



EFFECTIVE SAFETY & HEALTH COMMITTEE (SHC) TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

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

Course Title: Effective Safety & Health Committee (SHC) Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This 2-day training program is designed to enhance the effectiveness of Safety and Health Committees (SHC) in organizations. The course covers the roles, responsibilities, and functions of SHC members, emphasizing the importance of proactive safety management, compliance with legal requirements, and fostering a culture of safety in the workplace.

OBJECTIVE(S):

- Understand the legal framework governing Safety and Health Committees (SHC).
- Define the roles and responsibilities of SHC members.
- Learn how to identify, evaluate, and mitigate workplace hazards.
- Develop skills to conduct effective safety meetings and inspections.
- Foster a proactive safety culture within the organization.

TARGET GROUP(S):

- SHC members (both employer and employee representatives).
- Safety and health officers.
- Managers and supervisors.
- Employees involved in workplace safety management.

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate verbally in Malay/English.

TOPIC(S):

1. Introduction to Safety and Health Committees and Legal Framework.
2. Roles and Responsibilities of SHC Members.
3. Hazard Identification, Risk Assessment, and Control (HIRARC).
4. Conducting Effective SHC Meetings and Workplace Inspections.
5. Developing and Implementing Safety Programs.

LIST OF REFERENCE BOOK(S):

- Occupational Safety and Health Act (OSHA) 1994.
- Guidelines on Safety and Health Committees by DOSH Malaysia.

LIST OF TEACHING AID(S):

- LCD projector and computer.
- SHC templates and checklists.
- Whiteboard with accessories.

METHODOLOGY(S):

- Lecture.
- Group discussions.
- Role-playing SHC meetings.
- Practical exercises on hazard identification.

TRAINING SCHEDULE

Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Introduction to SHC and Legal Framework
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 2: Roles and Responsibilities of SHC Members
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 3: Hazard Identification, Risk Assessment, and Control (HIRARC)
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Group Activity: Identifying Workplace Hazards

TRAINING SCHEDULE

Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 4: Conducting Effective SHC Meetings and Workplace Inspections
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 5: Developing and Implementing Safety Programs
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Practical Session: Planning a Workplace Safety Program
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Group Exercise: Conducting a Mock SHC Meeting