TRAINING PROGRAM SYLLABUS

General Occupational Safety and Health Experts Training and Certification

(Pelatihan dan Sertifikasi Ahli K3 Umum)

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1. General Information

Training Program Name : General Occupational Safety and Health Experts Training and Certification

Program Code : MK-002

Training Category : Microcredential Training Program

Program Graduate Profile

An OHS practitioner capable of identifying hazards, recommending risk controls, coordinating basic emergency preparedness, and preparing auditable OHS records within their assigned authority.

Short Description

A 32-JP case-based program covering occupational hazards and risk control, operational safety supervision, emergency preparedness, documentation, and fundamentals of accident investigation.

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2. Detailed Description

Duration : 32 JP

Full Description

This 32-JP competency-based training program covers 13 competency units under the General Occupational Safety and Health Expert scheme, based on SKKNI No. 38 of 2019. The training content is organized into four work groups: OHS risk control and occupational health; emergency response and first aid; OHS communication, work permits, and documentation; and accident investigation and OHS compliance evaluation. Each topic represents one competency unit. Practical activities use case studies or simulations when actual workplaces are unavailable; LSP certification requires a separate assessment.

Participant Requirements

Intended for participants involved in workplace OHS; familiarity with operational work activities is strongly recommended. Certification eligibility is determined separately by the LSP.

Certification

Target certification: BNSP General OHS Expert, subject to the scheme and candidate requirements of the selected LSP and an independent competency assessment. Completing the training does not automatically confer BNSP competency recognition.

Trainer Qualifications

An OHS practitioner with field experience in hazard identification, risk assessment, regulatory compliance, incident investigation, and workplace training. Acting as an assessor requires separate qualifications.

Learning Outcomes

1. Identify workplace hazards, assess risks, and develop appropriate control recommendations.
2. Implement essential OHS communication and arrangements, work permits, PPE, occupational health services, and emergency preparedness.
3. Manage OHS records, evaluate compliance, and document preliminary workplace accident investigations.

3. Training Materials

Module 1 : OHS Risk Control and Occupational Health

Topic 1.1 : Designing Workplace OHS Risk Control Strategies

Summary : Competency Unit M.71KKK01.001.1 - Designing Workplace OHS Risk Control Strategies. Hazard identification, likelihood and impact, priority ranking, the hierarchy of controls, and documentation of OHS risk control strategy designs.

Topic Learning Outcomes

1. Identify workplace hazards, assess risks, and develop appropriate control recommendations.

1.1. Design a prioritized OHS risk control strategy based on the supplied hazard analysis.

Topic Duration : 4 JP

Learning Method : Risk matrix demonstration and guided HIRADC/JSA case exercises.

Assessment Method : HIRADC/JSA form portfolio and assessment of the hazard, risk, and control register.

Assessment Indicators : Likelihood, impact, risk level, and hierarchy of controls are explained consistently, and feasible controls are documented.

Assessment Weight : 13%

Material : Hazard and risk concepts; risk control regulations; hazard identification and HIRADC/JSA; risk matrices; five levels of the hierarchy of controls.

Learning Material : OHS/EHS presentation, HIRADC/JSA forms, and risk matrix.

Topic 1.2 : Measuring Workplace Hazard Factors

Summary : Competency Unit M.71KKK01.005.1 - Measuring Workplace Hazard Factors. Identification of physical, chemical, and ergonomic hazards; preparation of instruments or datasets; observation of measurement procedures; and recording results and limitations.

Instrument-based practice depends on available facilities.

Topic Learning Outcomes

1. Identify workplace hazards, assess risks, and develop appropriate control recommendations.

1.2. Demonstrate procedures for measuring workplace hazard factors and record results and limitations.

Topic Duration : 2 JP

Learning Method : Instrument demonstration, case review, and hazard-factor data interpretation exercises.

Assessment Method : Table of standards and hazard-factor measurement results with interpretation. Instrument demonstration and measurement results sheet.

