

# 2 – DAY EFFECTIVE SAFETY AND HEALTH COMMITTEE



## Introduction

This course provides with solid foundations in managing effective safety and health committee toward reduce risk at working place.

## Course Objectives

By the end of this course, you will be able to:

- Have a good mutual understanding of the OSH management process with emphasis on functions and scope of employers and employees.
- Understanding the values and moral of OSH at working place
- Know how to recognize hazards.
- Learn how to eradicate or reduce hazards.
- Gain two-way discussion between management and employee.
- Learned to conduct the more effective safety and health committee.

## Methodology

Lecture with audio and video visuals aids, role-play & case study, practical session on workplace assessment and theory & practical test, and to be conducted in English and Bahasa.

The trainer will have to ways discussion with participants to avoid getting bored and invite to have practical exercise and presentation.

## Who Should Attend?

- Safety and Health committee member and any invited guess



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## Course Outline

### MODULE 1:

- Introduction
- Management of safety and health system

### MODULE 2:

- Effective Safety and Health Committee
- Objective
- Benefits of established a committee

### MODULE 3:

- Establishment of safety and health committee
- Participation
- Commitment
- How to run meeting

### MODULE 4:

- Factors leading to ineffective safety and health committee meeting
- Forum sharing

### MODULE 5:

- Hazards Identification Risk Assessment and Risk Control
- Group discussion and presentation

### MODULE 6:

- Working place inspection
- Group inspection and presentation

### MODULE 7:

- Incident investigation
- Group discussion and presentation

### MODULE 8:

- Live conduction Effective Safety and Health Committee meeting

