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|------------------------|--|---------------------|------------|
| <b>COURSE TITLE</b>    | : Occupational Safety and Health Coordinator (Remote Learning) |                     |            |
| <b>COURSE DURATION</b> | : 4-day(s) / 21.00-hour(s)                                     | <b>COURSE CODE</b>  | : OSH-C-RL |
| <b>COURSE CATEGORY</b> | : Competency   | <b>COURSE LEVEL</b> | : Basic    |
| <b>HRD CORP SCHEME</b> | : Claimable  |                     |            |
| <b>COURSE FEE</b>      | : RM636.00 (inclusive of 6% SST)                               |                     |            |

**1. OBJECTIVE(S):**

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

- i. Give exposure of Occupational Safety and Health (OSH) to Small and Medium Industry (SMI).
- ii. Enhance OSH awareness to employer and employee in SMI sector.
- iii. Introduce OSH Coordinator and the roles in OSH Management.

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

- i. IKS employee.

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

- i. Malaysian citizen; **AND**
- ii. Fit to work; **AND**
- iii. Able to read and write in English or Bahasa Malaysia; **AND**
- iv. Must have device (Computer, Laptop or Tablet) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- v. Must have good internet connection; **AND**
- vi. Zoom account registered with personal email.

**4. TOPIC(S):**

- i. The Reality and Challenges of SMI.
- ii. Introduction of Department and Basic Regulations.
- iii. Basic OSH Management for SMI.
- iv. Chemical Handling.
- v. Introduction of Occupational Health.
- vi. Introduction to Work Related Road Safety (WRRS).
- vii. HIRARC.
- viii. Material Storage and Handling.
- ix. Workstation Design and Lighting.
- x. Productive Machine Safety.
- xi. Premises and Work-Related Welfare Facilities.



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

- i. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.

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

- i. Computer/ Laptop.
- ii. Teaching tools.
- iii. E-Learning platform.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Group discussion.

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**TAJUK KURSUS : PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN (PEMBELAJARAN JARAK JAUH)**  
**COURSE TITLE : OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (REMOTE LEARNING)**

**HARI PERTAMA/ DAY ONE**

| TIME        | HOUR        | TOPIC   | TRAINER / FACILITATOR |
|-------------|-------------|---|-----------------------|
| 0830 - 0900 | 0.50        | Pendaftaran dan Taklimat Kursus<br><i>Registration and Course Briefing</i>  | NIOSH                 |
| 0900 - 0930 | 0.50        | Topik 1: Cabaran dan Realiti di Industri Kecil dan Sederhana (IKS)<br><i>Topic 1: The Challenges and Realities of Small and Medium Industries (SMI)</i> |                       |
| 0930 - 1030 | 1.00        | Topik 2: Pengenalan Kepada Jabatan dan Asas Perundangan<br><i>Topic 2: Introduction of Department and Basic Regulations</i>                             |                       |
| 1000 - 1015 | 0.25        | REHAT / BREAK   |                       |
| 1045 - 1245 | 2.00        | Topik 3: Asas Pengurusan KKP IKS<br><i>Topic 3: Basic Management of OSH SMI</i>   |                       |
| 1245 - 1400 | 1.25        | REHAT MAKAN TENGAHARI / LUNCH BREAK   |                       |
| 1400 - 1530 | 1.50        | Topik 4: Pengurusan Bahan Kimia<br><i>Topic 4: Chemical Management</i>  |                       |
| 1530 - 1545 | 0.25        | REHAT / BREAK   |                       |
| 1545 - 1615 | 0.50        | Topik 4: Sambungan<br><i>Topic 4: Continuation</i>  |                       |
|             | <b>5.50</b> | <b>TAMAT HARI PERTAMA / END OF DAY ONE</b>  |                       |

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## HARI KEDUA/ DAY TWO

| TIME        | HOOR        | TOPIC  | TRAINER / FACILITATOR |
|-------------|-------------|--|-----------------------|
| 0830 - 1000 | 1.50        | Topik 5: Pengenalan kepada Penyakit Pekerjaan<br><i>Topic 5: Introduction to Occupational Disease</i>  |                       |
| 1000 - 1015 | 0.25        | REHAT / BREAK  |                       |
| 1015 - 1115 | 1.00        | Topik 6: Pengenalan Kepada Keselamatan Pekerja Berkaitan Jalan Raya (WRRS)<br><i>Topic 6: Introduction to Work Related Road Safety (WRRS)</i>  |                       |
| 1115 - 1245 | 1.50        | Topik 7: Pengenalpastian Hazard, Penaksiran Risiko dan Kawalan Risiko (HIRARC)<br><i>Topic 7: Hazard Identification, Risk Assessment and Risk Control (HIRARC)</i>                                 |                       |
| 1245 - 1400 | 1.25        | REHAT MAKAN TENGAHARI / LUNCH BREAK  |                       |
| 1400 - 1530 | 1.50        | Topik 7: Sambungan<br><i>Topic 7: Continuation</i>   |                       |
| 1530 - 1545 | 0.25        | REHAT / BREAK  |                       |
| 1545 - 1615 | 0.50        | Topik 7.1: Latihan Praktikal Bagi Pengenalpastian Hazard, Penaksiran Risiko dan Kawalan Risiko<br><i>Topic 7.1: Practical Exercise for Hazard Identification, Risk Assessment and Risk Control</i> |                       |
|             | <b>6.00</b> | <b>TAMAT HARI KEDUA / END OF DAY TWO</b>   |                       |

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### HARI KETIGA/ DAY THREE

| TIME        | HOOR        | TOPIC  | TRAINER / FACILITATOR |
|-------------|-------------|--|-----------------------|
| 0830 - 1000 | 1.50        | Topik 7.1: Sambungan<br><i>Topic 7.1: Continuation</i>   |                       |
| 1000 - 1015 | 0.25        | REHAT / BREAK  |                       |
| 1015 - 1115 | 1.00        | Topik 7.1: Sambungan<br><i>Topic 7.1: Continuation</i>   |                       |
| 1115 - 1245 | 1.50        | Topik 8: Penyimpanan dan Penanganan Bahan<br><i>Topic 8: Material Storage and Handling</i>           |                       |
| 1245 - 1400 | 1.00        | REHAT MAKAN TENGAHARI / LUNCH BREAK  |                       |
| 1400 - 1530 | 1.50        | Topik 9: Reka Bentuk Stesen Kerja dan Pencahayaan<br><i>Topic 9: Workstation Design and Lighting</i> |                       |
|             | <b>5.50</b> | <b>TAMAT HARI KETIGA / END OF DAY THREE</b>  |                       |

### HARI FOUR/ DAY FOUR

| TIME        | HOOR        | TOPIC   | TRAINER / FACILITATOR |
|-------------|-------------|---|-----------------------|
| 0830 - 1030 | 2.00        | Topik 10: Keselamatan Mesin Produktif<br><i>Topic 10: Productive Machine Safety</i>                                       |                       |
| 1030 - 1045 | 0.25        | REHAT / BREAK   |                       |
| 1045 - 1245 | 2.00        | Topik 11: Premis dan Kemudahan Kebajikan di Tempat Kerja<br><i>Topic 11: Premises and Work Related Welfare Facilities</i> |                       |
|             | <b>4.00</b> | <b>TAMAT KURSUS / END OF THE COURSE</b>   |                       |