



Sabah & Sarawak Labour Ordinance



COMPLIANCE

REGUL

PROCEDURE

CONSTRAINT

Introduction



This course provides a comprehensive overview of the Sabah & Sarawak Labour Ordinance, tailored to equip participants with the essential knowledge and practical skills needed to navigate and comply with the labour laws specific to these regions. Whether you're an HR professional, business owner, or employee, this course will help you understand the intricacies of the ordinance, ensuring you can manage employment matters effectively and legally.

Course Objectives



- 1** Understand the key provisions and differences of the Sabah & Sarawak Labour Ordinance compared to Peninsula Malaysia Labour Law.
- 2** Interpret and apply the requirements for employment contracts and terms.
- 3** Calculate wages, overtime, and understand regulations regarding working hours.
- 4** Manage employee benefits and entitlements effectively.
- 5** Handle industrial relations and resolve disputes in compliance with the ordinance.
- 6** Ensure workplace health and safety regulations are met.

Course Benefits

- Gain in-depth knowledge of the Sabah & Sarawak Labour Ordinance.
- Enhance your ability to manage HR and compliance issues.
- Improve your skills in handling employment disputes and grievances.
- Ensure your organization complies with legal requirements, minimizing risks.
- Boost your professional credibility and career prospects in HR and management roles.



Course Modules

Introduction to Sabah & Sarawak Labour Ordinance

1

- Overview and objectives of the ordinance
- Key differences from the Peninsula Malaysia Labour Law
- Importance of understanding regional labour laws

Employment Contracts and Terms

2

- Types of employment contracts
- Essential terms and conditions
- Procedures for contract termination and notice periods
- Real-life examples of employment contracts

Wages and Working Hours

3

- Minimum wage requirements
- Calculating wages, overtime, and deductions
- Regulations on working hours, rest days, and public holidays
- Practical tips for payroll management

Employee Benefits and Entitlements

4

- Annual leave, sick leave, and maternity leave entitlements
- Medical benefits and insurance requirements
- Other statutory benefits
- Case studies on employee benefits management

Industrial Relations and Dispute Resolution

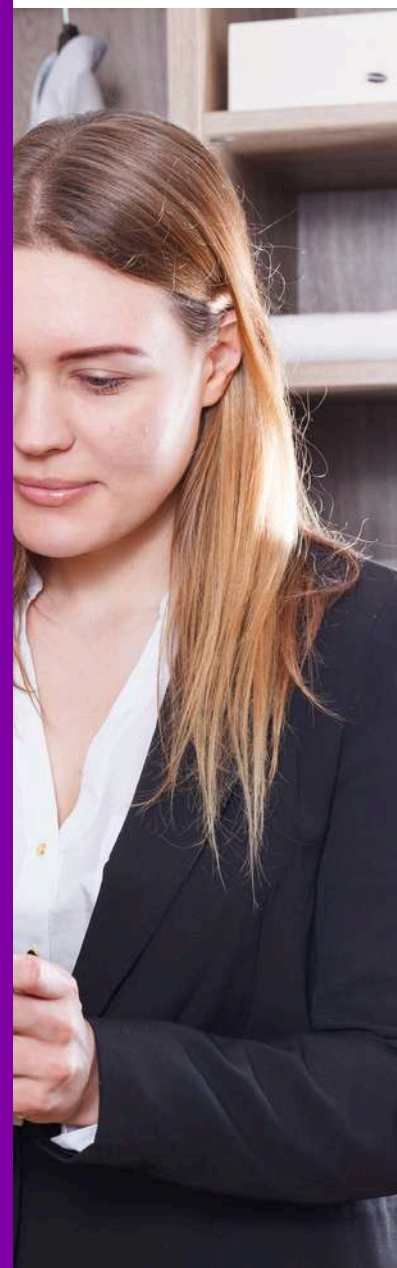
5

- Handling grievances and disciplinary actions
- Procedures for dispute resolution
- Role of industrial courts and tribunals
- Interactive discussions on real-life dispute scenarios

Health and Safety Regulations

6

- Occupational safety and health requirements
- Employer and employee responsibilities
- Compliance and enforcement strategies
- Practical applications and real-world examples



Who Should Join This Course

→ HR professionals looking to deepen their understanding of regional labour laws

→ Business owners and managers who need to ensure compliance with the ordinance

→ Employees seeking to understand their rights and responsibilities

→ Legal advisors and consultants specializing in employment law



Module 1 :

Introduction to Sabah & Sarawak Labour Ordinance

Lesson 1: Overview and Objectives

Objective :

- Understand the primary purpose and scope of the Sabah & Sarawak Labour Ordinance.
- Gain insight into the historical and legislative background of the ordinance.

