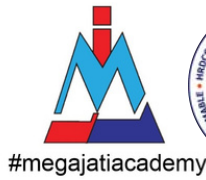


**RM 888**

*Inclusive of 6% SST*



# **BUILDING STRONG SAFETY AND HEALTH COMMITTEE BASED ON LEGAL REQUIREMENTS A STEP-BY-STEP GUIDE**

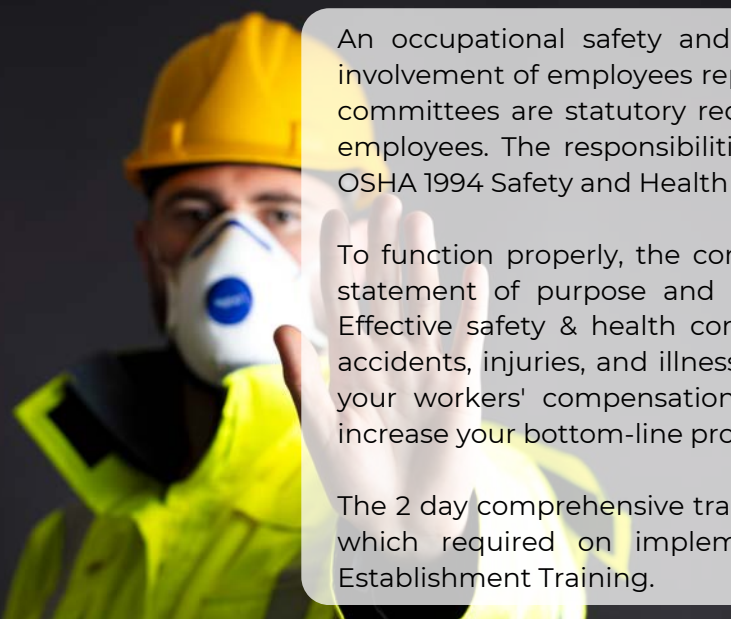
**MONDAY - TUESDAY,  
30 & 31 OCTOBER 2023**

**MEGA JATI ACADEMY TRAINING CENTRE, SHAH ALAM**

**JOIN NOW**

**+6011 2862 4860**

## Course Description



An occupational safety and health committee is a forum for cooperative involvement of employees representing both workers and management. Such committees are statutory requirements for organizations with more than 40 employees. The responsibilities of members are generally spelled out in the OSHA 1994 Safety and Health Committee Regulations) 1996.

To function properly, the committee needs an appropriate structure, a clear statement of purpose and duties, and standard procedures for meetings. Effective safety & health committees find solutions to problems that cause accidents, injuries, and illnesses. Fewer accidents, injuries, and illnesses lower your workers' compensation costs and insurance premium rates and can increase your bottom-line profit.

The 2 day comprehensive training course will develop skills of the participants which required on implementing Effective Safety & Health Committee Establishment Training.

## Learning Outcomes

Upon completion this programme, the participants will be able to:

- To identify legal requirement related to the establishment of Safety & Health Committee at work place.
- To state the function of Safety & Health committee based on the legal requirement.
- To describe the inspection process for injury prevention program at workplace.
- To list the step for accident investigation.
- To prepare a HIRA list of Risk Management.
- To demonstrate on how to perform work place inspection as important role in Safety and Health Committee member.

## Trainer Profile

**En. Mohd Noor Abdul Majid** is a certified trainer under HRD Corp and has received the Best Trainer Award from HRD Corp in year 2022. Besides that, he is a Safety and Health Green Book Holder with the registration number HQ/22/SHO/00/04221, a Master holder in Occupational Safety & Health Management from Northern University Malaysia (UUM), In-House Diploma holder of ASIA PACIFIC Leadership Program, and Certified Training Professional (CTP) under Asian Regional Training and Development Organization International (ARTDO). He is a highly qualified trainer with more than 16 years of industrial experience in the manufacturing environment. He is also University Malaysia Pahang, University Selangor and University Malaya's lecturer for OSH program and trainer for Safety and Health Officer's program.

