



COURSE TITLE	: Occupational Safety and Health in the Office		
COURSE DURATION	: 2 day(s) / 13.00 hour(s)	COURSE CODE	: OSHO
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Basic
HRDF SCHEME	: SBL		
COURSE FEE	: RM848.00 (inclusive of SST)		

1. OBJECTIVES:

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

- i. Enhance awareness of OSH in office environment.
- ii. Assist employer to fulfil legal obligation pertaining to OSH.
- iii. Identify OSH related issues in the office.
- iv. Disseminate the ideas related to prevention and risk control.

2. TARGET GROUP(S):

- i. Managers/ Executives.
- ii. Safety and Health Officers.
- iii. OSH Practitioners.
- iv. Safety and Health Committee Members.
- v. Office Personnel.

3. ENTRY REQUIREMENT(S):

- i. -

4. TOPIC(S):

- i. OSHA and its regulation.
- ii. Hazard in the office.
- iii. Implementation of ergonomics in the office.
- iv. Develop and Use hazard's Checklist.
- v. Workplace Inspection.

5. LIST OF REFERENCE BOOK(S):

- i. -

6. LIST OF TEACHING AID(S):

- i. LCD Projector.
- ii. Computer.
- iii. White Board with accessories.
- iv. Flip Chart with accessories.
- v. DVD Player & Audio Speaker.



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



7. LIST OF CLASSROOM ACTIVITIES:

- i. Group discussion.
- ii. Case study based on video.
- iii. Stretching exercise.

Last updated on 31st March 2014 by NAJ, PDD

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH			
	COURSE SCHEDULE			
	No. Dokumen	No. Pindaan	Tarikh	Muka Surat
NIOSH-PDD-CS-OSHO	00	15 Apr 2014	1 / 1	

COURSE TITLE: OCCUPATIONAL SAFETY AND HEALTH IN THE OFFICE

DAY ONE

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0830 - 0900	0.50	Course Registration and Briefing	NIOSH
0900 – 1030	1.50	Introduction to OSH	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Physical Hazards	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Psychosocial Hazards	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Biology and Chemical Hazards	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0900 – 1030	1.50	Ergonomics Hazards	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Workplace Inspection	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Presentation	
	6.50	END OF THE COURSE	

Last updated on 15th April 2014 by PDD