Assessment Indicators : References, parameters, units, results, and limitations are recorded without claiming actual measurements when none were performed. Procedures suit the hazard factor, and results, units, limitations, and reporting are documented.

Assessment Weight : 5%

Material : Types of workplace hazard factors; measurement standards/references; preparation of instruments or data.

Learning Material : OHS/EHS presentation and relevant Ministry of Manpower regulations, SNI, NIOSH, or ISO references for each hazard type.

Topic 1.3 : Implementing OHS Risk Management

Summary : Competency Unit M.71KKK01.011.1 - Implementing OHS Risk Management. Implementation of the OHS risk management cycle: hazard context, risk register, assigned responsibility, monitoring of controls, residual risk, and follow-up.

Topic Learning Outcomes

1. Identify workplace hazards, assess risks, and develop appropriate control recommendations.

1.3. Apply the risk management cycle to a workplace scenario and record control follow-up.

Topic Duration : 4 JP

Learning Method : Simulation of control effectiveness, revision of the risk register and follow-up actions, and facilitated discussion.

Assessment Method : Risk management simulation, updated risk register, and follow-up action plan.

Assessment Indicators : Documents risk levels, control priorities, responsible persons, monitoring, and residual risks.

Assessment Weight : 14%

Material : Risk management cycle; risk register; responsibilities; controls, residual risk, monitoring, evaluation, and follow-up.

Learning Material : OHS/EHS presentation.

Topic 1.4 : Managing Personal Protective Equipment (PPE) in the Workplace

Summary : Competency Unit M.71KKK01.008.1 - Managing Personal Protective Equipment (PPE) in the Workplace. Hazard-based PPE selection, suitability, condition inspection, use, replacement, and management records.

Topic Learning Outcomes

2. Implement essential OHS communication and arrangements, work permits, PPE, occupational health services, and emergency preparedness.

2.1. Prepare PPE selection, inspection, and replacement records based on hazards in a workplace scenario.

Topic Duration : 2 JP

Learning Method : Demonstration of PPE selection; exercise in preparing a needs analysis and PPE inspection SOP/checklist.

Assessment Method : Practical test of PPE selection and inspection.

Assessment Indicators : PPE matches exposure; inspection steps and criteria, actions for unfit PPE, and the basis for referral are explained.

Assessment Weight : 5%

Material : Hazard-based PPE selection; specifications, use, maintenance, fitness inspections, storage, replacement, and recording.

Learning Material : OHS/EHS presentation and PPE inspection form.

Topic 1.5 : Implementing Occupational Health Service Programs

Summary : Competency Unit M.71KKK01.009.1 - Implementing Occupational Health Service Programs. Occupational health service planning, worker health monitoring, exposure follow-up, confidentiality, referral, and reporting.

Topic Learning Outcomes

2. Implement essential OHS communication and arrangements, work permits, PPE, occupational health services, and emergency preparedness.

2.2. Prepare a basic occupational health service program and exposure follow-up plan for a supplied case.

Topic Duration : 2 JP

Learning Method : Exposure case study, document review, and planning exercise.

Assessment Method : Design of an occupational health program based on exposure data.

Assessment Indicators : Includes services, resources, confidentiality, employee referral, and reporting.

Assessment Weight : 6%

Material : Objectives of occupational health programs; promotive, preventive, curative, and rehabilitative programs.

Learning Material : OHS/EHS presentation and Ministry of Manpower and Transmigration Regulation PER.03/MEN/1982.

Module 2 : Emergency Response Systems and First Aid

Topic 2.1 : Designing Emergency Response Systems

Summary : Competency Unit M.71KKK01.002.1 - Designing Emergency Response Systems. Identification of emergency scenarios and resources; design of communication flows, team assignments, evacuation, and preparedness testing.

Topic Learning Outcomes

2. Implement essential OHS communication and arrangements, work permits, PPE, occupational health services, and emergency preparedness.

2.3. Design an emergency response system specifying scenarios, resources, roles, and communication.

Topic Duration : 3 JP

Learning Method : Emergency scenario workshop and mapping of emergency response facilities and infrastructure plans.

