# SAFETY AWARENESS TRAINING

## Course Overview

This Safety Awareness programme is designed to equip manufacturing employees with essential safety and health knowledge to work safely in a production environment.

The course focuses on identifying workplace hazards, understanding safe operating procedures, and promoting a strong safety culture within manufacturing facilities.

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## Course Objectives

Upon completion, participants will be able to:

- Understand basic workplace safety requirements in manufacturing
- Identify common hazards in production and factory environments
- Apply basic HIRARC concepts in daily work
- Practice safe machine handling and operational safety
- Recognise workplace health risks (chemical, noise, ergonomics)
- Use PPE correctly and effectively
- Promote a proactive safety culture at the workplace

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## Training Benefits

- Reduce workplace accidents and downtime
- Improve hazard awareness among employees
- Enhance compliance with DOSH & company safety policies
- Strengthen employee responsibility towards safety
- Increase productivity through safe work practices
- Build a positive safety culture across departments

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## Target Audience

- Production operators
- Factory workers

- Technicians
- Supervisors / line leaders
- Maintenance personnel
- New hires / foreign workers

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**Training Methods**

- Interactive presentation
- Group discussion
- Real case study (manufacturing incidents)
- Video demonstration
- Practical examples from production line
- Q&A session

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**Course Outline**

**Module 1: Introduction & Safety Responsibilities**

- Overview of workplace safety (manufacturing context)
- Employer & employee responsibilities
- Basic OSHA / DOSH requirements
- Safety rules & company policies
- Importance of safety culture

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**Module 2: Hazard Identification & Risk Control (HIRARC)**

- Definition of hazard & risk
- Common factory hazards:
    - Machinery
    - Electrical
    - Slips, trips & falls
- Basic HIRARC concept

- Hierarchy of control
- Safety signage & warning systems

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**Module 3: Machinery & Operational Safety**

- Types of machinery hazards
- Safe machine operation practices
- Lockout Tagout (LOTO) basics
- Guarding and safety devices
- Human factors & unsafe behavior

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**Module 4: Workplace Health & Environmental Hazards**

- Chemical hazards (handling & labeling – SDS)
- Noise exposure & hearing protection
- Dust, fumes & ventilation
- Ergonomics & manual handling
- Fire safety & emergency response

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**Module 5: PPE & Safe Work Practices**

- Types of PPE in manufacturing
- Proper usage and limitations
- PPE maintenance and replacement
- Good housekeeping practices
- Emergency procedures (spill, fire, injury)

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**Training Duration**

1 Day (9:00 AM – 5:00 PM)

**Assessment & Certification**

- Quiz & discussion session
- Certificate of Attendance (Safety Awareness Training)

**Training Schedule**

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| **9:00 AM – 9:15 AM** | **Registration & Course Introduction**<br>▪ Welcome remarks<br>▪ Trainer introduction<br>▪ Training objectives & expectations |
| **9:15 AM – 10:30 AM** | **Module 1: Introduction & Safety Responsibilities** |
| **10:30 AM – 10:45 AM** | **Morning Break** |
| **10:45 AM – 12:00 PM** | **Module 2: Hazard Identification & Risk Control (HIRARC)** |
| **12:00 PM – 1:00 PM** | **Module 3: Machinery & Operational Safety** |
| **1:00 PM – 2:00 PM** | **Lunch Break** |
| **2:00 PM – 3:00 PM** | **Module 4: Workplace Health & Environmental Hazards** |
| **3:00 PM – 3:15 PM** | **Afternoon Break** |
| **3:15 PM – 4:15 PM** | **Module 5: PPE & Safe Work Practices** |
| **4:15 PM – 4:45 PM** | **Assessment (Quiz & Discussion)**<br>▪ Interactive quiz<br>▪ Group discussion<br>▪ Trainer feedback |
| **4:45 PM – 5:00 PM** | **Review, Q&A & Closing**<br>▪ Key learning recap<br>▪ Participant questions<br>▪ Closing remarks |