Content :

The Sabah & Sarawak Labour Ordinance is a critical piece of legislation designed to regulate the employer-employee relationship within these regions. This lesson will cover:

- Purpose: To ensure fair treatment of workers and provide a framework for resolving employment disputes.
- Scope: Applies to all employers and employees within Sabah and Sarawak, covering aspects like employment contracts, wages, working hours, and employee benefits.
- Historical Background: Discuss the evolution of labour laws in Sabah and Sarawak, including key amendments and reforms.
- Legislative Framework: Overview of how the ordinance fits within the broader Malaysian legal system and its enforcement mechanisms.



Module 1 :

Introduction to Sabah & Sarawak Labour Ordinance

Lesson 2: Key Differences from Peninsula Malaysia Labour Law

Objective :

- Identify and understand the significant differences between the Sabah & Sarawak Labour Ordinance and the Peninsula Malaysia Labour Law.

Content :

While there are many similarities, the labour laws in Sabah and Sarawak have unique aspects due to historical, cultural, and economic reasons. This lesson will explore:

- Employment Contracts: Differences in terms and conditions.
- Wages and Benefits: Variations in minimum wage standards, overtime regulations, and employee benefits.
- Working Hours: Differences in regulations regarding working hours, rest days, and public holidays.
- Industrial Relations: Unique dispute resolution mechanisms and the role of industrial courts in Sabah and Sarawak.
- Case Examples: Practical examples illustrating these differences in real-world scenarios.



Module 1 :

Introduction to Sabah & Sarawak Labour Ordinance

Lesson 3 : Importance of Understanding Regional Labour Laws

Objective :

- Appreciate the significance of understanding and complying with regional labour laws.
- Recognize the benefits of proper adherence to the Sabah & Sarawak Labour Ordinance.

Content :

Comprehending the regional labour laws is crucial for several reasons:

- Compliance: Ensures that businesses and HR professionals operate within legal boundaries, avoiding penalties and disputes.
- Employee Relations: Helps in building trust and a positive work environment, leading to higher employee satisfaction and retention.
- Business Benefits: Proper compliance can enhance the company's reputation, reduce legal risks, and improve overall operational efficiency.
- Examples and Case Studies: Real-life scenarios highlighting the consequences of non-compliance and the benefits of adhering to the law.



Module 2 :

Employment Contracts and Terms

Lesson 1: Types of Employment Contracts

Objective :

- Understand the different types of employment contracts recognized under the Sabah & Sarawak Labour Ordinance.
- Learn how to draft and interpret these contracts effectively.

Content :

In this lesson, we'll cover the various types of employment contracts and their key features:

1. Permanent Contracts

- Definition and characteristics of permanent contracts.
- Typical clauses included in permanent employment contracts (e.g., job responsibilities, salary, benefits).
- Advantages and disadvantages of permanent contracts for both employers and employees.

2. Fixed-Term Contracts

- Definition and characteristics of fixed-term contracts.
- When and why fixed-term contracts are used.
- Legal considerations and limitations for renewing or terminating fixed-term contracts.

3. Part-Time Contracts

- Definition and characteristics of part-time contracts.
- Rights and benefits of part-time employees under the ordinance.
- Differences in treatment between part-time and full-time employees.

4. Casual and Temporary Contracts

- Definition and characteristics of casual and temporary contracts.
- Typical use cases and limitations.
- Legal requirements for casual and temporary employees, including pay rates and entitlements.

5. Examples and Templates

- Real-life examples of each type of contract.
- Templates for drafting different types of employment contracts.

Module 2 :

Essential Terms and Conditions

Lesson 2: Essential Terms and Conditions

Objective :

- Identify the essential terms and conditions that must be included in an employment contract.
- Understand the legal implications of these terms and how to enforce them.

Content :

This lesson focuses on the key terms and conditions that are critical in employment contracts:

1. Job Description:

- Importance of a clear and detailed job description.
- How to outline duties, responsibilities, and performance expectations.

