



Our Ref.: sssb/proposal-sho-on/af/2022  
Date: 2022

To Whom It May Concern,

## PROPOSAL QUOTATION FOR SAFETY COURSE

The details of our offer are as follows;

- 1.0 Course Title : Safety and Health Officer Course
- 2.0 JKKP Number : JKKP IS 127/438/3-52
- 3.0 Time : 9:00 am – 5:00 pm – (2 Hours Rest at 12:00 pm-2:00 pm)
- 4.0 Mode : Online via ZOOM Cloud Meetings
- 5.0 Fee : RM2850.00/pax – (Normal Fee)  
*(Ringgit Malaysia Two Thousand Eight Hundred and Fifty Only)*
- RM2500.00/pax – (Promotional Fee)**  
***(Ringgit Malaysia Two Thousand Five Hundred Only)***
- 6.0 Payment : Full payment by cheque to be crossed and made payable  
to **SKILL SOLUTIONS SDN BHD**

Direct Credit to our Account as follows;

Account Name: **SKILL SOLUTIONS SDN BHD** Account Number:  
**562487202217 (Maybank)**

The details quotation as per attached.

Thank you.

Regards,

*Amirul Farhan*

**MUHAMMAD AMIRUL FARHAN BIN ABDUL RAHMAN**

Training Consultant

Skill Solutions Sdn Bhd

## INTRODUCTION

In line with the Occupational Safety and Health Act 1994 and its Regulations to ensure a competent person is employed to act as a Safety and Health Officer at the place of work, the Safety And Health Officer Competency Course (SHOCC) represents a unique effort of SKILL SOLUTIONS SDN BHD to produce a pool of qualified safety & health officers for the industry towards the prevention and reduction of occupational accident, injuries and illnesses in the country.

### 1.0 OBJECTIVES

The objectives for Safety and Health Officer Course are as follows;

- Enhance the candidate's knowledge in matters pertaining to occupational safety and health concepts and principles
- Train the candidate, enabling them to perform OSH activities to meet the requirements of OSHA and its regulations
- Share on-the-job experience and give actual work exposures as SHO in different industries
- Display the skills, knowledge, and tools necessary to be a safety officer Set up occupational, safety and health systems and procedures in their organizations
- Recognize the legislative requirements of OSHA 1994 Regulations and related regulations

### 2.0 ENTRY REQUIREMENT

The entry requirement are as follows;

SPM/SPMV/MCE	:	Minimum with Grade 3; <b>OR</b> After year 2000 Possess at least SPM (open certification) with following conditions: <ul style="list-style-type: none"><li>- <b>Pass</b> at least <u>6 Subjects</u>;</li><li>- Obtained at least <u>Grade C</u> for Bahasa Melayu, English <b>AND</b> Mathematics;</li><li>- Pass with <u>Grade E</u> for Science <b>OR</b> Physic <b>OR</b> Chemistry <b>OR</b> Biology;</li></ul>
STPM	:	Science Stream
Diploma / Bachelor Degree	:	<b>Endorsed</b> by Agensi Kelayakan Malaysia (MQA) / Lembaga Akreditasi Negara (LAN)

### 3.0 CERTIFICATION

Certificate of attendance will be presented to all participants at the end of the course. Participants are required to achieve attendance percentage as stated in the following table;

MODULE	DESCRIPTIONS
Online Class	<ul style="list-style-type: none"> <li>• 100% attendance for modules 1 and 2 of the course</li> <li>• 80% attendance for modules 3 and 4 of the course</li> <li>• 80% attendance for examination workshops</li> </ul>

#### 4.0 METHODOLOGY

A combination of lectures, workshops, discussion and practical activities.

#### 5.0 LANGUAGE MEDIUM

The training can be executed in a dual language option (Bahasa Malaysia and/or English).

#### 6.0 COURSE ASSIGNMENTS

Throughout the course, participants are required to complete the following assignments:

##### □ Daily Quiz

Participants are required to **complete the Daily Quiz** according to the time given to indicate that participants have completed the day of the course.

##### □ Module Assessment

At the end of each course module (Module 1, 2, 3, and 4), participants need to **complete an Assessment Module and must successfully pass the 35/50 pass mark.**

##### □ Group Assignment

Participants are required to **complete Group Assignment (Workplace Assessment Report and Slide)** and make a group work presentation at the end of the course.

