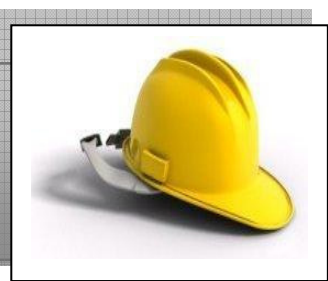


# Safety & Health Committee

(DOSH-CEP)\*



RM990 ~ Hotel Singgahsana, Petaling Jaya

\*Department of Safety & Health Approved Continuing Education Program - Credit Points for Licensed Safety & Health Officer

## Course Objectives

Upon completion of the training, participants are able to:

- Understand and how to comply to the national occupational safety and health Committee related legislations
- Understand the key principles of establishment safety rules and safe work system
- Understand and undertake the basic requirement of workplace inspection.
- Understand and undertake the basic procedure of handling and conducting investigation of incident.

## Course Contents

Day 1

Time	Subject
0900	Introduction and Overview
0915	Occupational Safety and Health Act <ul style="list-style-type: none"> <li>• Objectives Of the Act</li> <li>• Scope</li> <li>• Structure Of Act</li> </ul>
1000	Tea Break
1015	OSH(Safety and Health Committee) Regulations 1996 <ul style="list-style-type: none"> <li>• Who is Safety and Health Committee</li> <li>• Objective of Safety and Health Committee</li> <li>• The OSH (SHC) Regulation 1996 – <b>Part I, II, III, IV, V, VI</b></li> </ul>
1200	Lunch
1300	Establish a Safety and Health Policy, Rules and safe system of work <ul style="list-style-type: none"> <li>• OH&amp;S Policy</li> <li>• OH&amp;S Rules</li> <li>• Safe Work System</li> </ul>
1500	Tea Break
1515	Establish Safety and Health Program <ul style="list-style-type: none"> <li>• OH&amp;S Objectives</li> <li>• Objectives Setting</li> <li>• Types of Objective</li> <li>• Prioritizing Objectives</li> <li>• Quantifying Objectives</li> <li>• Outcome Indicators And Target</li> <li>• OH&amp;S Management Program</li> </ul>
1700	End of Day 1

Day 2

Time	Subject
0900	Workplace safety inspection <ul style="list-style-type: none"> <li>• Importance of Work Place Inspection</li> <li>• Legal Requirements</li> <li>• Purpose of Inspection</li> <li>• Inspection Checklist</li> <li>• What Hazard to look for during inspection</li> <li>• Report Generation</li> </ul>
1000	Tea Break
1015	Practical workplace safety inspection
1200	Lunch
1300	Accident and incident handling and investigation <ul style="list-style-type: none"> <li>• What Cause Incident</li> <li>• Handling of Incident</li> <li>• Incident Investigation</li> <li>• Root Cause Analysis</li> <li>• Report Generation</li> </ul>
1500	Tea Break
1515	Case study
1700	End of Day 2

## For Whom

This course is designed for legal committee members, internal HSMS auditors, HSMS working committee, Safety and Health Officer, Safety and Health committee members.

# Safety & Health Committee

(DOSH-CEP)



RM990 ~ Hotel Singgahsana, Petaling Jaya

## Location Map



---

### Date

15 & 16 February 2012  
4 & 5 April 2012

### Time

9.00 am – 5.00 pm

### Hotel Singgahsana Petaling Jaya

Persiaran Barat Off Jalan Sultan  
46760 Petaling Jaya  
Selangor Darul Ehsan  
Tel : 03-7956 2100  
Fax : 03-7954 2041

---

### Course Fee

**RM 990 per person**

*Course Fee includes Lunch, Tea-Breaks, Course Notes and Certificate of Completion*

---

### Early Bird and Group

#### Discount

Register at least 2 weeks before the training and enjoy a discounted fee of RM950.

Group of 3 or more participants from the same company will enjoy a 5% discount on the applicable fee

---

# Safety & Health Committee

(DOSH-CEP)



## RM990 ~ Hotel Singgahsana, Petaling Jaya

### REGISTRATION FORM *Please (/) your preferred date*

15 & 16 February 2012     4 & 5 April 2012

#### Billing Details

Company Name : \_\_\_\_\_

Contact Person (Mr / Mrs / Ms) : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Company Stamp:

Authorised Signature :

### PARTICIPANT(S) DETAILS

#### **Participant 1**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

#### **Participant 2**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

#### **Participant 3**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

#### Method of Payment

Kindly select the method of payment on the following:

- ( ) Pay the 1 week before the training  
    ( ) By bank transaction  
    ( ) By courier / by post  
  
( ) Pay during the training

Bank Draft/Cheque No

RM

#### ADMINISTRATIVE DETAILS

##### CONTACT PERSON

Ms YY Lee / Mrs Nor Aini Bahrom  
Tel: 03-6241 5211 / 016-226 4799 /  
012-278 666  
Fax: 03-6259 5455  
Email: yylee@cammgnt.com /  
admin@cammgnt.com

##### ADDRESS

**CAMBRIDGE MANAGEMENT SDN BHD**  
No. 33-3A-1 Jalan Metro Perdana Barat 1,  
Taman Usahawan Kepong Utara, 52100  
Kuala Lumpur

##### COURSE FEE

Normal fee – RM990  
Group Discount – 5% (3 or more participants  
from the same company)

##### REGISTRATION

Complete the Registration Form  
and fax or email for reservation. All  
registrations will be confirmed **ONE WEEK**  
before the commencement of the course.

##### PAYMENT

Payment of fee must be made **PRIOR** to  
commencement of the programme.

Crossed cheques should be made payable to  
“**CAMBRIDGE MANAGEMENT SDN  
BHD**” or bank-in payment to **Maybank  
Account No. 5-12389-117631**.

Please fax the bank-in slip with your  
company's name to 603-6259 5455 as proof  
of payment.

##### CANCELLATION

Once a registration is confirmed, no  
cancellation will be allowed. If the registered  
delegate is unable to attend, a substitute is  
allowed and please inform us in writing via fax  
or email. Confirmed delegate who failed to  
attend and last minute cancellation is liable for  
the entire fee of the training.

##### CONFIRMATION

You will receive an invoice indicating course  
fee and seminar date. Check it for accuracy.

##### DISCLAIMER

CAMBRIDGE MANAGEMENT reserves the  
right to change the speaker, date and to  
cancel the programme should circumstances  
beyond the company control arise.  
CAMBRIDGE MANAGEMENT also reserves  
the right to make alternative arrangements  
without prior notice should it be necessary to  
do so.

**“ALL TRAININGS ARE 100%  
HRDF CLAIMABLE UNDER  
SBL SCHEME”**

( ) HRDF-SBL claimable  
Application is subject to PSMB approval. You may submit the application with this  
brochure, together with the programme agenda and speaker's profile which we will  
provide to you upon request once you have registered.