2. Salary and Benefits:

- Legal requirements for stating salary, payment frequency, and additional benefits.
- Differences in statutory benefits between permanent, fixed-term, and part-time employees.

3. Working Hours:

- Regulations on working hours, including standard workweeks, overtime, and breaks.
- How to clearly specify working hours in the contract.

4. Leave Entitlements:

- Annual leave, sick leave, maternity leave, and other statutory leave entitlements.
- Procedures for requesting and approving leave.

5. Termination and Notice Periods:

- Legal requirements for contract termination by both employer and employee.
- Notice periods and procedures for different types of contracts.
- Rights and obligations during the notice period.

6. Confidentiality and Non-Compete Clauses:

- Importance of confidentiality agreements to protect company information.
- Legal enforceability and limitations of non-compete clauses.

7. Dispute Resolution:

- Mechanisms for resolving disputes arising from employment contracts.
- Role of mediation, arbitration, and industrial courts.

8. Examples and Case Studies:

- Real-life examples of contract clauses and their legal implications.
- Case studies on disputes related to employment contract terms.

Module 2 :

Employment Contracts and Terms

Lesson 3: Contract Termination and Notice Periods

Objective :

- Understand the legal requirements and best practices for terminating employment contracts.
- Learn about the rights and obligations of both parties during the notice period.

Content :

In this lesson, we'll delve into the specifics of contract termination and notice periods:

1. Types of Termination:

- Voluntary termination by the employee.
- Involuntary termination by the employer (e.g., dismissal, redundancy).
- Mutual agreement for termination.

Notice Periods:

- Legal requirements for notice periods based on length of service and type of contract.
- Rights and obligations of both parties during the notice period.
- Exceptions and scenarios where notice periods may be waived



Module 3 :

Wages and Working Hours

Lesson 1: Minimum Wage Requirements

Objective :

- Understand the minimum wage regulations under the Sabah & Sarawak Labour Ordinance.
- Learn how to ensure compliance with minimum wage laws.

Content :

In this lesson, we'll explore the minimum wage requirements in detail:

1. Definition and Scope:

- Explanation of the minimum wage as per the Sabah & Sarawak Labour Ordinance.
- Coverage of minimum wage regulations across different sectors and industries.

2. Current Rates:

- Current minimum wage rates applicable in Sabah and Sarawak.
- How these rates compare to Peninsula Malaysia and any regional variations within the states.

3. Calculation of Minimum Wage:

- Methods for calculating the minimum wage for different types of employees (full-time, part-time, casual).
- Understanding gross and net wages, and what components are included in the minimum wage.

4. Compliance and Enforcement:

- Obligations of employers to comply with minimum wage laws.
- Penalties and legal consequences for non-compliance.
- Role of regulatory bodies in enforcing minimum wage compliance.

5. Real-Life Examples:

- Case studies of businesses successfully implementing minimum wage requirements.
- Scenarios highlighting the impact of minimum wage compliance and non-compliance.

Module 3 :

Wages and Working Hours

Lesson 2: Calculating Wages and Overtime

Objective :

- Learn how to accurately calculate wages, including overtime, for employees in Sabah and Sarawak.
- Understand the legal requirements and best practices for wage calculation.

Content :

This lesson will cover the essentials of wage and overtime calculations:

1. Basic Wage Calculation:

- Methods for calculating basic wages for different types of contracts.
- Understanding daily, weekly, and monthly wage structures.

2. Overtime Calculation:

- Legal requirements for overtime pay.
- Calculation methods for different overtime scenarios (e.g., weekdays, weekends, public holidays).
- Understanding the concept of time-and-a-half and double-time pay rates.

3. Allowances and Deductions:

- Common allowances (e.g., transport, housing) and how they are factored into wage calculations.
- Permissible deductions from wages and the legal limitations on deductions.

4. Payroll Management:

- Best practices for managing payroll processes.
- Tools and software for efficient wage and overtime calculation.
- Ensuring accurate record-keeping and documentation.

5. Examples and Case Studies:

- Practical examples of wage and overtime calculations.
- Case studies of businesses handling complex payroll scenarios.

Module 3 :

Wages and Working Hours

Lesson 3: Working Hours, Rest Days, and Public Holidays

Objective :

- Understand the regulations regarding working hours, rest days, and public holidays under the Sabah & Sarawak Labour Ordinance.
- Learn how to implement these regulations in the workplace.

