



<b>COURSE TITLE</b>	: Safety and Health Officer Enrichment Programme (Remote Learning)		
<b>COURSE DURATION</b>	: 6-day(s) / 39.00-hour(s)	<b>COURSE CODE</b>	: SHEP-RL
<b>COURSE CATEGORY</b>	: Non-Competency	<b>COURSE LEVEL</b>	: Intermediate
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM 972.00 (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.
- iii. Must have device (Computer, Laptop or Tablet) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- iv. Must have good internet connection; **AND**
- v. Zoom account registered with personal email.

**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. Computer/ Laptop.
- ii. Learning accessories.
- iii. Presentation kit.
- iv. 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 (REMOTE LEARNING)**

**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	BREAK	
1045 – 1300	2.25	Continuation	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1500	1.00	Continuation	
1500 – 1515	0.25	BREAK	
1515 – 1700	1.75	Continuation	
	<b>6.50</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	OSH Legislation Refresher Module	
1030 – 1045	0.25	BREAK	
1045 – 1300	2.25	Continuation	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	Continuation	
1530 – 1545	0.25	BREAK	
1545 – 1700	1.25	Continuation	
	<b>6.50</b>	<b>END OF DAY TWO</b>	

### DAY THREE

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

### DAY FOUR

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	Occupational Safety Refresher Module	
1030 – 1045	0.25	BREAK	
1045 – 1300	2.25	Continuation	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1500	1.00	Continuation	
1500 – 1515	0.25	BREAK	
1515 – 1700	1.75	Continuation	
	<b>6.50</b>	<b>END OF DAY FOUR</b>	

### DAY FIVE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	HIRARC	
1030 – 1045	0.25	BREAK	
1045 – 1300	2.25	Continuation	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	SHO Report	
1530 – 1545	0.25	BREAK	
1545 – 1700	1.25	Continuation	
	<b>6.50</b>	<b>END OF DAY FIVE</b>	

### DAY SIX

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	Workplace Assignment	
1030 – 1045	0.25	BREAK	
1045 – 1300	2.25	Workshop	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	Continuation	
1530 – 1545	0.25	BREAK	
1545 – 1700	1.25	Continuation	
	<b>6.50</b>	<b>END OF THE COURSE</b>	