



# FORMATION OF AN EFFECTIVE SAFETY & HEALTH COMMITTEE

7 & 8 APRIL 2026 | 9.00AM - 5.00PM |  
MEF ACADEMY CENTER, PJ

## Course Overview

The formation of an effective Occupational Safety and Health (OSH) Committee is crucial for maintaining a safe and healthy work environment. According to the Occupational Safety and Health (Safety and Health Committee) Regulations 1996, employers are required to establish a committee to address safety concerns, identify hazards, and promote safety awareness in the workplace. The OSH Committee acts as a collaborative platform where both management and employee representatives work together to minimize risks, ensure compliance with safety regulations, and implement preventive measures. A well-structured committee, with clear roles and regular training, is essential for its effectiveness. By attending safety and health training, committee members gain critical skills in hazard identification, risk assessment, and emergency preparedness. This training not only enhances their ability to respond to workplace risks but also empowers them to actively contribute to creating a culture of safety. Ultimately, an engaged and knowledgeable OSH Committee helps reduce workplace accidents, improve employee well-being, and boost organizational productivity.

## Who Should Attend

Safety & Health Committee  
Members

## Learning Objectives

- To understand the provision of OSH Act 1994 & the Safety and Health Committee regulations 1996.
- Conduct effective safety & health meetings.
- Able to implement effective OSH workplace arrangements

## Course Registration



<https://forms.office.com/r/AB3ns0AUCG>

**RM1800**  
(Price Inclusive of 8% SST)  
HRDC Claimable\*



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

## Course Structure

TIME	DAYONE	DAYTWO
9.00-10.30	<b>PART 1</b> <ul style="list-style-type: none"> <li>Course Goal and Objectives</li> <li>Introduction to Malaysian OSH administration (brief lecture) and video</li> </ul>	<b>PART 4</b> <ul style="list-style-type: none"> <li>Managing the Committee Meeting</li> <li>Role of members (Role play – roles and functions of committee members)</li> </ul>
10.30-10.45	Break	Break
10.45-11.30	<ul style="list-style-type: none"> <li>Introduction to the OSH Act 1994 (brief lecture) &amp; exercise</li> </ul>	<b>PART 5</b> <ul style="list-style-type: none"> <li>Accident Analysis</li> <li>Case study (Team to identify Causes of accident)</li> </ul>
11.30-13.00	<b>PART 2</b> <ul style="list-style-type: none"> <li>Introduction to Safety and Health Committee Regulations 1996 (Brief lecture) &amp; Discuss on current implementation</li> </ul>	
13.00-14.00	Lunch	Lunch
14.00-15.30	<b>PART 3</b> <ul style="list-style-type: none"> <li>OSH Policy</li> <li>General Policy Statement</li> <li>Group discussion</li> </ul>	<b>PART 6</b> <ul style="list-style-type: none"> <li>Hazard Identification Risk Assessment and Risk Control (Team to conduct HIRARC)</li> <li>Emergency Response Preparedness</li> </ul>
15.30-15.50	Break	Break
15.50-17.00	<ul style="list-style-type: none"> <li>Exercise on Inspection</li> </ul>	<ul style="list-style-type: none"> <li>OSH Promotion and Communication (brief lecture)</li> </ul>
17.00	Session Adjourned	Closing

## Trainer Profile



**ANIS FAHMY BIN PAUZI**  
- Senior OSH Consultant

A master's of science degree holder in OSH management awarded by Universiti Utara Malaysia. He started his career with NIOSH Malaysia in 1998. His job description includes training, audits, consultancy for industries, private sectors and government agencies. In 2003 he joined Malaysian Employers Federation as an Associate Consultants-OSH and was entrusted to advice member companies of the Federation on OSH legal compliance. His main function includes representing MEF in various technical committee in the Industrial Safety Standard Committee, Department of Standard Malaysia. For the last 22 years he is a member of the technical committee for safety of machinery and technical committee for ergonomics and technical committee occupational setting. He was involved in various publication such as Guidelines on Occupational Safety and Health Act 1994 – published by the DOSH, "Garis Panduan Keselamatan dan Kesihatan Pekerjaan" – Ministry of Health, Malaysian Standard on Occupational Health and Safety Management Systems ISO 45000 and various industrial standard related to OSH.

## JERSON JEROME

### - OSH Consultant

He is an HRDC Accredited, NIOSH-certified trainer and a DOSH-registered Safety and Health Officer (OYK-SHO). He has made significant contributions across multiple industries, including manufacturing, forest operations, and palm oil plantations. Jerson's expertise is demonstrated through his leadership in crucial safety initiatives, such as the SOHELP program, where he effectively implemented safety measures across three mills, and his contribution to the SOLVE4SME program, which aimed to improve safety standards in small and medium enterprises.

His dedication to enhancing safety in the forestry sector led him to develop the Train-The-Trainer module specifically tailored for forestry operations in Sarawak, ensuring that industry professionals are well-equipped with the knowledge and skills necessary for maintaining high safety standards. Jerson's influence extends beyond industry practice; he actively bridges the gap between academia and industry as a member of the Industry Advisory Board for the Bachelor of Science (Health, Safety, and Environment) program at Curtin University Malaysia. Currently he serve MEF by providing advisory services to MEF members in OSH legal requirement and best practices.

