



Our Ref.: sssb/proposal-sss-on/af/ 2021
Date: 2022

To Whom It May Concern,

PROPOSAL QUOTATION FOR SAFETY COURSE

The details of our offer are as follows;

- 1.0 Course Title : Site Safety Supervisor Course
- 2.0 JKKP Number : JKKP BC 127/682/1 Kit 1(14)
- 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 : RM1850/pax – (Normal Fee)
(Ringgit Malaysia One Thousand Eight Hundred and Fifty Only)
- RM1450.00/pax – (Promotional Fee)**
(Ringgit Malaysia One Thousand Four Hundred and Fifty 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 Site Safety Supervisor at the construction site. The Site Safety Supervisor Competency Course (SSSCC) represents a unique effort of SKILL SOLUTIONS SDN BHD to produce a pool of qualified site safety supervisors for the industry towards the prevention and reduction of occupational accidents, injuries and illnesses in the country.

1.0 OBJECTIVES

The objectives for Site Safety Supervisor Course are as follows;

- Describe the OSH legislative requirements pertaining to construction site;
- Conduct the risk management at the workplace;
- Elaborate OSH requirements for site management; and
- Be a competent Site Safety Supervisor (SSS)

2.0 ENTRY REQUIREMENT

The entry requirements are as follows;

- Malaysian Citizenship; AND
- Possesses at least LCE / SRP / PMR / PT3 / Equivalent

3.0 CERTIFICATION

Certificate of attendance will be presented to all participants at the end of the course. Participants are required to **meet at least 80% of attendance requirements** to qualify them for examination.

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 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.

Group Assignment

Participants are required to **complete Group Assignment (Job Safety Analysis Topic Presentation) and make a group work presentation** at the end of the course.

7.0 EXAMINATION

There will be two (2) 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	ALL	A	30 Objective Questions (Answer All)	45Minutes	RM100
		B	8 Subjective Questions (Answer ONLY 5)	75 Minutes	
II	ALL	A	Site Assessment	20 Minutes	RM250
		B	Topic Presentation	10 Minutes	
			Q&A Session	10 Minutes	

**** The examination fees are included in the course fee.**

8.0 COURSE FEE

The fee for Site Safety Supervisor course is **RM1,850.00 (Ringgit Malaysia One Thousand Eight Hundred and Fifty Only).**

The course fee inclusive of;

- Professional fee
- Examination fee for 2 papers
- Experienced trainer from OSH industry
- Consultation session
- Exam workshop
- Refreshment class
- E-module for examination past questions
- E-module for FMA and OSHA
- E-module for SSS module
- Accommodation (first come first served basis)

9.0 HRDCORP CLAIM



- Site Safety Supervisor 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 ten (10) days are as follows;

10.1 INTRODUCTION

- Introduction to OSH
- History Perspective
- Overview of OSH in Malaysia
- Importance of OSH
- Duties and Tasks of Site Safety Supervisor

10.2 OSH LEGISLATION

- Introduction of OSH legislation
- Occupational Safety and Health Act 1994 and regulations
- Factories and Machinery Act 1967 and regulations
- Factories and Machinery (Building Operations and Works of Engineering Construction)(Safety) Regulations 1986

10.3 OSH MANAGEMENT SYSTEM

- Introduction of OSHMS
- Purpose of OSHMS implementation
- Element of OSHMS
- Benefit of OSHMS

10.4 CONSULTATION AND TRAINING

- Effective communication
- Promotions
- Consultation
- Safety and Health committee functions
- Tool-box briefing
- In-house training

10.5 SITE MANAGEMENT

10.5.1 Site Planning and Budgeting

- Administrative arrangement
- Safety personnel
- Arrangement with sub-contractors
- General sites rules
- Means of communication
- Site layout

10.5.2 Risk Management

10.5.2.1 Hazard Identification, Risk Assessment And Risk Control

- Introduction of HIRARC
- How to conduct HIRARC
 - Practical session

10.5.2.2 Permit to Work System

- Introduction of PTW systems
- Activities required PTW systems

- Procedures for PTW systems

10.5.2.3 Lock Out Tag Out System

- Introduction of LOTO systems
- Procedures for LOTO systems

10.5.2.4 Job Safety Analysis

- Introduction of JSA
- How to conduct JSA
- Practical session

10.5.2.5 Standard Operation Procedures

- Introduction of SOP
- How to develop SOP
- Monitoring and review of SOP

10.5.2.6 Accidents Investigation and Report

- Accident reporting
- Investigation

10.5.2.7 Inspection and Audit

- Workplace inspection
- Type of inspection
- Technique of inspection
 - Safety audit
 - Type of audit

10.5.2.8 Emergency Preparedness

- Emergency response plan (ERP)
 - How to develop ERP
 - Content of ERP

10.5.2.9 Documentation

10.6 OCCUPATIONAL SAFETY □

Site Security

- Site Office Safety
- Site Transport
- Excavation
- Piling
- Formwork/False work And Concrete Work
- Working at Height
- Mechanical; Plant and Machinery Safety
- Electrical Safety
- Hand and Power Tools Safety
- Explosive and Blasting Safety
- Lifting Operations
- Confined Space
- Welding and Cutting
- Demolition Work

- Tunneling Work
- Under Water and Above Water Work
- Housekeeping
- Fire Prevention
- Personal Protective Equipment (PPE)
- Safety Signage

10.7 OCCUPATIONAL HEALTH

- Health and welfare provisions
- Ergonomics
- Occupational health in construction
- First aid management

10.8 SITE VISIT

-End of Proposal-