



Safety and Health Committee In Action

13 - 14 January 2025 (Monday & Tuesday), 9.00 am – 5.00 pm
Eastern & Oriental (E&O) Hotel, Penang

Overview:

Safety and health committee plays an important role in promoting workplace well-being and preventing workplace accidents and injuries. The appointment of management, employees' representatives and safety experts are according to Occupational Safety and Health (Safety and Health Committee) Regulations 1996, to identify hazards, develop safety and health policies and promote culture of safety in the organization. A committed safety and health committee is vital for driving workplace safety and workers well-being. Employees' active participation brings along valuable insights, identify hazards and champion safety initiatives, fostering a culture of collective responsibility for a safer work environment.

Who Should Attend:

Safety & Health Officers (SHOs), Safety & Health Committee Members, OSH Practitioners, Directors, CEOs, General Managers, Safety & Health/ Facilities/ Operations Managers, Executives, Officers and those handling OSH matters.

Learning Outcomes:

Upon completion of program, participants will be able to:

- ✓ Understand the legal requirement and regulation for safety and health committee;
- ✓ Explain the function of safety and health committee;
- ✓ Comprehend the roles and responsibilities of safety and health committee members;
- ✓ Discuss the commitment of safety and health committee in preventing workplace accidents, promoting workplace safety and employees' well-being in safe work environment.

**10 CEP Points according to
DOSH Guideline of CEP
Point System**

Methodology:

This practical workshop will have a combination of slide presentations, case studies, and group discussion.

Program Outline

Day 1:

HRD Corp Claimable Course*

9.00am	Registration Welcome to the program
9.15am	Module 1: Introduction to Safety and Health Committee <ul style="list-style-type: none"> ▪ Purpose and Objectives of the Safety and Health Committee ▪ Legal Requirement and Regulation ▪ Roles and Responsibility
10.15am	Morning coffee break
10.30am	Module 2: Hazard Identification and Risk Assessment <ul style="list-style-type: none"> ▪ Understanding and Identify Workplace Hazard and Risks ▪ Method: workplace Inspections, Incident Reports, Investigation and Employee's feedback ▪ Conducting Risk Assessments and Prioritizing Hazards Module 3: Safety Controls and Mitigation <ul style="list-style-type: none"> ▪ Introduction to the Hierarchy of Controls ▪ Selecting and Implementing Appropriate Control Measures ▪ Evaluating the Effectiveness of the Controls
12.00pm	Lunch

*Please note that this is a **Public** program. According to HRD Corp Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under HRD Corp Claimable Courses.

**Closing date for registration:
03 January 2025**

flexiEdge Training PLT
Suite 034, Ground Floor,
Kompleks Eureka, USM,
Jalan Sungai Dua,
11800 Gelugor, Penang.
Tel/ Fax: 604-656 7488

1.00pm	<p>Module 4: Emergency Preparedness and Response</p> <ul style="list-style-type: none"> ▪ Developing Emergency Response Plans ▪ Roles and Responsibilities during Emergencies ▪ Conducting Emergency Fire Drill exercises <p>Module 5: Accident Investigation and reporting</p> <ul style="list-style-type: none"> ▪ Importance of the Reporting and Investigation ▪ Procedures to Reporting Accidents, Near Misses and Hazardous Conditions ▪ Conducting thorough Investigation and Implementing Corrective Action
3.15pm	Afternoon coffee break
3.30pm	<p>Module 6: Safety Training and Awareness</p> <ul style="list-style-type: none"> ▪ Identifying Training needs for the employer and employees ▪ Develop and Delivering Safety Training Programs ▪ Evaluating the Effectiveness of the Training <p>Module 7: Workplace Ergonomics and Well-Being</p> <ul style="list-style-type: none"> ▪ Understanding Ergonomics and its impact to Health ▪ Identifying Ergonomic risk factor and implementing Ergonomic Solutions ▪ Promoting Employees well-being and Mental Health Awareness
5.00pm	Program ends for Day 1
Day 2:	
9.00am	Registration Recap Day 1 Learning
9.10am	<p>Module 8: Safety Culture and Communication</p> <ul style="list-style-type: none"> ▪ Creating a Positive Safety Culture ▪ Effective Communication to promote Safety ▪ Encouraging employee involvement in Safety Initiatives
10.15am	Morning coffee break
10.30am	<p>Module 9: Legal Compliances and Regulations</p> <ul style="list-style-type: none"> ▪ Overview of relevant Safety and Health Regulations ▪ Compliances with Legal Requirements ▪ Keeping abreast of regulation Updates and changes
12.00pm	Lunch
1.00pm	<p>Module 10: Committee Management and Collaboration</p> <ul style="list-style-type: none"> ▪ Effective Committee Structure and processes ▪ Facilitating productive Committee Meetings ▪ Collaboration with Management, Employees and Other Stakeholders <p>Module 11: Continuous Improvement and Evolution</p> <ul style="list-style-type: none"> ▪ Monitoring and Evaluating Safety Performance ▪ Implementing Feedback mechanisms for continues Improvement ▪ Reviewing and Updating Safety Policies and Procedures
3.15pm	Afternoon coffee break
3.30pm	<p>Module 12: Case Study</p> <ul style="list-style-type: none"> ▪ Analyzing Real-World Scenarios and Case Studies ▪ Conducting Mock Safety Inspections and Hazard Assessment ▪ Role Playing exercises for Effective Communication and Problem Solving <p>Module 13: Assessments</p> <ul style="list-style-type: none"> ▪ Knowledge Assessments and Quizzes

