & Response Plan, Hazard Identification, Risk Assessment & Control, Incident Investigation, OHSAS 18001, OSH Policy, Principles of Loss Prevention, Safety & Health Committee and many more.

**ABDUL RAHIM HASHIM** is a DOSH inspector and trainer. His specialization includes Introduction to OSH Legislation, OSHA 1994, Factories and Machinery Act 1967, Petroleum (Safety Measures) Act 1984, Gas Supply Act 1993 and many more.

**IR. NIMI AHMAD** holds Bachelor's Degree in Mechanical Engineering from University of Sunderland, United Kingdom and a Master's Degree in Safety Management from UKM, Bangi. Ir. Nimi is currently the principal consultant for Perunding Nimi and was the DOSH Assistant Director for 14 years. Her specialization includes Performance Measurement & Monitoring, Environmental Control, Labeling of Hazardous Chemical Regulations 1997, Confined Space Hazards, Noise & Hearing Conservation Program, Ventilation and Indoor Air Quality, Defensive Driving, Material Handling, Permit to Work System and many more.

**IR. HASNIDA BT. ABD MANAN** is a Bachelor of Science holder from University of Hartford, Connecticut, USA. She has many years of experience in the private sector having worked with MNCs such as Texas Instruments (M) Sdn Bhd, Sime Darby Berhad and Sime UEP Properties Berhad. Ir. Hasnida's specialization includes Documentation, Manuals, Procedure and Instruction, OSH Promotion & Communication, Construction Safety, Electrical Safety, Housekeeping & Physical Arrangement, Machinery Hazards, Personal Protective Equipment, Safe Guarding of Machinery and many more.

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