



# EFFECTIVE SAFETY & HEALTH COMMITTEE TRAINING

A well-trained safety committee is a very valuable tool to help management provide a safe workplace for employees and improve the bottom line of any company, large or small. The purpose of the safety committee is to assist management in providing a safe workplace. The committee members, being active safety advocates, accomplish this. Acting as the liaison between workers and management, committee members work to ensure a cooperative effort to improve safety in the workplace. A safety committee should be comprised of managers, supervisors, workers and union representatives. This committee should reflect a diverse cross-section of the work force. Employee participation is very important to this committee. Volunteers, rather than appointees, are more likely to be active and interested in fulfilling the mission of the safety committee.

**[ TRAINING OBJECTIVES ]**

- At the end of the course, participants will be able to:
- \* Function effectively as a member of their Health & Safety Committee
  - \* Contribute to OSH legal compliance
  - \* Contribute to minimizing health and safety risks in their workplace.

**[ WHO SHOULD ATTEND ]**

- \* Safety, health and environment personnel/practitioner
- \* Safety and health officer
- \* Safety and health committee member

**[ COURSE CONTENTS ]**

- \* OSH Policy and Objectives
- \* Effective OSH Committee Meeting
- \* OSH Committee Meeting Legal Requirements
- \* Committee function
- \* Meeting input and output
- \* Occupational Safety and Health Act and Regulations
- \* Factories and Machinery Act & Regulations
- \* Hazard Identification, Risk Assessment and Risk Control
- \* What is Hazard and Risk
- \* Incident Prevention, Reporting and Investigation
- \* Emergency Preparedness and Prevention

**[ COURSE CONTENTS ]**

- \* Audit and Inspection Skills
- \* Audit and Inspection Checklist
- \* Audit and Inspection Reporting
- \* Workplace HIRARC Discussion

**Training Consultant - Ms Lily Ismail**

Certified OSH Trainer with TTT certification. Expertise in handling major corporate project with top management, thought leaders and key decision makers at all level at matrix organization. Solid background in safety training & development, process improvement and programme implementation. Conduct safety walk-through / meeting with client to identify potential workplace hazards and developing effective mitigation controls. Setting up PPE Matrix with comprehensive assessment report.

**DURATION: ONE DAY**



**100% HRDF Claimable + 5 CEP Points**

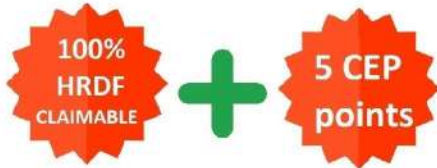
Kindly contact us for registration  
**04-502 3882 (Shu En-141, Ati-109, Yee Swat-103)**  
 or email to [ehs.safetyware.com.my](mailto:ehs.safetyware.com.my)

**Safetyware Ehs Consultancy Sdn Bhd**  
 SAFETYWARE EHS CONSULTANCY SDN. BHD (954196-M)  
 (A member of safetyware group)  
[www.ehs.safetyware.com.my](http://www.ehs.safetyware.com.my) / [ehs@safetyware.com.my](mailto:ehs@safetyware.com.my)

**DATE : 10-12-2019**  
**TIME : 9.00am - 5.00pm**  
**Venue : Novux Training Room,**  
**Jalan Ampang KL**



# Safety Committee & Policy Training



## TRAINING DETAILS

**DATE** : 10 December 2019

**TIME** : 9.00am - 5.00pm

**VENUE** : Novux Training Room, Jalan Ampang KL

**FOR FURTHER INFORMATION, PLEASE CONTACT**

04-502 3882 (Shu En-141, Ati-109, Yee Swat-103)

email to ehs@safetyware.com.my

## REGISTRATION FORM

| No | Name of Participant(s) | I/C No. | Designation | Vegetarian |
|----|------------------------|---------|-------------|------------|
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Company Name : \_\_\_\_\_

Company Address : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_

Nature of Business : \_\_\_\_\_

Enclosed is the Cheque : (No: \_\_\_\_\_ ) of RM \_\_\_\_\_, crossed and made payable to Safetyware EHS Consultancy Sdn. Bhd. (Public Bank Bhd A/C No: 3-1766632-30)

- TERM AND CONDITIONS**
1. This fee is inclusive of training materials and meals (2 Tea Breaks and 1 Lunch).
  2. No cancellation and refund are allowed once Tax invoice is forwarded to you. If the registered participant is unable to attend, a substitute is allowed.
  3. Cancellation after training state confirmed, you required to pay for the training and you will not entitled to payment refund.
  4. Cheque should be crossed and made payable to Safetyware EHS Consultancy Sdn. Bhd. 1 WEEK BEFORE Training.
  5. Safetyware EHS Consultancy has the right to change the dates, time, venue, trainer or cancel the training scheduled due to circumstances beyond its control.

**SAFETYWARE EHS CONSULTANCY SDN.BHD.** (954196-M)  
(A Member of SAFETYWARE Group)

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