"Occupational Safety & Health Coordinator (OSH-C)"
Training Time : 9am to 5pm (3 Days)
Digital Certificate of attendance awarded for those who complete the course

INTRODUCTION

OSH (Amendment) Act 2022 refers to Section 29A mandates that any workplace with 5 or more employees must appoint an OSH Coordinator. This requirement is an utmost importance in guaranteeing the safety and well-being of the workforce. An employer who contravenes shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding RM 50,000 or to imprisonment for a term not exceeding 6 months or to both. (Effective on 1 June 2024)
The role of an OSH Coordinator is crucial as they are responsible for providing comprehensive knowledge of safety measures to all staff members. Additionally, they play a vital role in formulating effective company policies based on current situations and trends related to occupational health and safety. By having an OSH Coordinator in place, employers and employees alike can share the responsibility of maintaining a safe and healthy workplace. This collaborative effort ensures that safety standards are met, potential hazards are identified and addressed promptly, and proper protocols are followed to prevent accidents and injuries.
In conclusion, complying with Section 29A and appointing an OSH Coordinator is not only a legal requirement but also a proactive step in promoting a secure and productive work environment for everyone involved.

COURSE OBJECTIVES

By the end of the session, the competent OSH-Coordinator will be able to:

- Explain the purpose, objective, and importance of OSH-Coordinator in an organization.
- Perform duties as OSH Coordinator in an organization.
- Understand the requirements of OSHA 1994 and Factories Machinery Act.
- Promote a safety culture at the workplace and take reasonable action pertaining to OSH compliance.
- Manage and maintain OSH documents.

METHODOLOGY

The complete program will have theory, practical and discussion sessions, which are supported by audio visual aids. The trainer will emphasis real life examples in its content in making sure that participant can understand and visualize better.

WHO SHOULD ATTEND?

- All individual or employee who intend to enhance their ckill in OSH-C

TRAINING NEEDS

Physical Appearance

COURSE CONTENT

Day 1

9.00am – 10.15am

Module 1 : Challenges & Reality in SME

- To understand the need and benefit of OSH Coordinator in the workplace
- To understand the roles and requirement of OSH-C in Organization

Module 2 : Introduction to DOSH and the Fundamental of OSH Act

- To understand the role of Department of Occupational Safety and Health
- To identify the legislation that relating to OSH

10.30am – 12noon

Module 3: OSH Management Fundamental

- To list the key components of OSH Policy
- To understand the functions of Safety and Health Committee
- To understand the process of accident reporting
- To provide an emergency action plan

1pm – 3.15pm

Module 4: Chemical Handling Management

- To identify the chemicals and safe handling method
- To understand and apply the concept of Chemical Life Cycle (Cradle to Grave)

3.30pm – 5pm

Module 5: Introduction to Occupational Disease

- To understand the duties of DOSH in handling occupational disease
- To understand the introduction to Occupational Health
- Statistics of Occupational Diseases in Malaysia

Day2

9.00am – 12noon

Module 6 : Introduction to Road Related Occupational Safety (WRRS)

- To understand road accident, include those related to travel accidents as well as accidents involving road jobs in Malaysia.
- To understand the impact and causal factors of road accidents
- To understand the needs and importance of WRRS
- management.
- To understand the Occupational Safety and Health Industry
- Code of Practice for Road Transport Activities 2010.
- To understand driver, vehicle and travel management.
- To understand road safety program management systems and initiatives.

1pm – 3.15am

Module 7 : Hazard Identification Risk Assessment & Risk Control

- To understand the method for identifying hazard and risk assessment by using risk assessment matrix
- To understand the risk management method by control hierarchy met
- Group and individual assignment to measure the understanding of preparing HIRARC

3.30pm – 5pm

Module 8 : Material Handling & Storage

- To understand the effective material handling and storage
- To understand the arrangement of material according to rules or WISE principles follow the OSHA Malaysia

Day 3

9.00am – 10.15am

Module 9 : Work Station Design and Lighting

• To understand the improved design of work stations
• To understand the principles of good workstation design and lighting
• To practice the easy and inexpensive improvement in work station design and lighting

10.30am – 12noon

Module 10 : Productive Machinery Safety

• To understand safe working practices and improved efficiency of machinery and equipment in the workplace

1.00am – 5pm

Module 11 : Premise and Occupational Welfare Facilities

• To get exposure of the ideas for repairing the premises
• To understand the relationship between productivity and improved premises
• To understand the benefits of welfare facilities
• To provide the steps to provide low-cost welfare facilities

Recap
Q&A session
Assessment and review & Wrap Up of the day