Assessment Method : Emergency response scenario plan and checklist.

Assessment Indicators : Specifies scenarios, personnel, resources, responsibilities, communication, evacuation, and review.

Assessment Weight : 10%

Material : Types of emergencies; emergency response system framework; identification of scenarios, roles, evacuation routes, communications, and facility/infrastructure needs.

Learning Material : OHS/EHS presentation.

Topic 2.2 : Managing Workplace First Aid

Summary : Competency Unit M.71KKK01.006.1 - Managing Workplace First Aid. Management of first-aid personnel and facilities, response activation, safe referral, readiness inspections, and required records; this is not a substitute for first-aid personnel certification.

Topic Learning Outcomes

2. Implement essential OHS communication and arrangements, work permits, PPE, occupational health services, and emergency preparedness.

2.4. Prepare a first-aid management and referral checklist for the specified work operation.

Topic Duration : 2 JP

Learning Method : Case discussion, first-aid kit inspection, and referral pathway exercise.

Assessment Method : First-aid management plan and simulated readiness inspection.

Assessment Indicators : Includes requirements for facilities, personnel, safe referral, and reporting.

Assessment Weight : 5%

Material : Management of first-aid personnel and facilities; first-aid activation procedures, completeness checks, referrals, and action records.

Learning Material : OHS/EHS presentation.

Topic 2.3 : Managing Emergency Response Actions

Summary : Competency Unit M.71KKK01.007.1 - Managing Emergency Response Actions. Activation of emergency response teams, safe isolation, communication, deployment of resources, reporting, and simulation evaluation.

Topic Learning Outcomes

2. Implement essential OHS communication and arrangements, work permits, PPE, occupational health services, and emergency preparedness.

2.5. Coordinate and record an initial emergency response simulation in accordance with assigned team roles.

Topic Duration : 2 JP

Learning Method : Tabletop simulation and facilitated evaluation debrief.

Assessment Method : Emergency tabletop simulation and role-based observation. First-aid/fire

extinguisher/communication/evacuation checklist and emergency training program.

Assessment Indicators : Identifies life-safety priorities, assigned roles, escalation, and event records. The checklist includes inspection criteria, findings, and follow-up; the program specifies its name, objectives, content, and target audience.

Assessment Weight : 5%

Material : Coordination of emergency actions; readiness of fire extinguishers, communication, and evacuation; checklists and evaluation of emergency drills.

Learning Material : OHS/EHS presentation.

Module 3 : OHS Communication, Work Permits, and Documentation

Topic 3.1 : Conducting OHS Communication

Summary : Competency Unit M.71KKK01.003.1 - Conducting OHS Communication. Planning and delivery of OHS information, safety briefings, worker consultation, escalation, and follow-up of safety findings.

Topic Learning Outcomes

2. Implement essential OHS communication and arrangements, work permits, PPE, occupational health services, and emergency preparedness.

2.6. Deliver a brief safety briefing suited to the characteristics of a specified work group.

Topic Duration : 2 JP

Learning Method : Briefing demonstration, preparation of a communication media matrix and checklist of information dissemination issues, role-play, and structured feedback.

Assessment Method : Observation of safety briefing practice.

Assessment Indicators : Accurately communicates hazards, required actions, and escalation channels.

Assessment Weight : 6%

Material : OHS communication and consultation; safety briefings, communication types/media, and checklists for effective information dissemination.

Learning Material : OHS/EHS presentation.

Topic 3.2 : Supervising Work Permit Implementation

Summary : Competency Unit M.71KKK01.004.1 - Supervising Work Permit Implementation. Purpose of work permits, authorization roles, energy isolation, high-risk work inspections, and criteria for stopping work.

Topic Learning Outcomes

2. Implement essential OHS communication and arrangements, work permits, PPE, occupational health services, and emergency preparedness.

2.7. Review a simulated work permit and identify unmet controls or authorizations.

Topic Duration : 2 JP

Learning Method : Review of sample work permits and supervisor role-play.

Assessment Method : Annotated work permit checklist.