Content :

This lesson focuses on the rules governing working hours and related entitlements:

1. Standard Working Hours:

- Legal definition of standard working hours.
- Regulations on maximum working hours per day and week.

2. Rest Days:

- Entitlement to weekly rest days and the legal requirements for rest day allocation.
- Procedures for working on rest days and the corresponding compensation.

3. Public Holidays:

- List of public holidays recognized in Sabah and Sarawak.
- Entitlements and compensation for working on public holidays.

4. Shift Work and Flexible Hours:

- Rules for managing shift work and flexible working arrangements.
- Legal considerations and best practices for scheduling shifts.

6. Overtime and Breaks:

- Regulations on mandatory breaks and meal periods.
- Compensation for work beyond standard hours and during breaks.

7. Real-Life Applications:

- Examples of implementing working hours and rest day regulations in different industries.
- Case studies on managing compliance with working hour regulations.

Module 3 :

Wages and Working Hours

Lesson 4: Payroll Management Tips

Objective :

- Gain practical tips for efficient payroll management.
- Learn how to ensure compliance with wage and hour regulations.

Content :

In this lesson, we'll discuss best practices for managing payroll effectively:

1. Payroll Systems:

- Overview of different payroll systems and software.
- Criteria for selecting the right payroll system for your business.

2. Compliance and Accuracy:

- Ensuring compliance with legal requirements for payroll.
- Tips for maintaining accurate payroll records and documentation.

3. Automation and Efficiency:

- Benefits of automating payroll processes.
- How to integrate payroll systems with other HR and accounting tools.

4. Employee Communication:

- Importance of clear communication about payroll policies and procedures.
- Best practices for addressing payroll-related queries and issues.

5. Audit and Review:

- Conducting regular payroll audits to ensure compliance and accuracy.
- How to handle discrepancies and resolve payroll disputes.

6. Examples and Case Studies:

- Real-life examples of businesses implementing efficient payroll systems.
- Case studies on overcoming payroll challenges.

Module 4 :

Employee Benefits and Entitlements

Lesson 1: Annual Leave, Sick Leave, and Maternity Leave

Objective :

- Understand the statutory entitlements for annual leave, sick leave, and maternity leave under the Sabah & Sarawak Labour Ordinance.
- Learn how to manage these leave types effectively within an organization.

Content :

This lesson will cover the key aspects of employee leave entitlements:

1. Annual Leave:

- Statutory requirements for annual leave entitlements based on length of service.
- Procedures for applying, approving, and recording annual leave.
- Policies for carrying forward unused leave and encashment.

2. Sick Leave:

- Statutory sick leave entitlements and conditions for eligibility.
- Procedures for reporting sick leave and providing medical certificates.
- Handling extended sick leave and managing return-to-work processes.

3. Maternity Leave:

- Statutory entitlements for maternity leave, including duration and conditions.
- Rights and protections for employees during and after maternity leave.
- Procedures for applying for maternity leave and managing coverage during the employee's absence.

4. Practical Tips:

- Best practices for managing leave requests and ensuring compliance with statutory requirements.
- Tools and systems for tracking and recording leave.

5. Examples and Case Studies:

- Real-life examples of managing annual, sick, and maternity leave.
- Case studies on resolving leave disputes and maintaining compliance.

Module 4 :

Employee Benefits and Entitlements

Lesson 2: Medical Benefits and Insurance

Objective :

- Understand the statutory requirements for medical benefits and insurance under the Sabah & Sarawak Labour Ordinance.
- Learn how to implement and manage these benefits effectively.

Content :

This lesson focuses on the provision and management of medical benefits and insurance:

1. Statutory Requirements:

- Overview of mandatory medical benefits and insurance requirements for employees.
- Legal obligations of employers to provide medical coverage.

2. Types of Medical Benefits:

- Common medical benefits offered by employers, including outpatient and inpatient care.
- Additional benefits such as dental and vision care.

3. Insurance Coverage:

- Types of insurance coverage typically provided to employees (e.g., health, life, accident insurance).
- Criteria for selecting insurance providers and plans.

4. Implementation and Management:

- Steps for implementing medical benefits and insurance plans.
- Best practices for managing claims and ensuring employee satisfaction.