#### 7.0 EXAMINATIONS

There will be four (4) papers need to be seated for each participants in order to complete the syllabus. The format are as follows;

PAPER	MODULE	PART	REQUIREMENT	DURATION	FEES
I	I & II	A	20 Objective Questions (Answer All)	30 Minutes	RM250
			10 Subjective Questions (Answer All)	30 minutes	
		B	6 Essay Questions (Compulsory for Question 1 & 2 and any 2 from the rest Questions )	2 hours	
II	III & IV	A	20 Objective Questions (Answer All)	30 Minutes	RM250

			10 Subjective Questions (Answer All)	30 minutes	
		B	6 Essay Questions (Compulsory for Question 1 & 2 and any 2 from the rest Questions )	2 hours	
III	ALL		Practical - Skill Stations 10 Questions (Answer All)	1 Hours	RM150
IV	ALL	A	1 Assignment	6 Weeks	RM100
		B	Presentation and Q&A Sessions	30 Minutes	RM200

**\*\* The examination fees are not included in the course fee.**

## 8.0 COURSE FEES

The fee for Safety and Health Officer course (Online Class) is **RM2,850.00 (Ringgit Malaysia Two Thousand Eight Hundred and Fifty Only).**

The course fee inclusive of;

- Professional Fee
- Experienced Trainer from OSH Industry
- Consultation Session
- Exam Workshop
- Refreshment Class
- E-module for Examination Past Questions
- E-module for Module 1 – 4

## 9.0 HRDCORP CLAIM



- Safety and Health Officer Course is HRDCORP claimable.
- To join this course under HRDCORP grant, participant's company/HR need to register under SBL-Khas scheme at eTRIS system and select Skill Solutions as training provider.
- After attended this course, Skill Solutions will manage the claim from HRDCORP.

## **10.0 COURSE CONTENTS**

The course contents for Safety and Health Officer Course are as follows;

### **10.1 MODULE 1: LAW**

- Objectives
- Introduction to OHS Legislation
- Occupational Safety and Health Act (OSHA) 1994
- Safety and Health Officer Regulation
- Safety and Health Committee Regulation 1996 and Exercise
- Classification, packaging and Labelling of Hazardous to Health Regulation 2000
- Control of Industrial Major Accident Hazards (CIMAH) Regulation 1996
- Case Study
- Factories and Machinery Act 1967
- Regulation on Health
- Regulation on Safety
- Fire Services Act 1988 & Regulations
- Employment Act & SOCSO
- Petroleum Safety Measures Act 1984 and Gas Supply Act 1993
- Introduction & Overview of other related legislation and code of practice

### **10.2 MODULE 2: OSH MANAGEMENT**

- Objectives
- Introduction
- Historical Perspectives
- Incident Prevention
- OHS Policy Organization and Arrangements+(Mini Assignment – Policy)
- Risk Assessment and Management
- OSH program
- OSH promotion and communication
- Information Technology in OSH
- Procurement and Contractor Management
- Personal Protective Equipment for Safety and Health
- Emergency Prevention, preparedness Response and Recovery
- First Aid
- Documentation + Mini Assignment (SOP)
- Performance Measurement, Monitoring + Exercises (Calculation)
- Incident Investigation and Corrective Action
- Auditing and Revision Questions (mini assignment)
- Management Review
- OSH Management Systems and ILO OSH – MS Guidelines

### **10.3 MODULE 3: OCCUPATIONAL SAFETY**

- Objectives
- Housekeeping and Physical Arrangement
- Machinery Hazard

- Safe Guarding of Machinery
- Safe Machine operation
- Safety of Hand Tools and Portable Power Tools
- Maintenance of Machine, Guards and Tools
- General Area Fencing
- Transport safety Defensive driving (Forklift)
- Manual handling
- Mechanical Handling
- Pressurized Equipment
- Construction Safety
- Fire Safety
- Electrical Safety
- Office Safety
- Working in confined space
- Welding Safety
- Demonstration

#### **10.4 MODULE 4: OCCUPATIONAL HEALTH**

- Objectives
- Overview of Occupational Health + OH Lab
- Introduction and Fundamentals of Toxicology
- Overview and Basic principles of Industrial Hygiene
- Occupational Health Standards + IH Lab
- Recognition of Hazards
- Evaluation of Risk
- Control of Hazards
- Exercise of recognition and control of hazard
- Physical Hazards: Noise, Radiation, Vibration, Pressurized Environmental, Thermal stress
- Classification of chemicals
- Specific Hazards: Asbestos, Mineral Dust & Leads
- Chemical Safety Data Sheet (CSDS), Packaging and Labelling + Exercises on CSDS
- Chemical Health Risk Assessment □ Chemical Hazards management
- Industrial Hygiene Monitoring
- Ventilation and indoor air Quality
- Pesticide
- Biological Hazards
- Ergonomics & Ergo Stress
- Practical and Case study
- Mental Workload

#### **10.5 EXAMINATION WORKSHOP**

-End of Proposal-