Assessment Indicators : Identifies missing authorizations, isolations, or critical safeguards; inspections during work, work stoppage, and handover at closure are clearly addressed.

Assessment Weight : 6%

Material : Work types requiring permits; authorization roles; stages of application, hazard verification, control/isolation, execution, monitoring, and closure.

Learning Material : OHS/EHS presentation and permit-to-work form.

Topic 3.3 : Managing OHS Documentation Systems

Summary : Competency Unit M.71KKK01.010.1 - Managing OHS Documentation Systems. Identifying document sources, numbering, revision control, distribution, access, storage, and the OHS master document list.

Topic Learning Outcomes

3. Manage OHS records, evaluate compliance, and document preliminary workplace accident investigations.

3.1 Create and update a controlled OHS master document list using sample documents.

Topic Duration : 2 JP

Learning Method : Document control demonstration and master-list preparation exercise.

Assessment Method : Assessment of the OHS master document list.

Assessment Indicators : Document codes, versions, responsible persons, distribution, and status are recorded consistently.

Assessment Weight : 6%

Material : Control of OHS documents and records; codes, revisions, access, distribution, and retention.

Learning Material : OHS/EHS presentation.

Module 4 : Accident Investigation and OHS Compliance Evaluation

Topic 4.1 : Investigating Occupational Accidents

Summary : Competency Unit M.71KKK01.013.1 - Investigating Occupational Accidents. Securing the scene and evidence, interviews, causal analysis, corrective-action recommendations, and investigation reports based on simulated data.

Topic Learning Outcomes

3. Manage OHS records, evaluate compliance, and document preliminary workplace accident investigations.

3.2 Conduct a case-based workplace accident investigation and prepare an evidence-based report.

Topic Duration : 2 JP

Learning Method : Incident case simulation, evidence review, and report preparation.

Assessment Method : Case investigation portfolio and corrective-action report.

Assessment Indicators : Distinguishes facts from assumptions, identifies causes, and recommends proportionate improvements.

Assessment Weight : 10%

Material : Accident reporting; evidence preservation; chronology and fact gathering; causal analysis; corrective actions and investigation reports.

Learning Material : OHS/EHS presentation and investigation form, chronology, and evidence list.

Topic 4.2 : Evaluating Compliance with OHS Requirements and Procedures

Summary : Competency Unit M.71KKK01.012.1 - Evaluating Compliance with OHS Requirements and Procedures. Review of compliance with OHS regulations and procedures, inspection checklists, nonconformity records, and corrective-action follow-up.

Topic Learning Outcomes

3. Manage OHS records, evaluate compliance, and document preliminary workplace accident investigations.

3.3 Evaluate compliance with OHS requirements and procedures and record prioritized corrective actions.

Topic Duration : 3 JP

Learning Method : Compliance case study and checklist practice.

Assessment Method : Assessment of the compliance checklist and corrective-action plan.

Assessment Indicators : Compliance gaps, evidence, priorities, and responsible persons for corrective actions are traceable.

Assessment Weight : 9%

Material : Review of OHS regulations and procedures; compliance audits, checklists, nonconformity evidence, action priorities, and verification.

Learning Material : OHS/EHS presentation.

4. Card Publication

Target Participants	:	OHS officers, HSE staff, supervisors, and personnel supporting safety in workplaces, workshops, or laboratories.
Learning Media & Facilities	:	Case studies, HIRADC/risk assessment forms, sample work permits and PPE, emergency response plan templates, sample hazard-factor measurements, and incident report forms.
Program Advantages	:	Competency-unit-mapped OHS preparation through structured cases, guided exercises, and practical assessment evidence.

5. Supporting Documents

Training Agenda	:	—
Training Syllabus	:	—
Training Flyer	:	MK002_General Occupational Safety and Health Experts Training and Certification.pdf

TRAINING PROGRAM SYLLABUS APPROVAL PAGE

General Occupational Safety and Health Experts Training and Certification

(Pelatihan dan Sertifikasi Ahli K3 Umum)

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