



**MESH CONSULTANCY & TRAINING CENTRE PLT**

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Department of Occupational Safety & Health Approved



MOSHPA 5-Star OSH Training Provider



# OCCUPATIONAL SAFETY & HEALTH (OSH) COORDINATOR COMPETENCY PROGRAMME

DOSH/JKKP Competency Course

## Training Dates:

|                   |                  |
|-------------------|------------------|
| 5 - 7 Feb 2024    | 6 - 8 Aug 2024   |
| 5 - 7 Mar 2024    | 3 - 5 Sep 2024   |
| 7 - 9 May 2024    | 8 - 10 Oct 2024  |
| 11 - 13 June 2024 | 12 - 14 Nov 2024 |



HRD Corp Registered and Claimable

**SCAN QR CODE**



OR

**[CLICK HERE](#)**

**TO REGISTER NOW**

**Gain a DOSH recognised competency upon successful completion of this course with us.**

## Training Location:

Suite B-03-5, Wisma Pantai, Bangsar Trade Centre, No. 5, Jalan 4/83A, Off Jalan Pantai Baru, 59200 Kuala Lumpur

# RM864

inclusive of course notes & meals

**Payment options:**  
Self-pay/Company/HRD SBL-Khas

# Trainers' Profile

## DR. V. RAMACHANDRAN PHD, CSP & CSHM

- PhD in Occupational Safety & Health, MSc in Occupational Safety & Health Management
- 32 years of industry experience in various manufacturing and construction activities. Over 20 years training and consulting experience for small and large organization.
- DOSH Registered Safety & Health Officer (SHO) from 1999-2014.
- ISO 45001:2018 Occupational Health & Safety Management System Lead Auditor.
- Accredited Certified Safety Practitioner (CSP) and Certified Safety & Health Manager (CSHM) by the American Society of Safety Professionals (ASSP).
- Gold Class 5-Star OSH Trainer Award from the Malaysian Occupational Safety and Health Practitioners' Association (MOSHAPA)

## ONG EWE LEE

- MSc Environment and Business Management (MEBM)
- 15 years of experience in manufacturing industry
- DOSH Registered Safety & Health Officer (SHO)
- AELB Registered Radioactive Protection Officer (RPO)
- Assessor for the Prime Minister's Hibiscus Award
- ISO 45001:2018 Occupational Health & Safety Management System Implementer





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# **OCCUPATIONAL SAFETY & HEALTH (OSH) COORDINATOR COMPETENCY PROGRAMME (3 Days Programme)**



Department of  
Occupational Safety  
& Health Approved



MOSHPA 5-Star OSH  
Training Provider



HRD Corp Registered  
and Claimable



**HRD Corp Claimable Course No.:**  
10001181235



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# UNLOCKING OSH EXCELLENCE FOR WORKPLACE SAFETY

## Overview

Small & Medium Enterprise (SME) make up 98.5% of business in Malaysia and operate in various sectors of industries ranging from trading, manufacturing, construction, oil & gas and many other services. By definition of the SME Corp, SMEs are manufacturing companies with sales turnover not exceeding RM50 million OR full-time employees not exceeding 200 workers. However, workplace related accidents and incidents are on the rise in SME businesses and hence a proactive approach was developed by the Department of Occupational Safety & Health (DOSH), Malaysia to introduce the OSH-Coordinator competency to encourage the capability development in the areas of Occupational Safety & Health for SMEs.

**The newly amended Occupational Safety & Health (Amendment) Act 2022 which has been passed in the Parliament and pending execution by Department of Occupational Safety & Health (DOSH) under Section 29a requires that any employer who employs five or more employees at his workplace shall appoint a Occupational Safety & Health Coordinator. Failing which, the employer may be fined up to RM50,000 or 6 months jail or both.**

## Objective

- To provide an overview of the requirements within Occupational Safety & Health Act 1994 & Factory & Machinery Act 1967
- To provide understanding on fundamentals of OSH management in SMEs
- To provide understanding on chemical management at workplace
- To provide awareness on Occupational Disease
- To carry out Hazard Identification, Risk Assessment & Risk Control (HIRARC) at workplace
- To provide awareness on Material Handling, Workstation Design & Lighting
- To provide understanding on productive machine safety
- To provide understanding on requirements for premise and work related welfare facilities.



## Who Should Attend

- Work leaders/Supervisors
- Engineers
- OSH Committee Members
- Executives
- Managers