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	<ul style="list-style-type: none"> ▪ Practical Demonstrations and Exercises ▪ Reference Material and Guide
5.00pm	Training Evaluation Program ends for Day 2

Course Leader

Mr. Sairam Sinniah has been in the Safety Industry especially in Fire Safety and Personal Development Sector since 2015. He has conducted more than 600 classes and trained more than 20,000 people in 9 years duration to Public, Government and Private Sectors.

He began his career in United Asia Fire Prevention Centre as a Consultant and eventually promoted to External Affairs Manager in just 1 year, where he first began dabbling in the world of safety. He then made a move to Freedom Discovery Management where he took on the role of Senior Trainer/ Program Creator. There, he was instrumental in establishing Fire Safety Awareness, conducting Mock Fire Drills, Occupational First Aid, setting up Basic ERT (Emergency Respond Team) and identifying high risk area in client premises according to their operations. He also assisted in developing industry safety modules and devices, and specific hazard analysis.

Mr. Sairam is competent in conducting First Aid Training, and created the "1 Home 2 Aider Programme" which aims to educate and implement CPR knowledge to homeowners and their loved ones to effectively handle Medical Emergencies at home. Besides this, he provides end-to-end consultancy services to clients seeking to achieve ISO 1400 2004 certification. He also works closely with Certification Bodies such as Akademi Bomba dan Penyelamat Malaysia, and attends international safety conferences to be updated in the latest in the world of safety and ensure his program's validity.

He is also a Fork Lift Driving trainer and has created a Defensive Fork Lift Driving training module. This module covers both Employer/Employees Safety and Loss Prevention. With the growing numbers of foreign workforce in Malaysia, the safety implementations and enforcements has become one of the challenging areas as the safety differs from one country to another country. Therefore, Safety needs to be implemented from their residents to their work place and vice versa, to ensure the action are taken into the employer's responsibilities and employees norms. Mr. Sairam is certified Employees' Housing, Accommodation And Amenities under NIOSH Programme.

Additionally, he has designed and conducted Team Building trainings for the past 8 years for various clientele which amplifies his trainings with not only knowledge but with an injection of fun!

Investment / Participation Fees

RM 1,620.00 *(inclusive 8% SST)* per participant

REGISTRATION FORM



Safety and Health Committee In Action

13 - 14 January 2025 (Mon & Tues), 9.00 am - 5.00 pm

Eastern & Oriental (E&O) Hotel, Penang

No.	Name of Participant(s)	NRIC No.	*Self-Sponsored? (please tick ✓)	Vegetarian? (please tick ✓)
1				
2				
3				

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Registration Submitted By:		
Company Name:		
Company Address:		
Contact Person:		Designation:
Tel:	Fax:	Email:
<p>Registration Process & Payment Method:</p> <p>(1) Please note that this program is registered under HRD Corp Claimable Course (SBL-Khas). Participation fees will be deducted from employer's HRD Corp account and paid directly to flexiEdge Training PLT.</p> <p>(2) 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</p> <p>(3) flexiEdge Training PLT will email the confirmation notification to Employer/Company.</p> <p>(4) Employer/Company needs to submit training grant application to HRD Corp before program date commencement. Once approved by HRD Corp, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration Form).</p> <p>(5) Employer/ Company and flexiEdge Training PLT to sign and stamp the JD/14 form and return to flexiEdge Training PLT for claim submission purpose.</p>		
<p>For Self-Sponsored Participants*: Enclosed herewith Cheque/ Bank Draft (No. _____) amounting to RM _____ for (_____) participant(s), crossed and made payable to "flexiEdge Training PLT" <u>OR</u> Bank in / IBG transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip/ payment advice.</p> <p>*For self-sponsored participant(s), <u>registration will only be confirmed if full payment is received before commencement of program.</u></p>		
<p>Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at administrator@flexiedge.com.my</p> <p>For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-656 7488/ 012-479 8377/ 013-588 3355</p>		

Terms and Conditions

- Registration/ Participation fees are inclusive of hard copy program materials, refreshments, lunch and 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(s) shall be fully billed. No refund if participant/ replacement does not turn up on the training day(s).**
- 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