



AN EFFECTIVE SAFETY AND HEALTH COMMITTEE

OBJECTIVES

- Understand the Occupational Safety and Health Act 1994 & OSH (Safety and Health Committee) Regulations 1996
- Identify the function of the Safety and Health Committee
- Identify the legal requirements, safety techniques and relevant standards

COURSE CONTENT

- Intro and pretest
- Interpretation of Factory and Machinery Act 1967 & its regulations
- Interpretation OSHA 1994 and its regulations
- Interpretation of OSH (Safety & Health Committee) Regulation 1996
 - Composition and duties of safety & health committee
 - The criteria of an effective safety committee
- Formulation of safety & health policy
- Identify hazards at workplace – workplace inspection
- Workplace inspection or safety auditing
- Procurement and contractor management
- Workshop 1 – Group discussion & presentation
- Recap day 1
- The inaugural meeting and how to conduct Safety & Health Committee meeting
- Understanding causes of workplace accidents and identification of hazards
- Interpretation of OSH (NADOPOD) Regulation 2004 - Incident report and analysis
- Conduct an accident investigation
- Safety analysis and safety management
- Workshop 2 – Group presentation
- Post test & Course evaluation

ADMINISTRATIVE DETAILS

Date : May 11 - 12, 2026

Time : 9.00am – 5.00pm

Venue : FMM Selangor & Kuala Lumpur Branch
No 8A, Jalan Pensyarah U1/28, Hicom
Glenmarie Industrial Park, 40150 Shah Alam,
Selangor.

Fees : FMM Members – RM 1,350.00 per participant
Non-Members – RM 1,566.00 per participant
(inclusive of 8% service tax)

(Fees include course materials, Meals and Certificate of Attendance)

Get **10% DISCOUNT** if you send 3 or more participants for the same programme!

TRAINER PROFILE

Abd Malek bin Omar is a freelance consultant and corporate trainer since 2009, providing services in safety and environment management. He has spent more than 35 years hands-on working experience (full time) in Environmental, Safety and Health. Had worked with the large Multinational Manufacturing Company, as Safety, Health & Environmental Engineer. Abd Malek holds Advance Diploma in Electrical Power Engineering & certified train the trainer with PSMB (refer page 4) and past certified Safety & Health Officer with DOSH. Had hold positions as Chairman to Technical Committee (TC) 199 Safety of Machinery (2000-2012), Working SHE committee FMM Selangor and past management committee member to Malaysian Society for Occupational Safety and Health (MSOSH) and served as a panel member and auditor of the Annual MSOSH Award Competition. He has worked as consultant / leader to assist on the development and conforming towards OHSAS 18001 and ISO14001 certification to companies, locally and internationally. Consultant to assist local companies toward complying to ESH regulated requirements. In addition to this, he served as corporate trainer where he conducted numerous in-house and public training courses on Occupational Safety & Health and Environment-related to the manufacturing, construction, agriculture & institution sectors

WHO SHOULD ATTEND

Managers (Department head), Members of Occupational Safety and Health committee including representatives from employees, Supervisors / Executives

For further inquiries please contact:

Siti Nazihah /Azrini

FMM Institute Selangor & Kuala Lumpur Branch
Tel: 03-55692950 / 4171 / 4471 Fax: 03-55694346

Email: siti_nazihah@fmm.org.my /
azrini@fmm.org.my

Visit us at: www.fmm.edu.my / www.fmm.org.my

REGISTRATION FORM

AN EFFECTIVE SAFETY AND HEALTH COMMITTEE

May 11 & 12, 2026 (Monday - Tuesday)

FMM SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No: W10-1901-32000105 | COID: (475427W_SELANGOR)

Email: siti_nazihah@fmm.org.my/ azrini@fmm.org.my

Tel: 03-5569 2950/4471/4171

Please register the following participant(s) for the above programme:

1. Name	Designation	Email
---------	-------------	-------

Nationality	IC/Passport No.
-------------	-----------------

2. Name	Designation	Email
---------	-------------	-------

Nationality	IC / Passport No.
-------------	-------------------

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

We will be claiming from HRD Corp and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

We will NOT BE CLAIMING from HRD Corp. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No 5-62106-64719-2

Submitted by:

Name:

Designation:

Email:

Company:

FMM Membership No. :

My Corporate Identity No.:

Company Address:

Tel No.:

Fax No.:

Date: