#### INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA



NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

KURIKULUM KURSUS COURSE CURRICULUM TEL: 03 - 8911 3800 FAX: 03 - 8926 3900 URL: www.niosh.com.my



| COURSE TITLE    | : Fundamental OSH for Supervisor (Remote Learning) |              |              |
|-----------------|--|--------------|--------------|
| COURSE DURATION | : 2-day(s) / 13.50-hour(s)                         | COURSE CODE  | : FOSH-SV-RL |
| COURSE CATEGORY | : Non-Competency                                   | COURSE LEVEL | : Basic      |
| HRD CORP SCHEME | : Claimable  |              |              |
| COURSE FEE      | : RM 432.00 (inclusive of 8% SST)                  |              |              |

### 1. OBJECTIVE(S):

At the end of the course, the participant will be able to:

- i. Explain the roles, responsibilities and functions as a supervisor with respect to OSH at the workplace.
- ii. Understand and implement the various OSH programme.

#### 2. TARGET GROUP(S):

i. Supervisors and interested parties.

#### 3. ENTRY REQUIREMENT(S):

- i. Able to read and write in Malay/ English.
- ii. Must have device (Computer/Laptop) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- iii. Must have good internet connection; AND
- iv. Zoom account registered with personal email.
- v. Must use Google Chrome or Mozilla Firefox only.

#### 4. TOPIC(S):

- i. Course Introduction and Ice Breaking.
- ii. Overview of OSH Management System.
- iii. Supervisor Responsibilities.
- iv. Risk Assessment.
- v. Safe Work Practices.
- vi. Inspection, Audit and Incident Investigation.

#### 5. LIST OF REFERENCE BOOK(S):

i. Occupational Safety and Health Act 1994.

#### 6. LIST OF TEACHING AID(S):

- i. Computer/Laptop.
- ii. Learning accessories.

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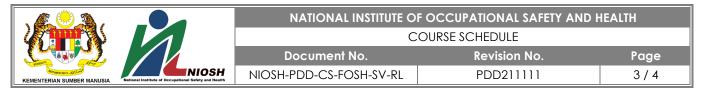
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# 7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Spot the hazards.
- iii. Discussion and site video



# COURSE TITLE: FUNDAMENTAL OSH FOR SUPERVISOR (REMOTE LEARNING)

#### DAY ONE

| TIME        | HOUR | TOPIC  | TRAINER / FACILITATOR |
|-------------|------|--|-----------------------|
| 0830 – 0845 | 0.25 | Registration Course  | NIOSH                 |
| 0845 – 0915 | 0.50 | Course Introduction and Ice Breaking<br>• Information of Industries<br>• Incident Statistic<br>• Lesson Learned Case |                       |
| 0915 – 1045 | 1.50 | Overview of OSH Management System<br>• Legal Requirements<br>• OSHMS MS1722: 2011                                    |                       |
| 1045 – 1100 | 0.25 | BREAK  |                       |
| 1100 – 1315 | 2.25 | Supervisor Responsibilities<br>• Responsibilities<br>• OSH Consultations and Communications                          |                       |
| 1315 – 1415 | 1.00 | LUNCH BREAK  |                       |
| 1415 – 1545 | 1.50 | Risk Assessment<br>• Overview of HIRARC<br>• Classroom Activity  |                       |
| 1545 – 1600 | 0.25 | BREAK  |                       |
| 1600 - 1715 | 1.25 | Risk Assessment (Continuation)<br>• Overview of HIRARC<br>• Classroom Activity                                       |                       |
|             | 7.00 | END OF DAY ONE   |                       |

|                                       |  | NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH |              |       |
|---------------------------------------|--|--|--------------|-------|
|                                       |  | COURSE SCHEDULE                                      |              |       |
|                                       |  | Document No.   | Revision No. | Page  |
| KEMENTERIAN SUMBER MANUSIA National I | Nitional Institute of Occupational Safety and Health | NIOSH-PDD-CS-FOSH-SV-RL                              | PDD211111    | 4 / 4 |

# DAY TWO

| TIME        | HOUR | TOPIC  | TRAINER / FACILITATOR |
|-------------|------|--|-----------------------|
| 0900 – 1030 | 1.50 | Safe Work Practices<br>• PTW<br>• JHA<br>• PPE<br>• Machinery Guarding<br>• SOP  |                       |
| 1030 – 1045 | 0.25 | BREAK  |                       |
| 1045 – 1215 | 1.50 | Continuation   |                       |
| 1215 – 1315 | 1.00 | Inspection, Audit and Incident Investigation<br>• Behavioural Safety<br>– Unsafe Act/ Unsafe Condition<br>• Safety Inspection/ Audit<br>• Incident Investigation<br>• Classroom Activity |                       |
| 1315 – 1415 | 1.00 | LUNCH BREAK  |                       |
| 1415 – 1545 | 1.50 | Continuation   |                       |
| 1545 – 1600 | 0.25 | BREAK  |                       |
| 1600 – 1700 | 1.00 | Continuation   |                       |
|             | 6.50 | END OF THE COURSE  |                       |