SAFETY COORDINATOR TRAINING

Course Overview

This Safety Coordinator Training programme is designed to equip participants with essential knowledge and practical skills to support workplace safety and health management. The course focuses on safety responsibilities, hazard identification, risk control, safe work practices, workplace health hazards, PPE, emergency procedures and promoting a proactive safety culture.

Course Objectives

- Understand workplace safety and health requirements
- Understand the responsibilities of a Safety Coordinator
- Identify common workplace hazards and potential risks
- Apply basic HIRARC concepts in the workplace
- Understand the hierarchy of control measures
- Monitor safe machinery and operational practices
- Recognise chemical, noise, ergonomic and environmental hazards
- Ensure proper selection and usage of PPE
- Support workplace emergency and incident response
- Promote good housekeeping and safe work practices
- Encourage a proactive safety culture within the organisation

Course Outline

Module 1: Introduction to Workplace Safety & Safety Responsibilities

- Overview of workplace safety and health
- Role and responsibilities of a Safety Coordinator
- Employer and employee safety responsibilities
- Basic OSHA / DOSH requirements
- Company safety rules and policies
- Importance of safety culture
- Communication and coordination of workplace safety matters

Module 2: Hazard Identification & Risk Control (HIRARC)

- Definition of hazard and risk
- Identifying workplace hazards
- Common workplace hazards: machinery, electrical, slips, trips and falls, chemical and ergonomic hazards
- Basic HIRARC process
- Risk assessment and control measures
- Hierarchy of controls
- Safety signage and warning systems

Module 3: Machinery & Operational Safety

- Types of machinery hazards
- Safe machine operation practices
- Guarding and safety devices
- Lockout Tagout (LOTO) basics
- Monitoring safe work procedures
- Human factors and unsafe behaviour
- Identifying unsafe operating practices

Module 4: Workplace Health & Environmental Hazards

- Chemical handling and labelling
- Safety Data Sheets (SDS)
- Noise exposure and hearing protection
- Dust, fumes and workplace ventilation
- Ergonomics and manual handling
- Fire safety and emergency response
- Workplace environmental safety awareness

Module 5: PPE & Safe Work Practices

- Types of PPE used in the workplace
- Selection and proper usage of PPE
- PPE limitations
- PPE inspection, maintenance and replacement
- Good housekeeping practices
- Safe work practices
- Spill, fire and injury emergency procedures

Module 6: Safety Monitoring & Emergency Preparedness

- Workplace safety inspection
- Identifying unsafe conditions and unsafe acts
- Basic safety monitoring practices
- Reporting safety concerns
- Emergency procedures
- Basic incident response and communication
- Supporting a proactive workplace safety culture

Training Methods

- Interactive presentation
- Group discussion
- Real workplace case studies
- Video demonstrations
- Practical workplace examples
- HIRARC exercises
- Q&A session

Training Schedule / Timeline

Time	Topic	Key Activities
9:00 AM – 9:15 AM	Registration & Course Introduction	Welcome remarks; Trainer introduction; Training objectives & expectations
9:15 AM – 10:30 AM	Module 1: Introduction to Workplace Safety & Safety Responsibilities	Safety responsibilities; Safety Coordinator role; OSHA / DOSH requirements; Safety culture
10:30 AM – 10:45 AM	Morning Break	
10:45 AM – 12:00 PM	Module 2: Hazard Identification & Risk Control (HIRARC)	Hazard identification; Risk assessment; Hierarchy of controls; HIRARC exercise
12:00 PM – 1:00 PM	Module 3: Machinery & Operational Safety	Machinery hazards; Safe operation; LOTO basics; Guarding and safety devices
1:00 PM – 2:00 PM	Lunch Break	
2:00 PM – 3:00 PM	Module 4: Workplace Health & Environmental Hazards	Chemical, noise, dust, fumes, ergonomics and fire safety
3:00 PM – 3:15 PM	Afternoon Break	
3:15 PM – 4:15 PM	Module 5 & 6: PPE, Safe Work Practices & Safety Monitoring	PPE; Housekeeping; Safety inspection; Emergency preparedness
4:15 PM – 4:45 PM	Assessment (Quiz & Discussion)	Interactive quiz; Group discussion; Trainer feedback
4:45 PM – 5:00 PM	Review, Q&A & Closing	Key learning recap; Participant questions; Closing remarks

Assessment & Certification

- Quiz and discussion session
- Practical / group activities
- Trainer feedback
- Certificate of Attendance