



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



COURSE TITLE : Occupational Safety and Health Coordinator
COURSE DURATION : 3-day(s) / 21.00-hour(s) **COURSE CODE** : OSH-C
COURSE CATEGORY : Competency **COURSE LEVEL** : Basic
HRD CORP SCHEME : Claimable
COURSE FEE : RM848.00 (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.

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. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.

7. LIST OF CLASSROOM ACTIVITIES:


- i. Lecture.
- ii. Group discussion.

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TAJUK KURSUS : PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN
COURSE TITLE : OCCUPATIONAL SAFETY AND HEALTH COORDINATOR


HARI PERTAMA/ DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Pendaftaran dan Taklimat Kursus <i>Registration and Course Briefing</i>	NIOSH
0900 - 0930	0.50	Topik 1: Cabaran dan Realiti di Industri Kecil dan Sederhana (IKS) <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 <i>Topic 2: Introduction of Department and Basic Regulations</i>	
1030 - 1045	0.25	MINUM PAGI / MORNING TEA BREAK	
1045 - 1245	2.00	Topik 3: Asas Pengurusan KKP IKS <i>Topic 3: Basic Management of OSH SMI</i>	
1245 - 1300	0.25	Topik 4: Pengurusan Bahan Kimia <i>Topic 4: Chemical Management</i>	
1300 - 1400	1.00	MAKAN TENGAHARI / LUNCH	
1400 - 1545	1.75	Topik 4: Sambungan <i>Topic 4: Continuation</i>	
1545 - 1600	0.25	MINUM PETANG / AFTERNOON TEA BREAK	
1600 - 1730	1.50	Topik 5: Pengenalan kepada Penyakit Pekerja <i>Topic 5: Introduction to Occupational Disease</i>	
	7.00	TAMAT HARI PERTAMA / END OF DAY ONE	

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HARI KEDUA/ DAY TWO

TIME	HOOR	TOPIC	TRAINER / FACILITATOR
0900 - 1000	1.00	Topik 6: Pengenalan Kepada Keselamatan Pekerjaan Berkaitan Jalan Raya (WRRS) <i>Topic 6: Introduction to Work Related Road Safety (WRRS)</i>	
1000 - 1015	0.25	MINUM PAGI / MORNING TEA BREAK	
1015 - 1315	3.00	Topik 7: Pengenalpastian Hazard, Penaksiran Risiko dan Kawalan Risiko (HIRARC) <i>Topic 7: Hazard Identification, Risk Assessment and Risk Control (HIRARC)</i>	
1315 - 1415	1.00	MAKAN TENGAHARI / LUNCH	
1415 - 1545	1.50	Topik 7.1: Latihan Praktikal Bagi Pengenalpastian Hazard, Penaksiran Risiko dan Kawalan Risiko <i>Topic 7.1: Practical Exercise for Hazard Identification, Risk Assessment and Risk Control</i>	
1545 - 1600	0.25	MINUM PETANG / AFTERNOON TEA BREAK	
1600 - 1730	1.50	Topik 7.1: Sambungan <i>Topic 7.1: Continuation</i>	
	7.00	TAMAT HARI KEDUA / END OF DAY TWO	

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HARI KETIGA/ DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Topik 8: Penyimpanan dan Penanganan Bahan <i>Topic 8: Material Storage and Handling</i>	
1030 - 1045	0.25	MINUM PAGI/ MORNING TEA BREAK	
1045 - 1215	1.50	Topik 9: Reka Bentuk Stesen Kerja dan Pencahayaan <i>Topic 9: Workstation Design and Lighting</i>	
1215 - 1300	0.75	Topik 10: Keselamatan Mesin Produktif <i>Topic 10: Productive Machine Safety</i>	
1300 - 1400	1.00	MAKAN TENGAHARI/ LUNCH	
1400 - 1515	1.25	Topik 10: Sambungan <i>Topic 10: Continuation</i>	
1515 - 1530	0.25	MINUM PETANG/ AFTERNOON TEA BREAK	
1530 - 1730	2.00	Topik 11: Premis dan Kemudahan Kebajikan di Tempat Kerja <i>Topic 11: Premises and Work Related Welfare Facilities</i>	
	7.00	TAMAT KURSUS / END OF THE COURSE	