



**INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA**  
*NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH*

**KURIKULUM KURSUS**  
*COURSE CURRICULUM*

TEL: 03 - 8911 3800 FAX: 03 - 8926 3900  
URL: [www.niosh.com.my](http://www.niosh.com.my)



|                        |   |                        |            |
|------------------------|---|------------------------|------------|
| <b>COURSE TITLE</b>    | : Ergonomic Trained Person for Initial Ergonomics Risk Assessment | <b>COURSE CODE</b>     | : ERA1     |
| <b>COURSE DURATION</b> | : 2-day(s) / 12.25-hour(s)  | <b>COURSE LEVEL</b>    | : Basic    |
| <b>COURSE CATEGORY</b> | : Competency  |                        |            |
| <b>HRD CORP SCHEME</b> | : Claimable   |                        |            |
| <b>COURSE FEE</b>      | : RM954.00 (inclusive of 6% SST)                                  | <b>EXAMINATION FEE</b> | : RM100.00 |
| <b>TOTAL FEE</b>       | : RM1,054.00 (inclusive of 6% SST)                                |                        |            |

**1. OBJECTIVE(S):**

At the end of the course, the participant will be able to:

- i. Understand the fundamental of ergonomics assessment method corresponding to each ergonomics risk factor.
- ii. Conduct survey of ergonomics-related injuries or musculoskeletal disorders among employees.
- iii. Conduct ergonomics risk factors assessment of workers for each work activity at workplace based on DOSH ERA Guidelines at Workplace.
- iv. Prepare initial ergonomics risk assessment report.

**2. TARGET GROUP(S):**

- i. Safety and Health Committee.
- ii. Safety and Health Officers / Executives.
- iii. Safety, Health and Environment Officers/ Executives.
- iv. OSH/ Ergonomics Consultant.
- v. Academician / Researcher.
- vi. Occupational Health Practitioners.
- vii. Ergonomics Team Members/ Focal Persons.

**3. ENTRY REQUIREMENT(S):**

- i. Able to read and write in Malay/ English.

**4. TOPIC(S):**

- i. Background of ERA Guidelines.
- ii. Introduction to Ergonomics.
- iii. Ergonomics Risk Factors.
- iv. Provision of Safety & Health Act on Ergonomics.
- v. Planning and Conducting ERA.
- vi. How to Use Checklist.
- vii. Initial ERA Report.



- viii. Ergonomics Control Measures.
- ix. Overview of Advanced ERA.

**5. LIST OF REFERENCE BOOK(S):**



- i. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.
- iii. Guidelines on Ergonomics Risk Assessment at Workplace 2017.

**6. LIST OF TEACHING AID(S):**

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. Speakers.
- vi. Videos.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Discussion.
- iii. Case study.
- iv. Group presentation.

|   |   |                            |               |
|---|---|----------------------------|---------------|
|   | <b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b> |                            |               |
|   | COURSE SCHEDULE   |                            |               |
|   | Document No.<br>NIOSH-PDD-CS-ERA1                           | Revision No.<br>MAST191025 | Page<br>3 / 3 |

**COURSE TITLE: ERGONOMIC TRAINED PERSON FOR INITIAL ERGONOMICS RISK ASSESSMENT**

**DAY ONE**

| TIME        | HOUR        | TOPIC  | TRAINER / FACILITATOR |
|-------------|-------------|--|-----------------------|
| 0830 - 0900 | 0.50        | Registration                                   | NIOSH                 |
| 0900 - 1000 | 1.00        | Background of ERA Guideline                    |                       |
| 1000 - 1030 | 0.50        | Introduction to Ergonomics                     |                       |
| 1030 - 1045 | 0.25        | MORNING TEA BREAK                              |                       |
| 1045 - 1130 | 0.75        | Continuation                                   |                       |
| 1130 - 1230 | 1.00        | Ergonomic Risk Factors                         |                       |
| 1230 - 1300 | 0.50        | Provision of Safety & Health Act on Ergonomics |                       |
| 1300 - 1400 | 1.00        | LUNCH  |                       |
| 1400 - 1500 | 1.00        | Planning and Conducting ERA                    |                       |
| 1500 - 1530 | 0.50        | How to Use Checklist                           |                       |
| 1530 - 1545 | 0.25        | AFTERNOON TEA BREAK                            |                       |
| 1545 - 1700 | 1.25        | Continuation                                   |                       |
|             | <b>6.50</b> | <b>END OF DAY ONE</b>                          |                       |

**DAY TWO**

| TIME        | HOUR        | TOPIC   | TRAINER / FACILITATOR |
|-------------|-------------|---|-----------------------|
| 0900 - 0930 | 0.50        | Initial ERA Report  |                       |
| 0930 - 1030 | 1.00        | Ergonomics Control Measures                                     |                       |
| 1030 - 1045 | 0.25        | MORNING TEA BREAK   |                       |
| 1045 - 1300 | 2.25        | Initial ERA Practical Exercise and Report Preparation - (Group) |                       |
| 1300 - 1400 | 1.00        | LUNCH   |                       |
| 1400 - 1530 | 1.50        | Initial ERA Practical Exercise (Group Presentation)             |                       |
| 1530 - 1545 | 0.25        | AFTERNOON TEA BREAK   |                       |
| 1545 - 1630 | 0.75        | Written Assessment (Video – Use of Checklist)                   | ECD                   |
| 1630 - 1700 | 0.50        | Overview of Advanced ERA & Closing                              |                       |
|             | <b>5.75</b> | <b>END OF THE COURSE</b>  |                       |