# Program Agenda 2023

## DAY 1

### 9.00 am - 10.30 am : The Legal Requirements For Safety and Health Committee

- Introduction to the Occupational Safety and Health Act 1994
- Introduction to the Occupational Safety and Health Committee Regulations 1996
- Section 15 - Responsibility of Employer
- Section 24 - Responsibility of Employee
- Section 30 & 31 & Safety Committee Regulations - Responsibility of Safety and Health Committee

### 10.30 am - 10.40 am : Morning Break

### 10.40 am - 1.00 pm : Composition of the Safety & Health Committee

- Appointment of Safety and Health Chairman & Secretary
- Employer and Employee Representatives

### 1.00 pm - 2.00 pm : Lunch Break

### 2.00 pm - 3.30 pm : Functions of the Safety & Health Committee

- Meeting and Frequency Safety & Health Committee

### 3.30 pm - 3.40 pm : Afternoon Break

### 3.40 pm - 5.00 pm : Inspection of Place of Work

- Objective, Scope and Element
- Preparation
- Facts Finding
- Review Finding
- Recommendation

## DAY 2

### 9.00 am - 10.30 am : Investigation Into Accidents

- Understand WHY Tree - A Root Cause Failure Analysis (RCFA) Approach
- Understand RCFA
- Understand the Model of Swiss Cheese Model of RCFA
- Apply WHY TREE Analysis Method
- 9 Steps in Building A Why-Tree Concept
- Develop a Systematic Logical Problem-Solving Approach

### 10.30 am - 10.40 am : Morning Break

### 10.40 am - 1.00 pm : Investigation Into Complaint

- Group Activity - Based on a given case study or a scenario of accident than to conduct an investigation using the WHY Tree Concept
- The Safety and Health Committee and Other Related Functions
- The Related of Safety and Health Committee with the Safety and Health Policy

### 1.00 pm - 2.00 pm : Lunch Break

### 2.00 pm - 3.30 pm : The Understanding of Safety Management for Safety and Health Committee Members

### 3.30 pm - 3.40 pm : Afternoon Break

### 3.40 pm - 5.00 pm : Meetings of the Safety and Health Committee

- Sub-committee
- Provision of Training and Information
- Conclusion

# REGISTRATION FORM

**BUILDING STRONG SAFETY AND HEALTH  
COMMITTEE BASED ON LEGAL REQUIREMENTS:  
A STEP-BY-STEP GUIDE**

**RM 888**  
Inclusive of 6% SST

## REGISTRATION FORM

Company's Name:

Date :

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D	D	M	M	Y	Y	Y	Y

Company's Address:

## DETAILS OF PARTICIPANT 1 Please use separate sheet if sending more than two (2) participants

Full Name :

NRIC :

Email :

Phone No. :

Designation :

## DETAILS OF PARTICIPANT 2 Please use separate sheet if sending more than two (2) participants

Full Name :

NRIC :

Email :

Phone No. :

Designation :

## DECLARATION OF EMPLOYER

- I agree to the above-mentioned participant(s) to attend the selected program organized by Mega Jati Academy Sdn Bhd.
- I hereby declare that the information provided is correct and complete.
- I fully understand the terms and conditions under this agreement.

Immediate Supervisor Full Name

Immediate Supervisor Email

Immediate Supervisor Phone No.

Immediate Supervisor Designation

More Information :

+6011 2862 4860 (Amira) / [training@megajatiacademy.com](mailto:training@megajatiacademy.com)

[www.megajatiacademy.com](http://www.megajatiacademy.com)

MEGA JATI ACADEMY SDN BHD (1240301V)

No 62, Tingkat 1, Bandar Puteri Jaya

Jalan BPJ 1/1, Seksyen 1, Sungai Petani, 08000

KEDAH, MALAYSIA.

Signature &  
Company Stamp



Mega Jati Training Centre,  
Shah Alam



30 & 31 October 2023 (Mon - Tue)



9 am - 5 pm