

## HOW TO RUN AN EFFECTIVE SAFETY AND HEALTH COMMITTEE MEETING

Remote  
Online  
Training  
via



09-10 September 2021 (Thursday-Friday)  
9.00 am – 5.00 pm

5 CEP Points

### Introduction:

Safety and Health Committee (SHC) is where the representatives from both employer and employee come together to develop rules, systems, policies, and review them. It is important for this committee to function to the fullest, for the safety, health and well-being of the people working in our organization.

This 2-day program aims to make SHC meetings interesting and productive, by examining the important preparations for before, during and after the meetings. This program also aims to produce a ready-to-use meeting notice and agenda, meeting check list, and template for meeting minute.

It is recommended that the participants are allowed to bring a copy of meeting notice and minutes to facilitate their learning.

### Who Should Attend:

Chairman, secretary, and members for Safety and Health Committee, individuals aspiring to be member of Safety & Health Committee, and interested individuals.

### Learning Outcomes:

Upon completion of program, participants will be able to:

- ✓ Describe the vital elements for effective meetings;
- ✓ Produce effective meeting notice;
- ✓ Describe the essential elements of a productive meeting;
- ✓ Prepare effective meeting minutes.

HRDF Claimable  
Under SBL KHAS Scheme\*

### Methodology:

The program includes combination of theoretical discussions, case studies, and group discussion.

### Program Outlines

Program Time	Topic(s)	
	Day 1 (09 September 2021)	Day 2 (10 September 2021)
9.00 am	Registration   Pre-Test	Registration   Synergy
9.15 am	Revisit the Self-Regulation Concept Safety & Health Committee – Why <ul style="list-style-type: none"> <li>▪ OSH Legal Requirements</li> <li>▪ Composition of Safety &amp; Health Committee</li> </ul> <i>Activity: Composition of Safety &amp; Health Committee</i>	Safety & Health Committee – How <ul style="list-style-type: none"> <li>▪ Safety &amp; Health Committee Meetings</li> </ul> Constitute a Valid Meeting <ul style="list-style-type: none"> <li>▪ Meeting call to order</li> <li>▪ Quorum</li> <li>▪ The role of Chairman and Secretary</li> </ul>
10.15 am	Morning coffee break	Morning coffee break
10.30 am	Common Pitfalls of Meetings Principles of Meeting <ul style="list-style-type: none"> <li>▪ What we know and what we do not know about meetings</li> </ul> Introduction to Meeting Procedures <ul style="list-style-type: none"> <li>▪ Rules of Order</li> <li>▪ Relate it to Safety &amp; Health Committee</li> </ul>	Conduct a Valid Meeting <ul style="list-style-type: none"> <li>▪ Motion</li> <li>▪ Debate</li> <li>▪ Voting</li> </ul> <i>Activity: Main Motions and Secondary Motions</i>
12.30 pm	Lunch	Lunch
1.30 pm	Safety & Health Committee – What <ul style="list-style-type: none"> <li>▪ Functions of Safety &amp; Health Committee</li> <li>▪ OSH Related Laws</li> </ul> <i>Activity: OSH Related Laws</i>	Simulation 1: Convention and Constitution <ul style="list-style-type: none"> <li>▪ Mock Meeting</li> </ul> Simulation 2: Conduct of Meeting <ul style="list-style-type: none"> <li>▪ Mock Meeting</li> </ul>

\*Please note that this is a **Public** program. According to HRDF Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under SBL KHAS Scheme.

**Closing date for registration:  
03 September 2021**

**PUBLIC PROGRAM**

**flexiEdge Training PLT**  
Shoplot No. 9, Ground Floor,  
Hotel Equatorial Penang,  
1, Jalan Bukit Jambul,  
11900 Bayan Lepas, Penang.  
Tel/ Fax: 604-646 8377

	Day 1 (09 September 2021)	Day 2 (10 September 2021)
1.30 pm <i>(continue)</i>	<i>(continue...)</i> Seek out the problem <ul style="list-style-type: none"> <li>▪ How to make use of HIRARC, Inspection and Investigation</li> </ul> <i>Activity: Seek out the problem</i>	
3.15 pm	Afternoon coffee break	Afternoon coffee break
3.30 pm	Convene a Valid Meeting <ul style="list-style-type: none"> <li>▪ The Role of Notice and Agenda</li> </ul> <i>Activity: Notice and Agenda</i>	Importance of Meeting Minutes <ul style="list-style-type: none"> <li>▪ Decisions</li> <li>▪ Unfinished Business</li> </ul>
4.30 pm	Q&A session	Q&A session Post-Test Training Evaluation
5.00 pm	End of program for Day 1	End of program for Day 2

**Course Leader**

**Mr. Gan Hoo Kok** has a strong passion in safety and health, as he has been seeing the bad consequences from his experience with more than 15 years of experience in emergency ambulance service.

