



FMM INSTITUTE 199901000527 (475427-W)
EASTERN BRANCH



POWER UP YOUR SAFETY & HEALTH COMMITTEE

April 14-15, 2026 / 9AM / FMM Eastern



OVERVIEW

This two-day course empowers Safety and Health committee members to operate effectively by strengthening their legal knowledge, team functionality, and hands-on safety skills. The program includes updates from the OSHA (Amendment) and emphasizes functional teamwork, inspections, investigations, and action planning.



OBJECTIVES

- Interpret the legal roles and expanded responsibilities of SHC members under the amended Occupational Safety and Health Act (OSHA) 1994 and Safety and Health Committee Regulation 1996.
- Build a functional and high-performance Safety and Health Committee using principles from The Five Dysfunctions of a Team (Lencioni), including trust, conflict resolution, commitment, accountability, and results.
- Demonstrate the process of conducting structured workplace inspections and hazard identification.
- Apply the steps involved in incident investigation and formulate effective recommendations.
- Facilitate productive SHC meetings using structured agendas and decision-making tools.
- Construct a practical action plan to sustain SHC effectiveness and safety culture improvements.



AUDIENCE

- Safety & Health Committee Members
- OSH Staff
- OSH Professional



METHODOLOGY

- Short Lecturers
- Case studies & Discussion
- Group Activities
- Worksheet & tools
- Experiential learning
- Action Planning



TRAINER PROFILE

Mr. Aziz bin Abdul Hamid is a highly experienced Safety, Health and Environment (HSE) professional with over 23 years of industry experience across fabrication, chemical processing, manufacturing and oil & gas sectors. He holds a Diploma in Electrical Engineering and is a registered Safety and Health Officer certified by NIOSH and DOSH Malaysia. Mr. Aziz is a HRDF-certified trainer, lead auditor and professional learning facilitator, with expertise in HSE management systems, behavioural-based safety, incident investigation and safety leadership. He has led multinational companies in achieving ISO certifications and conducted extensive training, audits and HSE campaigns locally and regionally.



FEES

Member: RM972.00
Non-Member: RM1,080
(Inclusive of SST 8%)

CLOSING DATE : APRIL 3, 2026



CONTACT US

09-560 6554/5224
fmmeastern@fmm.org.my





POWER UP YOUR SAFETY & HEALTH COMMITTEE

COURSE OUTLINE - DAY 1

8.45AM Registration of Participants

9.00AM Topic 1: Understanding SHC Legal Role & Responsibilities

- OSHA 1994 (Amendment) & SHC Regulation 1996
- SHC structure, duties, and legal functions
- Training and information requirements

10.30AM Morning Tea Break

10.45AM Topic 2: Forming a Functional Committee

- Common barriers to SHC effectiveness
- Lencioni's five dysfunctional of a team - establishing trust, accountability and shared goals

Activities: Team Charter Development

1.00PM Lunch Break

2.00PM Topic 3: Workplace Inspection Skills

- Legal Requirement for inspections

3.30PM Evening Tea Break

3.45PM Continue Topic 3: Workplace Inspection Skills

- Hazard types and identification methods-inspections flow, tools, and documentations.

Activities: On-Site Workplace Inspection Simulation

5.00PM End of Programme Day 1





POWER UP YOUR SAFETY & HEALTH COMMITTEE

COURSE OUTLINE - DAY 2

8.45AM Registration of Participants

9.00AM Topic 4: Incident Investigation & Analysis

- Why investigations matter - NADOPD reporting requirements
- Theories of accident causation- Investigation steps & trend analysis

Activities: Case Analysis & Recommendation Drafting

10.30AM Morning Tea Break

10.45AM Topic 5: Running Effective SHC Meetings

- Roles of SHC members
- Meeting agenda & structure
- Decision-making & group consensus

Activities: Mock SHC Meeting & Issue Presentation

1.00PM Lunch Break

2.00PM Topic 6: Commitment to Action

- Action plan template

3.30PM Evening Tea Break

3.45PM Continue Topic 6: Commitment to Action

- Setting SHC KPIs

Activities: Personal and Committee Action Plan

5.00PM End of Programme Day 2





POWER UP YOUR SAFETY AND HEALTH COMMITTEE

April 14-15, 2026 | 9AM-5PM | FMM Eastern Branch

...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : **FMM Institute Eastern**
- MyCoID : **475427W_EASTERN**
- HRD Corp Programme No : **Provided upon registration**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes,

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

ENQUIRIES & REGISTRATION

Ms Wanhui/ Ms Elly

Email : fmmeastern@fmm.org.my

Tel: 09-560 6554/ 5244

Please tick accordingly:

- Fees: ☐ **FMM Member: RM 972.00/pax**
(inclusive of 8% Service Tax)
- ☐ **Non Member: RM 1,080.00/pax**
(inclusive of 8% Service Tax)

Fees include course materials and Certificate of Attendance

CANCELLATION

- Must be writing with reasons.
- 7 days before the course - No payment charged.
- 3-6 days before the course - 50% payment charged.
- < 3 days before the course - Full payment charged.
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Eastern.
- For **HRD Corp claimable course**, an **attendance of 100% is a must**, in any case, **employers will be billed in full**.

Closing Date

April 3, 2026

REGISTRATION FORM

Dear Sir / Madam, please register the following participant(s) for the above programme.

No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					

(Please attach a separate list if space is insufficient)

- ☐ We will **be claiming under HRD Corp Claimable Courses (SBL-Khas)** but 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 under training grant from HRD Corp**. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **MAYBANK Account No. 5560-1106-3275**

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp