



OCCUPATIONAL SAFETY & HEALTH (OSH) COORDINATOR COMPETENCY PROGRAMME

HRD Corp Claimable Course No.: 10001181235



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Training Dates:

5 - 7 February 2025	22 - 24 April 2025	17 - 19 June 2025
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Venue:

MESH CONSULTANCY AND TRAINING CENTRE
182F, Jalan Tasek Mutiara 2, Bandar Tasek Mutiara (Pearl City),
14120 Spg. Ampat, Penang.



Department of Occupational Safety & Health Approved



MOSHPA 5-Star OSH Training Provider



HRD Corp Registered and Claimable

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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)

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



Consultancy and Training Centre



OCCUPATIONAL SAFETY & HEALTH (OSH) COORDINATOR COMPETENCY PROGRAMME

(3 Days Programme)

HRD Corp Claimable Course No.: 10001181235



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

COURSE OUTLINE

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

COURSE OUTLINE

Day 3	
Time	Training Activities
08:45 am – 09:00 am	Introduction & Re-Cap of Day 2
09:00 am – 10.30am	<p>Topic 8: Material Handling and Storage <i>Total Hours: 1.5 Hours</i></p> <ul style="list-style-type: none"> • Interactive learning - Orange fruit / onion. • Unmanaged handling and storage of materials increases accident risk costs. • Examples of effective storage. • Use of manual and mechanical aids. • Arrangement and storage of goods at workplace through WISE rules or principles in line with the law of Malaysia's OSH.
10.30am – 12.00pm	<p>Topic 9: Workstation Design & Lighting <i>Total Hours: 1.5 Hours</i></p> <ul style="list-style-type: none"> • Definition of workstation. • Design the best workstation. • Interactive learning - "Curve tracking". • Interactive learning - "Seat Back". • 4 principles of workstation design. • Productivity and quality of work increased with good lighting. • 3 principles of lighting. • Interactive learning - "Exercise on Adequate Light"
12:00 pm – 01:00 pm	<i>Lunch Break</i>
01:00 pm – 03:00 pm	<p>Topic 10: Productive Machine Safety <i>Total Hours: 2.0 Hours</i></p> <ul style="list-style-type: none"> • Interactive learning - "Paper Folding Exercise" • Principles of guard. • Types of 'feeder'. • Types of 'Holding Equipment'. • Impact of unsafe use of machines.
03:00 pm – 05:00 pm	<p>Topic 11: Premise & Work Related Welfare Facilities <i>Total Hours: 2.0 Hours</i></p> <ul style="list-style-type: none"> • Basic method of improving workplace environment. • Relationship between productivity and good workplace. • Benefits of welfare facilities. • Minimum cost to improve welfare facilities.