



# TRAINING – HEALTH AND SAFETY COURSE SYLLABUS



## OSH-C (Occupational Safety & Health Coordinator) Program

### Course Summary

The OSH Coordination Program is designed to enhance Participants to assist Company Safety Policy, manage and maintain occupational safety and health documentation and assist in risk management activities for the Company.

Beside the general safety skillset and expectation, participants are also given awareness in leadership and management of personal development.

This to empower the participant to seek continuous improvement and ability seek new knowledge independently and proactively. This includes knowledge about the purpose, objectives, and significance of being a OSH Coordinator in accordance to the Occupational Safety and Health 1994 and Factories and Machinery Act 1967.

Acquire the necessary skills to manage and maintain Occupational Safety and Health documents and participate actively in promoting a Generative Safety Culture.

### Course Outline

The course comprises of two (03) major components. The first component is the understanding OSH Act 1994 and Factory and Machinery Act 1967. By understanding and implementing the various provisions of these Acts, employees will be empowered to assist in activities and documentation of OSH programs to control workplace accidents. This will enable the employee to carry out their OSH functions confidently and effectively.

The second component is related to numerous Safety Activities and general knowledge in Safety compliance. This will include safety documentation, audits and general documentation in compliance to OSH 1994 and F & M Act 1967.

The 3rd Component is cognisant skillset in Crew Resource Management to encourage Growth Mindset towards Life-Long-Learning (*Continuous Improvement*). The modules encompass the understanding of 6 safety related skillset namely, Situational Awareness, Decision Making, Communication, Team Work, Leadership and Performance Shaping Factors. Brief knowledge given in Psychological Models to execute excellence in Health, Safety and Environment (HSE) behavioural practices.

By integrating all 3 components of learning i.e., Safety Compliance, Safety Documentation and Cognisant Skillsets, participants will embrace the need for Continuous Improvement, in a more sustainable manner.

This desired change in behaviour, will encourage individuals' commitment to uphold organisational vision of a Generative Safety Culture, holistically and meaningfully.

**Duration** – 3 days

### Target Group

- 1 - Any Employee in Supervisory/ Management and/or Human Resource Department
- 2 - Any Employee involved in Production/ Work Site and/or in Safety Team
- 3 - Employees involved in Technical Department.



# TRAINING – HEALTH AND SAFETY COURSE SYLLABUS



## Methodology

Lecturer/ Audio Video Presentation/ Assignments/Experiential Training - Mock Up Sessions

## Targeted Industry

All Industry subjected to: OSH Act 1994 and Factory and Machinery Act 1967

## Topic / Module / Duration / Fee

OSH Act 1994 and Factory and Machinery Act 1967	8hrs	RM890/pax
Occupational Safety and Health Management, Processes and Documentation	8hrs	RM890/pax
Occupational Safety and Health (OSH) Cognisant Skillsets and Generative Safety Culture	8hrs	RM890/pax

## Instructor

Engr. Yeo Cheng Kwan's diverse career has placed a central emphasis on **Health and Safety**. During his independent consultancy from 2015 to 2021, he played a crucial role in elevating safety standards on global offshore installations, offering **Performance and Safety Excellence Programs** that included Crew Resource Management and PBED modules. Additionally, his tenure as a Designated Person Ashore (DPA) and Company Security Officer (CSO) at Sapura Acergy from 2009 to 2012 highlighted his unwavering commitment to safety and security. He provided guidance on ISM and ISPS Code requirements, ensuring alignment with the Company Safety Management System and enhancing operational safety. As the Deputy Project Manager, he oversaw the integration of Management Systems, reinforcing his dedication to enhancing safety standards. His role as Quality Assurance Manager at Star Cruises from 2005 to 2007 further underlines his dedication to enhancing safety and security standards, exemplified by his international-standard operational audits onboard cruise ships. Engr. Yeo Cheng Kwan's career underscores his unwavering commitment to ensuring **top-tier safety standards** across diverse industries.