



KEMENTERIAN SUMBER MANUSIA

INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH
KURIKULUM KURSUS
COURSE CURRICULUM

TEL: 03 – 8769 2100

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COURSE TITLE: SHELL RETAIL SAFETY PASSPORT STARTUP – BASIC FIRST AID RESPONDER

COURSE CODE: SRSPS-BFAR

COURSE DURATION: 3 days / 16.0 hour(s)

COURSE LEVEL: Basic

COURSE CATEGORY: Induction

VALIDITY: 2 years

HRDF SCHEME: SBL Khas

COURSE FEE: RM 350.00 (inclusive of SST)

1. OBJECTIVES:

- i. Raise awareness and compliance to onsite safety standards.
- ii. Describe the Occupational Safety, Health and Environment legislation and general rules in regards to petrol station.
- iii. Identify hazards and it's risk related to SHELL petrol station such as fire safety, first aid and ERP.
- iv. Elaborate the preventive measures to be taken and practice while at work.
- v. Elaborate to create safety heroes culture among petrol station staffs and retailer.

2. TARGET GROUPS:

- i. Petrol Station Workers (Site Heroes).
- ii. Staff at Petrol Station.
- iii. SHELL staff.

3. ENTRY REQUIREMENT(S):

- Able to read and write in English and Bahasa Malaysia.
- Able to access and participate in e-learning platform.
- Must have device (laptop) to participate in e-learning platform.
- Must have good internet facilities.

4. TOPICS:

- i. Life Saving Rules (LSR).
- ii. Safety Regulations & Occupational Health.
- iii. Hazard and Risk at the Petrol Station (Lesson Learned from Accident).
- iv. Chemical Handling & Management.
- v. Emergency and Response Plan (ERP) & Go to Safety Point (GTSP).
- vi. Basic First Aid Responder.
- vii. Food Safety

5. LIST OF REFERENCE BOOK:


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6. LIST OF TEACHING AIDS:

- i. LCD Projector
- ii. Computer/Laptop
- iii. White Board with accessories
- iv. Flip Chart with accessories
- v. First Aid Kit
- vi. Compression Manikin

7. LIST OF CLASSROOM ACTIVITIES:


- i. Group discussion
- ii. Practical Basic First Aid Responder and Fire Fighting

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|  | NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH | | | |
| | COURSE SCHEDULE | | | |
| | No.Dokumen | No.Pindaan | Tarikh | MukaSurat |
| NIOSH-PDD-CS-SRSPS | 00 | 09-Nov-2022 | 2/4 | |

COURSE TITLE: SHELL RETAIL SAFETY PASSPORT STARTUP - BASIC FIRST AID RESPONDER

DAY ONE


| TIME | HOURS | TOPIC | TRAINER/FACILITATOR |
|-------------|-------------|---|---------------------|
| 0830 - 0900 | 0.50 | <i>Pendaftaran</i> | NIOSH |
| 0900 – 0930 | 0.50 | <i>Pengenalan SRSPS</i> | |
| 0930 - 1030 | 1.00 | Topik 1 <ul style="list-style-type: none"> <i>Peraturan Menyelamatkan Nyawa (LSR)</i> | |
| 1030 - 1045 | 0.25 | TEA BREAK | |
| 1045 – 1145 | 1.00 | Topik 2 <i>Undang-Undang Keselamatan dan Kesihatan Pekerjaan</i> | |
| 1145 – 1300 | 1.25 | Topik 3 <ul style="list-style-type: none"> <i>Hazard dan Risiko di Stesen Minyak (Pengajaran dari Kemalangan)</i> | |
| 1300 – 1400 | 1.00 | LUNCH | |
| 1400 - 1530 | 1.50 | Topik 4 <ul style="list-style-type: none"> <i>Pengurusan dan Pengendalian Bahan Kimia</i> | |
| 1530 - 1600 | 0.50 | Topik 5 <ul style="list-style-type: none"> <i>Pelan Tindakan Kecemasan (ERP) & Go To Safety Point (GTSP)</i> | |
| 1600 - 1615 | 0.25 | TEA BREAK | |
| 1615 - 1645 | 0.50 | <i>Sambungan</i> | |
| 1645 - 1730 | 0.75 | <i>Penilaian Berterusan</i> | |
| | 7.00 | END OF DAY ONE | |

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DAY TWO

| TIME | HOUR(S) | TOPIC | TRAINER/FACILITATOR |
|-------------|-------------|---|---------------------|
| 0900 – 0930 | 0.50 | <i>Definisi dan Objektif Pertolongan Cemas</i> | |
| 0930 – 1015 | 0.75 | <i>Keperluan Asas Pertolongan Cemas & Prinsip Asas Pertolongan Cemas</i> | |
| 1015 - 1030 | 0.25 | TEA BREAK | |
| 1030 - 1100 | 0.50 | <i>Kaedah Penilaian Pertolongan Cemas</i> | |
| 1100 - 1230 | 1.50 | <i>Tindakan Kecemasan:</i> - <i>Kardiopulmonari Resusitasi (CPR)</i> - <i>Sawan dan Tidak Sedar Diri Tercekik</i> - <i>Luka & Kawalan Pendarahan</i> - <i>Kecederaan Muskuloskeletal</i> - <i>Mengalihkan Mangsa</i> | |
| 1245 - 1430 | 1.75 | LUNCH | |
| 1430 - 1500 | 0.50 | <i>Sambungan</i> | |
| 1500 - 1530 | 0.50 | <i>Penilaian Berterusan</i> | |
| 1530 - 1545 | 0.25 | <i>Minum Petang</i> | |
| 1545 - 1730 | 1.75 | <i>Penilaian Berterusan</i> | |
| | 6.25 | END OF DAY TWO | |

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DAY THREE

| TIME | HOUR(S) | TOPIC | TRAINER/FACILITATOR |
|-------------|-------------|---|---------------------|
| 0900 - 0930 | 0.50 | <i>Taklimat Pengendalian Alat Pemadam Kebakaran</i> | NIOSH |
| 0930 - 0945 | 0.25 | TEA BREAK | |
| 0945 - 1300 | 3.25 | <i>Praktikal Pengendalian Pemadam Kebakaran</i> | |
| 1300 - 1400 | 1.00 | LUNCH | |
| 1400 - 1530 | 1.50 | <i>Keselamatan Makanan</i> | |
| 1530 - 1545 | 0.50 | TEA BREAK | |
| 1545 - 1630 | 0.75 | <i>Penilaian Berterusan</i> | |
| | 6.00 | END OF DAY THREE | |