5. Communication:

- Importance of clear communication about available medical benefits and insurance coverage.
- How to address employee queries and concerns regarding their benefits.

6. Examples and Case Studies:

- Real-life examples of providing and managing medical benefits and insurance.
- Case studies on handling medical benefit claims and disputes.

Module 4 :

Employee Benefits and Entitlements

Lesson 3: Other Statutory Benefits

Objective :

- Learn about other statutory benefits that employees are entitled to under the Sabah & Sarawak Labour Ordinance.
- Understand the procedures for providing and managing these benefits.

Content :

In this lesson, we will explore additional statutory benefits provided to employees:

1. Retirement Benefits:

- Overview of statutory retirement benefits and employer obligations.
- Procedures for managing retirement plans and contributions.

2. Employment Injury and Disability Benefits:

- Entitlements for employees who suffer work-related injuries or disabilities.
- Procedures for reporting and managing injury claims.

3. Social Security Contributions:

- Overview of mandatory social security contributions (e.g., SOCSO).
- Employer and employee responsibilities for contributions and compliance.

4. Education and Training Benefits:

- Entitlements for employee development and training programs.
- Procedures for applying and managing training benefits.

5. Other Benefits:

- Overview of additional statutory benefits such as housing allowances, transportation subsidies, and more.

6. Examples and Case Studies:

- Real-life examples of managing various statutory benefits.
- Case studies on resolving benefit-related disputes and ensuring compliance.

Module 4 :

Employee Benefits and Entitlements

Lesson 4: Case Studies on Benefits Management

Objective :

- Analyze real-life case studies to understand the practical application of managing employee benefits and entitlements.
- Learn from examples of effective benefits management and common challenges faced by organizations.

Content :

This lesson will focus on practical applications through case studies:

1. Case Study 1: Managing Annual Leave:

- Scenario involving disputes over annual leave entitlement and approval.
- Analysis of how the organization resolved the issue and ensured compliance.

2. Case Study 2: Handling Extended Sick Leave:

- Scenario involving an employee on extended sick leave and the impact on the organization.
- Steps taken to manage the situation, including communication and coverage strategies.

3. Case Study 3: Implementing Medical Benefits:

- Scenario involving the rollout of a new medical benefits plan.
- Challenges faced and strategies used to ensure a smooth implementation and employee satisfaction.

5. Case Study 4: Managing Maternity Leave:

- Scenario involving an employee on maternity leave and the impact on team dynamics.
- Best practices for managing maternity leave and ensuring a smooth transition back to work.

6. Case Study 5: Addressing Benefit Disputes:

- Scenario involving a dispute over entitlement to specific statutory benefits.
- Analysis of how the organization addressed the dispute and lessons learned

Module 5 :

Industrial Relations and Dispute Resolution

Lesson 1: Handling Grievances and Disciplinary Actions

Objective :

- Understand the processes and best practices for handling employee grievances and disciplinary actions under the Sabah & Sarawak Labour Ordinance.
- Learn how to implement fair and effective grievance and disciplinary procedures.

Content :

This lesson covers the key aspects of managing grievances and disciplinary actions:

1. Grievance Procedures:

- Definition and importance of a formal grievance procedure.
- Steps for lodging and handling grievances, including timelines and documentation.
- Best practices for ensuring transparency and fairness in grievance handling.

2. Disciplinary Procedures:

- Definition and purpose of disciplinary procedures.
- Steps for conducting disciplinary actions, including investigations, hearings, and documentation.
- Types of disciplinary actions (e.g., warnings, suspension, termination) and their appropriate use.

3. Employee Rights:

- Ensuring employees understand their rights during grievance and disciplinary processes.
- Providing support and representation for employees involved in these processes.

4. Managerial Responsibilities:

- Role of managers and HR in handling grievances and disciplinary actions.
- Training managers to conduct fair and consistent procedures.

5. Examples and Case Studies:

- Real-life examples of handling grievances and disciplinary actions effectively.
- Case studies on resolving common issues and maintaining compliance.

Module 5 :

Industrial Relations and Dispute Resolution

Lesson 2: Procedures for Dispute Resolution

Objective :

- Understand the dispute resolution mechanisms available under the Sabah & Sarawak Labour Ordinance.
- Learn how to effectively manage and resolve workplace disputes.

