

# SAFETY AND HEALTH COMMITTEE (SHC)

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## About this course

This course is designed to equip members of the Safety and Health Committee (SHC) with essential knowledge, understanding, and practical skills to perform their duties effectively as outlined under the Occupational Safety and Health Act 1994 (Amendment 2022) and the Safety and Health Committee Regulations 1996. Participants will learn about legal requirements, committee structure, roles and responsibilities, meeting procedures, workplace inspections, and incident management. The training also emphasizes effective communication, documentation, and promoting a proactive safety culture in the workplace.

## Who Should Attend?

1. SHC members
2. OSH Coordinators
3. Safety & Health Officers
4. Supervisors
5. Management representatives involved in safety and health decision-making

## Learning Outcomes

By the end of this programme, participants will be able to:

1. Understand the legal framework and regulatory requirements of SHC under OSHA 1994 (Amendment 2022).
2. Identify the structure, roles, and functions of an effective Safety and Health Committee.
3. Conduct workplace inspections and report findings using standard forms and checklists.
4. Review accident and incident cases to recommend preventive actions.
5. Participate effectively in SHC meetings and communication processes.
6. Evaluate committee performance and effectiveness using key and follow-up actions.
7. Foster a positive OSH culture through engagement and collaboration between employer and employees.



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# FOUNDATIONS OF OSH MANAGEMENT AND SHC GOVERNANCE



## MODULE 1, 2

- 1. Introduction to OSH Management**
  - What is OSH and its importance.
  - Internal and external needs of OSH management.
  - OSH arrangements and implementation.
  - Legal compliance under OSHA 1994 (Amendment 2022).
- 2. Legal Requirement & SHC Regulation 1996**
  - Overview of Section 30 & 31, OSHA 1994.
  - Safety and Health Committee Regulations 1996-Parts I to VI.
  - Employer and employee responsibilities.
  - Composition, appointment, and functions of SHC members.
  - Legal penalties and non-compliance implications.



## MODULE 3, 4

- 3. Roles, Responsibilities & SHC Management**
  - Committee functions and effective meeting management.
  - Frequency and agenda of SHC meetings.
  - Quorum and attendance requirements.
  - Documentation: Minutes of meeting, action tracking, and record keeping.
  - Communication and participation techniques.
- 4. Incident Management & Case Study**
  - Definition and importance of incident investigation.
  - Principles and steps of investigation.
  - Accident causation theory (4M + 1E).
  - Data collection, reporting, and follow-up.
  - Real case studies for learning and discussion.



# PRACTICAL WORKPLACE INSPECTION AND OSHWA APPLICATION



## MODULE 5

- 5. Workplace Inspection & OSHWA Application**
  - Purpose and process of workplace inspection.
  - Hazard identification and observation techniques.
  - Inspection documentation using OSHWA checklist.
  - Corrective and preventive action tracking.
  - Evaluation of committee performance and reporting.



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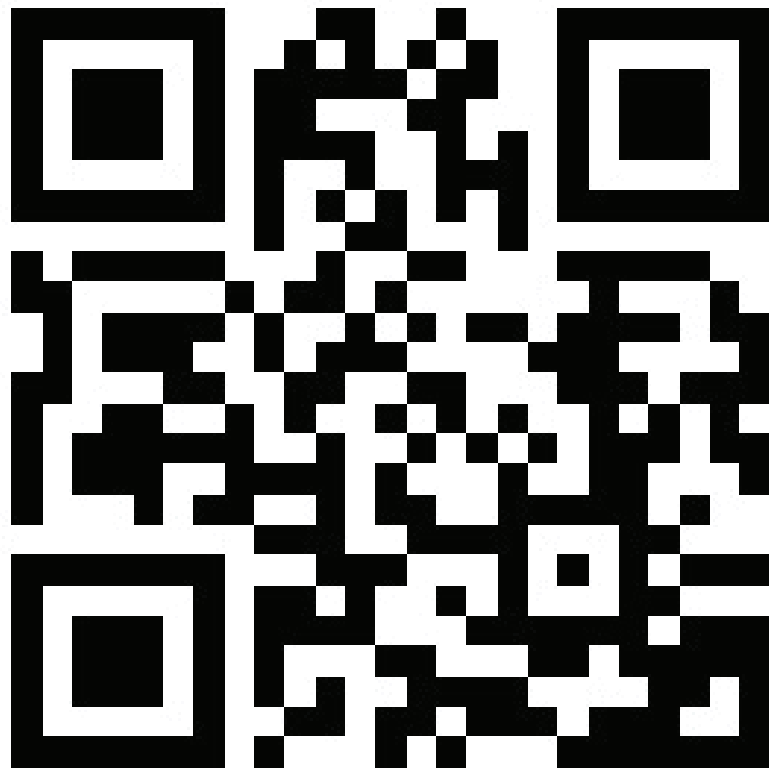
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