TRAINING OUTLINE

COURSE TITLE	Empowering Safety & Health Commitee Workshop
DURATION	2 days

Introduction

Critically, all matters regarding occupational safety, health and welfare of employees should be thoroughly addressed and investigated. These activities demonstrate a proven company-wide process of efficiency and effectiveness linked to the established company culture and its safety and health policy. Even a common hazard or near-miss incidents at workplace as well as environmental hazards also require a thorough assessment and investigation as these may reveal significant potential for a serious future incident should the conditions be left uncorrected.

Moreover, the senior management members are required by Laws to ensure their employees are working in a safe and healthy environment. Attendance on this high impact workshop Empowering Safety & Health Committee as Stipulated in DOSH Malaysia's OSHA Laws will provide you with the confidence and necessary professionalism to enable a thorough implementation of OSH Management at all work areas in the company.

Training Objective

By the end of this course, the participants should be able to:

- Develop skills and confidence in managing safety and health committee
- Learn the importance of regulations stipulated in OSHA 2022 (Amended Laws)
- Implement the regulations set in the OSH Safety & Health Committee Regulations 1996, DOSH Malaysia
- Identify and evaluate hazards and risks at workplace
- Assess hazards and source of accident using Root Cause Analysis (RCA)
- Analyse and propose suitable Corrective Plans & Preventive Plans (CA/PA)

Who Should Attend?

Managers / executives, OSH practitioners, emergency response team members, safety & health committee members, supervisors & employees from all levels.

Learning Methodologies

Lectures, discussions, practical activities.

Course Content

DAY 1

Topics:

- Overview of Occupational Safety and Health (OSH)
- Overview of OSHA 2022 (Amendment Laws)
- Implementation of OSH Regulation 1996 – Safety & Health Committee (Regulations 5 to 8)
- Functions of at Stipulated in OSH Regulations 1996
- Roles & Responsibilities
- Regulation 12 – Inspection of Place of Work & Regulations 13 – Investigation of Incidents
- Managing Meetings as Stipulated in DOSH Regulations 1996
- Preparing and Conforming on the Safety & Health Policy
- Regulation 21 – Frequencies of Meeting
- Regulation 26 – Categories of Matters to be Tabled in Meetings
- Regulation 27 – Minutes of Meetings
- Preparation of 'Inaugural' Meeting
- To Discuss the Meeting Agenda
- To Conduct the 'Inaugural' Meeting (Participants will be involved in this 'Inaugural Meeting' as part of the practical session)

DAY 2

Topics:

- Regulation 30 – Documentation and Information that Committee Must Made Available when Requested
- Knowledge, Training and Basic Competencies for Committee Members
- Basics of Hazards Identifications and Risk Assessment
- Categories of Hazards
- Basic Risk Assessment Process

**Presentation Session – Findings from Group Projects

- Overview of Incident Investigation & Reporting
- Basics of ROOT CAUSE ANALYSIS (RCA)
- Application of 5 WHY's Technique
- Corrective Actions and Preventive Actions (CA/PA)
- Notice of Improvement (NOI) and Notice of Prohibition (NOP)
- Regulation 32 – Penalty for Non-Compliance to Regulations 1996

**A mock-up Safety and Health Committee Meeting. Role Play Session
** Discussion, Course Review, Q&A