



## **FUNDAMENTAL OCCUPATIONAL SAFETY & HEALTH FOR SUPERVISORS TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor



+603 8022 8330



+603 8022 8201



info@mtbmgroup.com



mtbmgroup.com

**Course Title:** Fundamental Occupational Safety & Health for Supervisor Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION:**

This training provides participants with essential knowledge and fundamental supervisory skills required to manage workplace safety and health effectively. It covers core OSH principles, Malaysian legal requirements, hazard identification, risk assessment, control measures, incident prevention strategies, and communication responsibilities of supervisors. Participants will gain a strong understanding of their roles in promoting safe behaviour, enforcing safety rules, conducting inspections, and responding to emergencies in alignment with OSHA 1994, OSHA (Amendment) 2022, Factories and Machinery Act, DOSH guidelines, and industry OSH best practices.

## **OBJECTIVE(S):**

- Understand fundamental OSH concepts, principles and terminologies.
- Identify statutory requirements under OSHA, FMA, and OSH (Amendment) Act 2022.
- Recognize common workplace hazards across various work environments.
- Conduct basic Hazard Identification, Risk Assessment & Risk Control (HIRARC).
- Apply effective risk control measures using the hierarchy of control.
- Strengthen safety leadership skills required from supervisors.
- Perform workplace inspections and monitor unsafe acts & conditions.
- Support incident reporting, investigation and corrective actions.
- Promote a proactive safety culture within work teams.

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**TARGET GROUP(S):**

- Supervisors, Line Leaders & Team Leaders
- OSH Committee Members
- Technicians, Operators & Safety Champions
- New Supervisors transitioning to OSH responsibilities
- Any personnel involved in monitoring workplace safety

**ENTRY REQUIREMENT(S):**

- Able to communicate in Malay / English
- No specific OSH background required (introductory level)

**TOPIC(S):**

1. Introduction to Occupational Safety & Health
2. Malaysian OSH Legal Requirements (OSHA 1994 & OSHA 2022)
3. Roles & Responsibilities of Supervisors
4. Workplace Hazards & Risk Factors
5. Hazard Identification, Risk Assessment & Risk Control (HIRARC)
6. Safe Work Practices & Safety Communication
7. Workplace Inspection Techniques
8. Incident / Accident Reporting & Investigation
9. Emergency Preparedness for Supervisors
10. Developing a Proactive Safety Culture

**LIST OF REFERENCE BOOK(S):**

- OSHA 1994 & OSHA (Amendment) Act 2022
- Factory & Machinery Act (FMA)
- DOSH Guidelines & Industry Codes of Practice
- ISO 45001:2018 (OSH Management System Guidance)

**LIST OF TEACHING AID(S):**

- LCD projector
- HIRARC forms and templates
- Incident & inspection forms
- Sample Safety Procedures
- Flip chart / whiteboard

**METHODOLOGY(S):**

- Interactive lecture
- Group discussion
- Case studies
- Role-play and scenario-based exercises
- Practical activities

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 10:15 am	Topic 1: Introduction to OSH & Supervisor Responsibilities
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 2: OSHA 1994 & OSHA Amendment 2022 – Key Requirements
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 3: Hazard Identification, Risk Assessment & Risk Control (HIRARC)
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 4: Workplace Safety & Health Responsibilities for Supervisors

## Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Effective Safety Communication & Toolbox Briefings
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 6: Incident Reporting, Investigation & Corrective Actions
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 7: Emergency Preparedness & Safe Work Procedures
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 8–10: Case Studies, Practical Activities & Role Play