He has been working to improve safety and health for ambulance industry way before he was qualified as Safety and Health Officer.

Hoo Kok has vast experience working in various industries, allowing him to understand the different needs of various industries. He is currently serving a private hospital in Penang as Safety Officer.

He is a HRDF Certified Trainer, while his another forte in training is Emergency Care, he is also a Member of National Association of Parliamentarians. He was a First Aid Trainer since year 2000, and he is also qualified to train Basic Life Support and Advanced Life Support. He also train people skills such as Leadership, Presentation, Communication, and Team building.

Below are his much sought after programs by client(s):

- ✓ Writing Effective Meeting Minute for Safety and Health Committee
- ✓ How to Run an Effective Safety Health Committee Meeting
- ✓ How to start a work place defibrillator programme
- ✓ Event Medical Services as Risk Management
- ✓ First Aid and CPR
- ✓ Automated External Defibrillator (AED)
- ✓ Skills Workshop for ERTs
- ✓ Managing Trauma at Work Place

**Investment / Participation Fees**

 <p><b>Category 1:</b> <b>Special Offer Rate</b></p> <p>for Registered Participants for our <i>Safety &amp; Health Conference 2021: "Sustaining the Resilient OSH Framework"</i> on 22-23 September 2021: <b>RM 265.00 per participant</b></p>	<p><b>Category 2:</b></p> <p><b>Safety &amp; Health Officers (SHOs)</b></p> <p><b>RM 318.00 per participant</b></p> 	<p><b>Category 3:</b></p> <p><b>Normal Rate:</b></p> <p><b>RM 371.00 per participant</b></p> 
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**REGISTRATION FORM**

**How to Run An Effective Safety and Health Committee Meeting**

**5 CEP Points**

**09-10 September 2021, 9.00 am – 5.00 pm**

Remote  
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Training  
via



No.	Details of Participant(s)	Designation	Category 1 (please tick ✓)	Category 2 (please tick ✓)	Category 3 (please tick ✓)	*Self-Sponsored? (please tick ✓)
1	Name:					
	MyKad No.:					
	SHO Registration No.:					
2	Name:					
	MyKad No.:					
	SHO Registration No.:					
3	Name:					
	MyKad No.:					
	SHO Registration No.:					

**Registration Submitted By:**

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

**Registration Process & Payment Method:**

- Please note that this program is registered under **SBL-KHAS** Scheme. **Participation fees will be deducted from employer's HRDF account and paid directly to flexiEdge Training PLT.**
- Employer/ Company to fill up and complete the registration form and email to Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at **administrator@flexiedge.com.my**
- flexiEdge Training PLT will email the confirmation notification to Employer/Company.
- Employer/Company needs to submit training grant application to HRDF before program date. Once approved by HRDF, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration).
- Employer/ Company and flexiEdge Training PLT to chop-sign the JD/14 form and return to flexiEdge Training PLT for claim submission purpose.

**For Self-Sponsored Participants\*:**

Enclosed herewith Cheque/ Bank Draft (No. \_\_\_\_\_) amounting to RM \_\_\_\_\_ for ( ) participant(s), crossed and made payable to "flexiEdge Training PLT" OR Bank in / IBG transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip/ payment advice.

\*For self-sponsored participant(s), registration will only be guaranteed if full payment is received before program.

**Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at [administrator@flexiedge.com.my](mailto:administrator@flexiedge.com.my) or through fax to 04-646 8377. For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-646 8377/ 012-479 8377/ 013-588 3355**

**Terms and Conditions**

- Fees are inclusive of soft copy program materials (in pdf) and e-certificate of attendance.
- Program confirmation will be given through email before the program date.
- (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged.  
(b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, **only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day shall be fully billed. No refund if participant/ replacement does not turn up on the training day.**
- flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

Visit us at [www.flexiedge.com.my](http://www.flexiedge.com.my)

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