Content :

This lesson will explore the various procedures for resolving disputes in the workplace:

1. Types of Disputes:

- Common types of workplace disputes, including contract disputes, wage disputes, and unfair dismissal claims.

2. Internal Resolution:

- Steps for resolving disputes internally through mediation and negotiation.
- Importance of early intervention and informal resolution methods.

3. Formal Resolution:

- Formal dispute resolution procedures, including arbitration and adjudication.
- Role of the Industrial Relations Department and other regulatory bodies.

4. Industrial Courts:

- Function and jurisdiction of industrial courts in Sabah and Sarawak.
- Procedures for filing a case, presenting evidence, and obtaining a judgment.

5. Legal Considerations:

- Key legal principles and precedents relevant to dispute resolution.
- Ensuring compliance with legal requirements throughout the resolution process.

6. Examples and Case Studies:

- Real-life examples of effective dispute resolution.
- Case studies on resolving complex workplace disputes.

Module 5 :

Industrial Relations and Dispute Resolution

Lesson 3: Role of Industrial Courts and Tribunals

Objective :

- Gain a detailed understanding of the role and functions of industrial courts and tribunals in Sabah and Sarawak.
- Learn how to navigate the legal processes involved in taking a dispute to these bodies.

Content :

This lesson will provide an in-depth look at industrial courts and tribunals:

1. Overview of Industrial Courts:

- Structure and purpose of industrial courts in Sabah and Sarawak.
- Differences between industrial courts and other judicial bodies.

2. Jurisdiction and Powers:

- Jurisdiction of industrial courts over various types of employment disputes.
- Powers and authority of industrial courts to make binding decisions.

3. Filing a Case:

- Procedures for filing a case with the industrial court.
- Required documentation and legal requirements for filing.

4. Hearing Process:

- Steps involved in the hearing process, including pre-hearing procedures, evidence presentation, and cross-examination.
- Roles of the parties involved, including the judge, lawyers, and witnesses.

5. Decisions and Appeals:

- How decisions are made and communicated by the industrial court.
- Procedures for appealing a decision if necessary.

6. Examples and Case Studies:

- Real-life examples of cases handled by industrial courts.
- Case studies on navigating the industrial court process and understanding the outcomes.

Module 5 :

Industrial Relations and Dispute Resolution

Lesson 4: Real-Life Dispute Scenarios

Objective :

- Analyze real-life dispute scenarios to understand practical applications of dispute resolution processes.
- Learn from examples of effective dispute management and common challenges faced by organizations.

Content :

This lesson will focus on practical applications through real-life dispute scenarios:

1. Scenario 1: Contract Dispute:

- An employee files a dispute over the terms of their employment contract.
- Steps taken to resolve the dispute through internal negotiation and, eventually, industrial court intervention.

2. Scenario 2: Wage Dispute:

- Employees allege that their wages have not been calculated correctly, leading to a dispute.
- Procedures followed to investigate the claim, resolve the issue internally, and ensure future compliance.

3. Scenario 3: Unfair Dismissal:

- An employee claims they were unfairly dismissed from their job.
- Analysis of the steps taken by the employer to handle the grievance, the role of the industrial court, and the final outcome.

4. Scenario 4: Harassment and Discrimination:

- An employee files a grievance related to harassment and discrimination at the workplace.
- Examination of the internal procedures, legal considerations, and resolution methods used to address the issue.

5. Scenario 5: Collective Bargaining Dispute:

- A group of employees engages in a dispute over collective bargaining agreements.
- Steps taken to mediate the dispute, involving both internal resolution methods and formal industrial court proceedings.

Module 6 :

Health and Safety Regulations

Lesson 1: Occupational Safety and Health Requirements

Objective :

- Understand the occupational safety and health requirements under the Sabah & Sarawak Labour Ordinance.
- Learn how to implement effective health and safety measures in the workplace.

Content :

In this lesson, we will cover the fundamental aspects of occupational safety and health:

1. Legal Framework:

- Overview of the occupational safety and health regulations specific to Sabah and Sarawak.
- Key provisions and their implications for employers and employees.

2. Employer Responsibilities:

- Duties of employers to ensure a safe and healthy working environment.
- Specific measures required to comply with safety regulations, such as risk assessments and safety training.

3. Employee Responsibilities:

- Obligations of employees to adhere to safety policies and practices.
- Reporting procedures for hazards and unsafe conditions.

