



## OCCUPATIONAL SAFETY & HEALTH (OSH) COORDINATOR COMPETENCY PROGRAMME

HRD Corp Claimable Course No.: 10001181235



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Training Dates:

<b>7 - 9 January 2025</b>	<b>18- 20 February 2025</b>
<b>15-17 April 2025</b>	<b>20 - 22 May 2025</b>

Venue:

### MESH CONSULTANCY AND TRAINING CENTRE

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



Department of Occupational Safety & Health Approved



MOSHPA 5-Star OSH Training Provider



HRD Corp Registered and Claimable

**COURSE FEE:**  
**RM972**

*inclusive of SST, course notes & meals*

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



## TRAINER 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 (MOSHPA)

### **NOORAZMAN SABUDIN**

- Mr. Noorazman has 29 years of experience in Environmental, Health & Safety (EHS) within the petrochemical and oil & gas industries, including significant roles at Fortune 500 companies such as PETRONAS and British Petroleum (BP).
- He holds a degree in Economics from the University of London.
- He is certified with a Certificate in Modern Safety Management from DNV-GL and has been a DOSH-registered Safety & Health Officer (SHO) since 1998.
- Mr. Noorazman is knowledgeable about compliance with the Occupational Safety & Health Act 1994, Factory & Machinery Act 1967, Environmental Quality Act 1974, and Petroleum (Safety Measures) Act 1984.
- He has received specialized training in areas such as Permit-to-Work (PTW), Radiation Safety Management, and Working-at-Height (WAH).
- He works closely with staff to instill a strong HSE culture and mindset throughout the organization.



Consultancy and Training Centre



# OCCUPATIONAL SAFETY & HEALTH (OSH) COORDINATOR COMPETENCY PROGRAMME

**(3 Days Programme)**

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# OCCUPATIONAL SAFETY & HEALTH (OSH) COORDINATOR COMPETENCY PROGRAMME

## EXECUTIVE SUMMARY

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.

## Objectives

- 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 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.
- To carry out Hazard Identification, Risk Assessment & Risk Control (HIRARC) at workplace



## Who Should Attend

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



## Methodologies

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



## INFO:

**The newly amended Occupational Safety & Health (Amendment) Act 2022 which has come to effect on 1 June 2024 and regulated 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 an Occupational Safety & Health Coordinator. Failing which, the employer may be fined up to RM50,000 or 6 months jail or both.**

# COURSE OUTLINE

Day 1	
Time	Training Activities
08:45 am – 09:00 am	<b>Introduction</b> <b>Course Objectives</b>
09:00 am – 09:30 am	<b>Topic 1: The Challenges And Realities Of The Small And Medium Industries</b> <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> <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> <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> <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> <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>

# COURSE OUTLINE

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>  <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>  <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>  <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>

# COURSE OUTLINE

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	<p><b>Topic 8: Material Handling and Storage</b>  <i>Total Hours: 1.5 Hours</i></p> <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	<p><b>Topic 9: Workstation Design &amp; Lighting</b>  <i>Total Hours: 1.5 Hours</i></p> <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	<p><b>Topic 10: Productive Machine Safety</b>  <i>Total Hours: 2.0 Hours</i></p> <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	<p><b>Topic 11: Premise &amp; Work Related Welfare Facilities</b>  <i>Total Hours: 2.0 Hours</i></p> <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>