



EFFECTIVE SAFETY AND HEALTH COMMITTEE

1 May 18-19, 2026 (Monday-Tuesday)
8.45 am – 5.00 pm FMM Institute Perak

This training will assist management in providing a safe workplace. The committee members, being active safety advocates, can accomplish this. Acting as the liaison between the workers and management, committee members work to ensure a cooperative effort to improve safety in the workplace. A well-trained OSH Committee is a very valuable tool to help management provide a safe workplace for the employees and improve the bottom line of any company, large or small.

This training program is aimed to give the basic understanding of Occupational Safety and Health management as well as Legislations related to Occupational Safety and Health. It will enlighten the participants on the statutory requirements of the newly introduced Malaysian Legislations that is, Occupational Safety and Health (Amendment) Act 2022 together with their related Regulations.

Some of the highlights of this training are Duties of the Occupational Safety and Health Committee, accident Prevention and Investigation and Inspection of the workplace. There will be emphasis made to roles and responsibility of Employer, Employee and the Manufacturer including the Occupational Safety and Health. Real situations of penalty involving the management not complying to the OSH(A) Act will be discussed.

An active Safety and Health Committee plays a vital role in a company's overall safety and health administration. Their contribution to the company will enhance the image of the company as a safety conscious and civic oriented organization. This will indirectly boost the morale of the employees and improve productivity.



....COURSE CONTENTS...

MODULE 1 – INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH

- Introduction to Occupational Safety and Health Management system
- Understanding Safety and Health Legislations – OSH(A) Act 2022 and their Regulations
- Commitment of the top management – the responsibility of the employer, employees and manufacturer

MODULE 2 – OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

- Forming the right composition of an OSH Committee – assignment of responsibility
- OSH meetings – setting the agenda, time frame for invitation and preparing & distribution of the minutes of the meeting
- Conducting an effective OSH meeting, with the right quorum
- Function of the Occupational Safety and Health Committee
- Matters to be discussed during the committee meetings
- The reasons to remove committee members

MODULE 3 – ACCIDENT PREVENTION

- Defining Accidents and Incidents
- Causes of Accident Prevention
- Accident Prevention Methodology

MODULE 4 - ACCIDENT INVESTIGATION

- Accident Investigation – the methodology of Accident Investigation
- Acton to be taken during and after an accident
- Accidents which need to be recorded and reported

MODULE 5 –ACCIDENT RECORDING AND REPORTING

- What are the accidents which needs to be recorded
- Accident notification to the DOSH – NADAPOD Regulations
- What are the forms used to notify DOSH Inspection of the workplace

MODULE 6 - INSPECTION OF THE WORKPLACE

- What to look for during an inspection
- Recording the findings during an inspection

...OBJECTIVES...

Upon completion of the course, participants will be able to:-

- Understand the Legislations related to Occupational Safety and Health.
- Demonstrate to the participants on the importance of an effective Occupational Safety and Health committee.
- Understand the important provisions related to Occupational Safety and Health Committee Regulations.
- Methodology of running an effective Occupational Safety and Health Committee
- Discussion of Accident prevention
- Demonstrate to the participants on the immediate steps to take after the occurrence of any accident or incident.
- Understand the methodology of conducting an Inspection.

....WHO SHOULD ATTEND...

Managers, OSH Engineers, OSH committee members, Supervisors, Team Leaders, employees and other functional levels.

....TRAINING METHODOLOGY...

Lectures with LCD presentation, Group discussion, Video slots, Accident Investigation – Practical Session, Role play

....TRAINER...

MR MOORTHY KASINATHAN holds a Masters of Business Administration specialising in Occupational Safety and Health from Southern Pacific University, US and is a Competent Occupational Safety and Health Officer registered with Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP). He holds several Certificates namely Certificate in Occupational Safety, Health and Environment (MAP), Workplace OSH, Industrial Safety, Fire Fighting, Electrical Safety, Supervisory Leadership Development, Effective Presentation Skills, Production and Operations Management (MIM) and has attended short courses by NIOSH namely Train the Trainer Methodology and First Aider. He started his career in 1977 with Euromedical Industries as an Operations Superintendent (15 years) and moved on to a Multinational company as an Environmental, Safety and Health Executive for which he has worked for 13 years. His responsibilities include, plant safety audit, machinery safety verification, PPE, emergency response plan, accident investigation, monitoring industrial hygiene and acts as an 'Asbestos Manager' liaising with JKKP and Jabatan Alam Sekitar. He is an OHSAS 18001 as well as ISO 9001 Lead Auditor.

MR MOORTHY, a certified trainer registered with PSMB, has conducted numerous Public and In-House courses on all areas of Safety and Health throughout Malaysia and also Indonesia, Singapore and Thailand since 1995. For the past 16 years, he has conducted courses for organizations such as Scotglass, Telekom Malaysia, Johore Port, Malaysian Maritime Academy, Sarawak Energy Group, Hi-Touch Resources, GH Packaging, Regent Hospital Products, Monetec Audio, Maersk Medical, Asian Institute of Quality and Productivity Management, Jabatan Kesihatan Kedah, JKKP Kedah/Perlis and Euromedical Industries. He has also conducted trainings and consultancies in India, Indonesia Thailand and Singapore. His area of Training expertise include Fire Fighting, Chemical Safety, OSH Legislation, Emission Monitoring, Environment, Ergonomics, Electrical Safety, Waste Management and other OSH related areas. He has presented papers at Safety and Health Seminars organised by JKKP, PERKESO and other related government agencies on invitation.

...COURSE DETAILS...

Date **May 18-19, 2026 (Monday-Tuesday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak**
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM1,134.00/pax**
 Non-Members RM1,296.00/pax
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

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.

PAYMENT

- Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100%** is a **must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

- Must be in 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

~ Registration Form ~

EFFECTIVE SAFETY AND HEALTH COMMITTEE

Closing Date:
MAY 11, 2026

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

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

1.	Name	Designation	
		HP No	
	NRIC	Email	
2.	Name	Designation	
		HP No	
	NRIC	Email	
3.	Name	Designation	
		HP No	
	NRIC	Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	