4. Health and Safety Policies:

- Development and implementation of comprehensive health and safety policies.
- Components of an effective health and safety program.

5. Real-Life Examples:

- Examples of successful health and safety programs in various industries.
- Case studies highlighting the importance of compliance with safety regulations.

Module 6 :

Health and Safety Regulations

Lesson 2: Employer and Employee Responsibilities

Objective :

- Understand the specific responsibilities of employers and employees regarding health and safety.
- Learn how to foster a culture of safety in the workplace.

Content :

In this lesson, we will cover the fundamental aspects of occupational safety and health:

1. Employer Responsibilities:

- Detailed overview of employer obligations under the law.
- Steps for conducting regular safety audits and inspections.
- Procedures for investigating workplace accidents and implementing corrective actions.

2. Employee Responsibilities:

- Encouraging employee participation in safety programs.
- Importance of following safety protocols and using protective equipment.
- Reporting and addressing safety concerns promptly.

3. Collaboration:

- Strategies for fostering collaboration between employers and employees to enhance workplace safety.
- Creating safety committees and engaging employees in safety initiatives.

4. Examples and Case Studies:

- Real-life examples of successful employer-employee collaboration on safety issues.
- Case studies on resolving safety challenges and improving workplace conditions.

Module 6 :

Health and Safety Regulations

Lesson 3: Compliance and Enforcement Strategies

Objective :

- Learn how to ensure compliance with health and safety regulations.
- Understand the enforcement mechanisms and penalties for non-compliance.

Content :

In this lesson, we will cover the fundamental aspects of occupational safety and health:

1. Compliance Strategies:

- Steps for developing and implementing compliance programs.
- Best practices for maintaining up-to-date safety documentation and records.

2. Enforcement Mechanisms:

- Overview of the enforcement mechanisms used by regulatory bodies.
- Procedures for inspections, investigations, and enforcement actions.
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3. Penalties for Non-Compliance:

- Legal consequences of failing to comply with safety regulations.
- Financial and operational impacts of non-compliance.

4. Continuous Improvement:

- Importance of continuous monitoring and improvement of safety practices.
- Tools and techniques for conducting safety audits and assessments.

5. Examples and Case Studies:

- Real-life examples of organizations that have successfully implemented compliance strategies.
- Case studies on the consequences of non-compliance and how to avoid them.

Module 6 :

Health and Safety Regulations

Lesson 4: Practical Applications and Examples

Objective :

- Apply the knowledge gained in previous lessons to real-life scenarios.
- Learn from practical examples of health and safety management.

Content :

In this lesson, we will cover the fundamental aspects of occupational safety and health:

1. Scenario 1: Implementing a Safety Program:

- Steps taken by a manufacturing company to implement a comprehensive safety program.
- Challenges faced and solutions implemented to ensure compliance and improve safety.

2. Scenario 2: Addressing Workplace Hazards:

- Case study of a construction company identifying and addressing workplace hazards.
- Procedures followed to mitigate risks and ensure worker safety.

3. Scenario 3: Responding to an Accident:

- Example of a workplace accident and the steps taken to investigate and respond.
- Analysis of the corrective actions implemented to prevent future incidents.

4. Scenario 4: Engaging Employees in Safety:

- Strategies used by a service industry employer to engage employees in safety initiatives.
- Impact of employee involvement on overall workplace safety culture.

5. Scenario 5: Ensuring Regulatory Compliance:

- Case study of an organization conducting regular safety audits to maintain compliance.
- Benefits realized from proactive safety management and continuous improvement efforts.

BASIC PRINCIPLES FOR COURSE IMPLEMENTATION



1. Engagement and Interaction:

- **Interactive Sessions:** Use interactive teaching methods such as discussions, Q&A sessions, and group activities to engage participants actively.
- **Real-Life Examples:** Incorporate real-life case studies and practical examples to make the content relatable and applicable.



2. Customization

- **Tailored Content:** Adapt the course content to the specific needs and experience levels of the participants. This might involve adjusting the depth of coverage or focusing on particular areas of interest.
- **Relevant Examples:** Use industry-specific examples and scenarios that resonate with the participants' professional backgrounds.



3. Clarity and Simplicity

- **Clear Objectives:** Clearly outline the objectives for each lesson at the beginning and recap them at the end.
- **Simplified Content:** Break down complex legal jargon into simple, understandable language without compromising accuracy.



4. Practical Application

- **Hands-On Activities:** Include activities that allow participants to practice what they've learned, such as drafting contracts or calculating wages.
- **Implementation Plans:** Encourage participants to develop action plans on how they will apply the knowledge gained in their workplaces.



5. Consistency and Continuity

- **Structured Progression:** Ensure that each module builds on the previous one, maintaining a logical flow and progression of topics.
- **Regular Reviews:** Conduct periodic reviews and summaries to reinforce learning and ensure retention of key concepts.

PRACTICAL TIPS FOR IMPLEMENTING THE COURSE



Clear Communication

- Ensure all instructions, deadlines, and expectations are clearly communicated to learners.



Engagement Strategies

- Use interactive elements such as quizzes, discussions, and group projects to keep learners engaged.



Technology Integration

- Utilize online platforms and tools for easy access to course materials, communication, and assessments.



Regular Feedback

- Provide timely feedback on assignments and assessments to guide learners' progress and improvement.



Support Resources

- Offer additional resources such as reading materials, videos, and tutorials to supplement learning.

CASE STUDIES

Case Study 1: Managing Annual Leave

- **Scenario:** An employee disputes the calculation of their annual leave entitlement.
- **Details:** The case study examines how the HR department reviewed the employee's leave records, consulted the Sabah & Sarawak Labour Ordinance, and resolved the dispute by recalculating the leave entitlements in accordance with the law.
- **Learning Points:** Importance of accurate record-keeping, understanding statutory leave entitlements, and effective communication in resolving disputes.

Case Study 2: Wage Disputes

- **Scenario:** A group of employees claims that their wages were not calculated correctly, leading to a dispute.
- **Details:** This case study explores the steps taken by the employer to investigate the claims, correct any errors in wage calculations, and ensure compliance with the minimum wage requirements.
- **Learning Points:** Accurate wage calculation methods, importance of compliance with minimum wage laws, and strategies for addressing wage-related grievances.

Case Study 3: Disciplinary Actions

- **Scenario:** An employee was dismissed for repeated misconduct, leading to a claim of unfair dismissal.
- **Details:** The case study details the employer's disciplinary procedures, the steps taken to document the misconduct, and the legal process followed to defend the dismissal in an industrial court.
- **Learning Points:** Proper documentation of disciplinary actions, fair and transparent procedures, and legal considerations in handling dismissals.

Case Study 4: Implementing Health and Safety Measures:

- **Scenario:** A manufacturing company implements new health and safety protocols after a workplace accident.
- **Details:** This case study outlines the process of conducting a risk assessment, developing and implementing new safety measures, and training employees to prevent future accidents.
- **Learning Points:** Importance of proactive health and safety management, steps for developing safety protocols, and the role of training in ensuring workplace safety.

Case Study 5: Dispute Resolution

- **Scenario:** A dispute arises between management and employees over changes to working hours and conditions.
- **Details:** The case study examines the mediation process, the role of the industrial court, and the eventual resolution of the dispute through negotiation and legal intervention.
- **Learning Points:** Effective dispute resolution strategies, the role of mediation and negotiation, and understanding industrial court procedures.

COURSE FEE

Option 1: Full Course (6 Days)

5 participants : Fee

RM 2300.00 per pax

10 participants : Fee

RM 1550.00 per pax

12 participants : Fee

RM 1350.00 per pax

15 participants : Fee

RM 1050.00 per pax

Option 2: Short Course (3 Days)

5 participants : Fee

RM 1750.00 per pax

10 participants : Fee

RM 950.00 per pax

12 participants : Fee

RM 750.00 per pax

15 participants : Fee

RM 580.00 per pax



Who We Are



KLCC ACADEMY an Accredited Education Centre in Malaysia - provides an enriched learning environment that has helped countless students get ahead. Founded in 2013, the Academy is in heart of Kuala Lumpur near the iconic KLCC - Petronas Twin Towers (distance of 500m) and reflects the diverse backgrounds and cultures of the area.

We believe that education is a fundamental right, and everyone should have access to quality higher education. With this view in mind, we strive to create opportunities for those who have genuine aspiration and honest intention, who seek high-quality education, great academic experience, unparalleled student services, globally recognizable qualifications, and career prospects post qualification after studying in their chosen destination countries.

Contact Information



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