## Methodologies

- Lecture presentations
- Group discussion/ Presentation
- Case study
- Q&A



## Course Outline

| Day 1               |   |
|---------------------|---|
| Time                | Training Activities   |
| 08:45 am – 09:00 am | <b>Introduction</b><br><b>Course Objectives</b>   |
| 09:00 am – 09:30 am | <b>Topic 1: The Challenges And Realities Of The Small And Medium Industries</b><br><i>Total Hours: 0.5 Hours</i> <ul style="list-style-type: none"> <li>• Background, current situation, and category of SMEs.</li> <li>• Challenges faced by entrepreneurs from SME sector.</li> <li>• Examples of accidents and types of injuries that have occurred in the industry.</li> <li>• The importance of OSH culture in the workplace.</li> <li>• The features, roles, requirements of appointment and benefits of an OSH-C.</li> </ul> |
| 09:30 am – 10:30 am | <b>Topic 2: Introduction to Department and Legal Basis</b><br><i>Total Hours: 1.0 Hours</i> <ul style="list-style-type: none"> <li>• Functions and roles of the department.</li> <li>• The history of OSH in Malaysia.</li> <li>• Major provisions OSHA 1994 and FMA 1967.</li> <li>• Benefits of improving occupational safety and health to the organization.</li> </ul>  |
| 10:30 am – 12:30pm  | <b>Topic 3: Fundamentals of OSH Management In SMEs</b><br><i>Total Hours: 2.0 Hours</i> <ul style="list-style-type: none"> <li>• The employer's duty forms the Safety and Health Policy.</li> <li>• Safety and Health Committee.</li> <li>• Accident notification.</li> <li>• Preparation of an Emergency Response Plan.</li> </ul>   |
| 12:30 pm – 01:30 pm | <i>Lunch Break</i>  |
| 01:30 pm – 03:30 pm | <b>Topic 4: Chemical Management</b><br><i>Total Hours: 2.0 Hours</i> <ul style="list-style-type: none"> <li>• Identify hazards of chemicals.</li> <li>• Secure chemical handling.</li> <li>• Impact of chemicals on health.</li> <li>• The concept of "Cradle to Grave".</li> </ul>   |
| 03:30 pm – 05:00 pm | <b>Topic 5 : Introduction to Occupational Disease</b><br><i>Total Hours: 1.5 Hours</i> <ul style="list-style-type: none"> <li>• Introduction to the Occupational Health Department DOSH Malaysia.</li> <li>• Introduction to Occupational Health.</li> <li>• Statistics on occupational diseases in Malaysia.</li> </ul>  |



| Day 2               |  |
|---------------------|--|
| Time                | Training Activities  |
| 08:45 am – 09:00 am | <b>Introduction &amp; Recap of Day 1</b>   |
| 09:00 am – 10:00 am | <p><b>Topic 6: Introduction to Work Related Road Safety (WRRS)</b><br/> <i>Total Time: 1.0 Hours</i></p> <ul style="list-style-type: none"> <li>• Road accident statistics including road accidents as well as accidents involving road-related work in Malaysia.</li> <li>• Impact and causal factors of road accidents.</li> <li>• The needs and importance of WRRS management.</li> <li>• Introduction to the Occupational Safety and Health Industry Code of</li> <li>• Practice for Road Transport Activities 2010.</li> <li>• Introduction to driver, vehicles, and travel management.</li> <li>• Introduction to road safety program management systems and initiatives.</li> </ul> |
| 10:00 am – 01:00 pm | <p><b>Topic 7: Hazard Identification, Risk Assessment and Risk Control (HIRARC)</b><br/> <i>Total Hours: 3.0 Hours</i></p> <ul style="list-style-type: none"> <li>• Definition of hazards, risks and hazards.</li> <li>• Hazard identification method.</li> <li>• Risk assessment process.</li> <li>• Risk assessment matrix.</li> <li>• Hierarchy of control.</li> </ul>  |
| 01:00 pm – 02:00 pm | <i>Lunch Break</i>   |
| 02:00 pm – 05:00 pm | <p><b>Topic 7.1: Practical Training on Hazard Identification, Risk Assessment and Risk Control (HIRARC)</b><br/> <i>Total Hours: 3.0 Hours</i></p> <ul style="list-style-type: none"> <li>• Definition of hazards, risks and danger.</li> <li>• Hazard identification method.</li> <li>• Distribution of group.</li> <li>• HIRARC activity is based on the provided picture and how to use the form.</li> <li>• Group discussion.</li> <li>• Presentation, question &amp; answer.</li> </ul>   |

## Occupational Safety & Health (OSH) Coordinator Competency Programme

| Day 3               |  |
|---------------------|--|
| Time                | Training Activities  |
| 08:45 am – 09:00 am | <b>Introduction &amp; Re-Cap of Day 2</b>  |
| 09:00 am – 10:30am  | <b>Topic 8: Material Handling and Storage</b><br><i>Total Hours: 1.5 Hours</i> <ul style="list-style-type: none"><li>• Interactive learning - Orange fruit / onion.</li><li>• Unmanaged handling and storage of materials increases accident risk costs.</li><li>• Examples of effective storage.</li><li>• Use of manual and mechanical aids.</li><li>• Arrangement and storage of goods at workplace through WISE rules or principles in line with the law of Malaysia's OSH.</li></ul>  |
| 10:30am – 12:00pm   | <b>Topic 9: Workstation Design &amp; Lighting</b><br><i>Total Hours: 1.5 Hours</i> <ul style="list-style-type: none"><li>• Definition of workstation.</li><li>• Design the best workstation.</li><li>• Interactive learning - "Curve tracking".</li><li>• Interactive learning - "Seat Back".</li><li>• 4 principles of workstation design.</li><li>• Productivity and quality of work increased with good lighting.</li><li>• 3 principles of lighting.</li><li>• Interactive learning - "Exercise on Adequate Light"</li></ul> |
| 12:00 pm – 01:00 pm | <i>Lunch Break</i>   |
| 01:00 pm – 03:00 pm | <b>Topic 10: Productive Machine Safety</b><br><i>Total Hours: 2.0 Hours</i> <ul style="list-style-type: none"><li>• Interactive learning - "Paper Folding Exercise"</li><li>• Principles of guard.</li><li>• Types of 'feeder'.</li><li>• Types of 'Holding Equipment'.</li><li>• Impact of unsafe use of machines.</li></ul>  |
| 03:00 pm – 05:00 pm | <b>Topic 11: Premise &amp; Work Related Welfare Facilities</b><br><i>Total Hours: 2.0 Hours</i> <ul style="list-style-type: none"><li>• Basic method of improving workplace environment.</li><li>• Relationship between productivity and good workplace.</li><li>• Benefits of welfare facilities.</li><li>• Minimum cost to improve welfare facilities.</li></ul>   |

