

## INTRODUCTION

An active safety and health committee team is essential resource of an organisation in terms of reduce safety and health risk and improve safety and health environment at the workplace as well as ensuring compliance with legislation.

This is a course designed for safety and health committee members to understand their roles and function of safety and health committee. Trainer will guide you on the technique of workplace inspection and accident investigation.

## OBJECTIVE

**Participants will be benefit by being able to:**

- Update Occupational Safety and Health (amendment) Act 2022.
- Understand safety and health committee role and function.
- Plan Safety and Health activities by developing objective, target and plan.
- Identify various hazard in the workplace though workplace inspection technique.
- Understand the technique to conduct accident investigation at the workplace.

## COURSE CONTENTS

### 1. Introduction

- Overview Safety and Health Issue in the workplace
- Legal update on Occupational Safety and Health (amendment) Act 2022

### 2. All about Safety and Health Committee

- OSH (Safety and Health Committee) regulation 1997
- Setting up Safety and Health Committee
- Safety and Health Committee role and function
- Establish Objective, Target and Plan for safety and health program

### 3. Conduct workplace inspection

- Identify hazard in the workplace
- Group activity – workplace inspection

### 4. Conduct accident investigation

- Procedure of accident investigation
- Root cause analysis tool - 5 why, fishbone, fault tree
- Interview witness
- Group activity- case study

## TARGET GROUP

Supervisors, manager, safety committee members, EHS personnel.

## METHODOLOGY

Theory Presentation

Case study

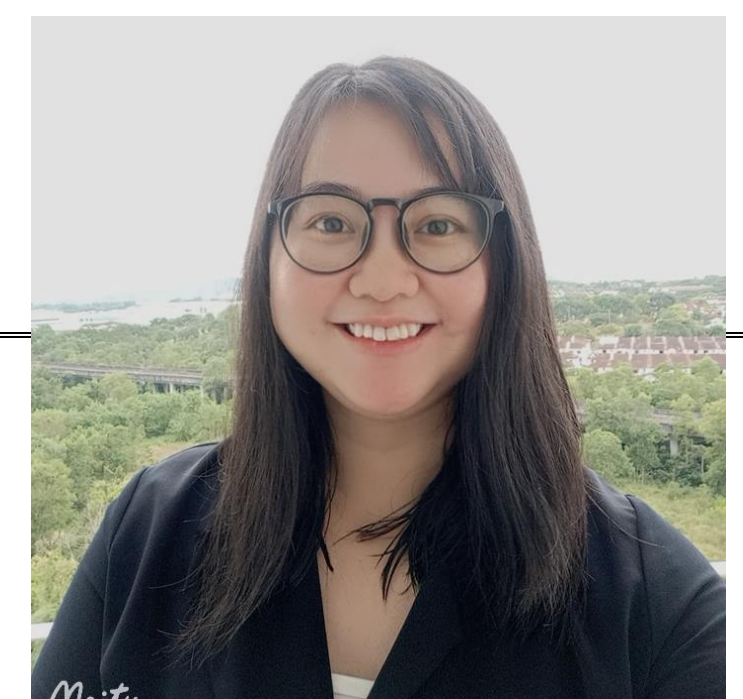
Exercise & Discussion

HRDF SBL-KHAS  
Claimable



## ABOUT SPEAKER

**Trainer: Elaine Tan Yi Ning**



### Education

- Degree in Environmental and Occupational Health, UPM

### Qualification

- More than 10 years experience involved in environmental, safety and health
- Previous Safety and Health Officer (HQ/16/SHO/04/00559)
- ISO14001:2015 & ISO45001:2018 lead auditor
- Waste water treatment plant competent person (CePIETSO-PCP/00772)
- Scheduled waste competent person (CePSWAM/02181)
- Scrubber competent person (CePSO/00573)
- Certified HRDF Trainer (TTT/6343)

## FOR MORE DETAIL, PLEASE CONTACT

### YN Safety and Health Consultancy Services

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Other Safety and Health Consultancy Services are provided. Please contact to get more details.