

CERTIFICATE IN OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT

The MEF Academy Certificate Program in Occupational Safety and Health (OSH) Management is designed to provide practical knowledge and skills for individuals currently employed in the occupational safety and health or Human Resources function and who are considering entering the OSH field.

The program is designed to:

- Formalize the competency standards required for effective management of the occupational safety and health activities.
- Provide basic qualification and recognition for individuals implementing occupational safety and health activities in particular non- executives, clerical assistants and executives.
- Provide an overview of the legal requirements and OSH management focusing on four main areas namely OSH managements, OSH legislation, Safety management and Health management.

WHO SHOULD OBTAIN THIS CERTIFICATION?

Organizations are encouraged to provide formal certification in training competencies for the following categories of staff:

- Occupational Safety and Health assistant or non executives in the OSH units.
- Human Resource Management (HRM) / Personnel executives, assistance, non-executives and clerical staff seeking formal foundation qualification in OSH.
- Other company personnels such as Safety and Health Committee members / representatives.
- Individuals with or without experience, having an interest in OSH and seeking to pursue a career in OSH.

ENTRY REQUIREMENTS:

- Qualification : Minimum SPM with or without working experience

COURSE STRUCTURE, OBJECTIVES AND ASSESSMENT:

Participants will attend 48 hours of training, over duration of 3 months, with classes conducted mainly after working hours. The program structure comprises four (4) integrated modules:-

	MODULES	OBJECTIVES	HOURS
1.	OSH MANAGEMENT	<ul style="list-style-type: none"> • Introduction and history perspective of OSH • Principle of Incident Prevention • Risk Assessment Technique • OSH Management Systems • Emergency Response Preparedness and Recovery Planning • Incident Analysis and interventions • Mini Assignment 1 (12.5%) 	14.5 hours
2.	OSH LEGISLATION	<ul style="list-style-type: none"> • Introduction to OSH Legislation • OSH Act, 1994 • Factories and Machinery Act, 1967 • Safety and Health Committee Regulation 1996 • Mini Assignment 2 (12.5%) 	10 hours
3.	OCCUPATIONAL HEALTH	<ul style="list-style-type: none"> ➤ Overview of Occupational Health ➤ Occupational Diseases & Health Related Problem ➤ Biological Hazards ➤ Chemical Hazards ➤ Ergonomics <p>Mini Assignment 3 (12.5%)</p>	11 hours
4.	OCCUPATIONAL SAFETY	<ul style="list-style-type: none"> ➤ Housekeeping and Physical Arrangement ➤ Physical Hazards ➤ Fire safety ➤ Office Safety 	10 hours
6.	ASSESSMENTS	<ul style="list-style-type: none"> ➤ Four (4) mini assignments (50%) ➤ Examination (50%) 	2.5 hours
	TOTAL HOURS	OVER DURATION OF 3 MONTHS	48 hours

The course is highly participative and practical in nature. A range of learning methods will be used which are designed to combine sufficient theory and practice. Assessments will be continuous for the duration of the program through a combination of:-

- Learning activities structured into the content
- Specific organization-based mini assignments
- Formal examinations

All modules, learning activities, mini assignments and examination are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

ASSESSED COMPETENCIES

<p><u>Mini assignments</u> Participants are required to submit an assignment (1,000 words/ 5 pages) at the end of each module:</p>	<p>50% of competency assessment 12.5% for each mini assignment</p>
<p><u>Examination</u> Participants are required sit for a comprehensive examination on all 4 modules to display level of understanding on each module.</p>	<p>50% of competency assessment</p>

CERTIFICATION

Certificate in Occupational Safety and Health Management will be awarded by the MEF Academy upon completion of all program requirements.

COURSE FEES

RM2,700 per participant, with RM400.00 discount for MEF members / individuals working with MEF member companies.

VENUE : MEF Training Centre,
3A06 -3A07, Block A,
Pusat Dagangan Phileo Damansara II
No. 15, Jalan 16/11, Off Jalan Damansara,
46350 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

REGISTRATION PERIOD : August - September 2009

DATE OF COMMENCEMENT : 1 October 2009

**PROGRAM SCHEDULE: 6PM – 8PM (WEEKDAYS, TUESDAY & THURSDAY)
9AM – 6PM (WEEKENDS - SUNDAY)**



APPLICATION FOR ADMISSION

**CERTIFICATE IN
OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT 2009**

1. PERSONAL PARTICULARS

FULL NAME : _____

DATE OF BIRTH : _____ AGE : _____

NRIC NO : _____

MARITAL STATUS : _____

RESIDENTIAL ADDRESS :

Tel No : _____

OFFICE ADDRESS :

Tel No : _____

Fax No: _____

Email : _____

2. CURRENT APPOINTMENT

(if self-employed, retired or unemployed, please indicate accordingly)

DESIGNATION : _____

NAME OF EMPLOYER : _____

OFFICE ADDRESS : _____

NUMBER OF YEARS : _____

Describe your main duties :

3. QUALIFICATIONS OBTAINED

School/College/University	Qualifications / Year
_____	_____
_____	_____
_____	_____

4. PREVIOUS EMPLOYMENT

Employer	Designation	Year
_____	_____	_____
_____	_____	_____

5. **Is your employer a member of MEF ?** Please tick the appropriate box.

- Yes. Cheque(s) of RM2,300 payable to Malaysian Employers Federation
- No. Cheque(s) of RM2,700 payable to MEF Academy Sdn Bhd

I declare that all the information provided in this application is true and correct and I enclose herewith a cheque/bank draft No.

_____ **for the RM** _____ **being full payment of fees.**

Signature of Applicant

Date

**NOMINATION / CONFIRMATION
BY MEF MEMBER ORGANISATION**

MEF member companies nominating employees to attend this course, are required to complete this section, with the required contact details of the organization.

For self-sponsored applicants, who are seeking MEF member discount, please obtain confirmation of your employment from your organization and MEF membership number.

We hereby nominate / confirm* Mr./ Ms _____

Designation : _____ from _____

to attend the above programme.

**Please delete if not applicable*

Our Cheque No. _____ RM _____ payable to
Malaysian Employers Federation is attached herewith.

Contact person : _____

Designation : _____

Company : _____

MEF membership : _____

Address : _____

Telephone : _____

Fax : _____

Email : _____

Signature :

Date :

Company Official Stamp: