



<b>COURSE TITLE</b>	: Understanding, Evaluating and Implementing Effective HIRARC at Workplace		
<b>COURSE DURATION</b>	: 3 day(s) / 21.50 hour(s)	<b>COURSE CODE</b>	: UIH
<b>COURSE CATEGORY</b>	: Non-Competency	<b>COURSE LEVEL</b>	: Basic
<b>HRDF SCHEME</b>	: SBL		
<b>COURSE FEE</b>	: RM1,272.00 (inclusive of SST)		

**1. OBJECTIVES:**

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

- i. Explain the multiple approach in implementing HIRARC at workplace.
- ii. Analyse workplace risk through HIRARC.
- iii. Recommend appropriate control measures in managing risks at workplace.

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

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

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

- i. -

**4. TOPIC(S):**

- i. HIRARC introduction.
- ii. Hazard classification.
- iii. Hazard Category Hazard Identification.
- iv. Hazard Identification Techniques.
- v. Concept of Risk.
- vi. Risk Assessment Methodology.
- vii. Risk Assessment Matrix (RAM).
- viii. Risk Control Plan.
- ix. Risk Action Plan.
- x. HIRARC Documentation.
- xi. Risk reporting and communications.

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

- i. -



**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)




**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. Classroom exercise.
- ii. Group presentation.

Last updated on 01<sup>st</sup> August 2012 by PDD

	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>		
	<b>COURSE SCHEDULE</b>		
	No. Dokumen NIOSH-PDD-CS-UIH	No. Pindaan 00	Tarikh 01 Aug 2012


**COURSE TITLE: UNDERSTANDING, EVALUATING AND IMPLEMENTING EFFECTIVE HIRARC AT WORKPLACE**

**DAY ONE**

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0830 - 0845	0.25	Safety Briefing and course introduction	
0845 – 1030	1.75	HIRARC Introduction	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Hazard classification	
1245 - 1400	1.25	LUNCH	
1400 – 1430	0.50	Hazard category	
1430 - 1530	1.00	Hazard identification techniques	
1530 – 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1645	1.00	Continuation	
1645 - 1715	0.50	Exercise 1: Hazard Identification (Individual)	
1715 – 1730	0.25	Summary and Q&A	
	<b>7.00</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0830 - 1000	1.50	Concept of risk	
1000 – 1030	0.50	Risk Assessment Methodology	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Risk Assessment Matrix (RAM)	
1245 - 1400	1.25	LUNCH	
1400 - 1500	1.00	Risk Control Plan	
1500 - 1530	0.50	Risk Action Plan	
1530 – 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1615	0.50	HIRARC Documentation	
1615 – 1645	0.50	Risk Reporting and Communications	
1645 – 1715	0.50	Exercise II: Hazard and Risk Register (Group)	
1715 – 1730	0.25	Summary and Q&A	
	<b>7.25</b>	<b>END OF DAY TWO</b>	

	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>			
	<b>COURSE SCHEDULE</b>			
	No. Dokumen	No. Pindaan	Tarikh	Muka Surat
NIOSH-PDD-CS-UIH	00	01 Aug 2012	2 / 2	

### DAY THREE

TIME	HOOR	TOPICS	TRAINER/ FACILITATOR
0830 - 1030	2.00	Exercise III: Perform HIRARC – 4 activities (video+document+statistical data) - Group	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Continuation	
1245 - 1400	1.25	LUNCH	
1400 - 1530	1.50	Group Presentation (PPT format)	
1530 – 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1630	0.75	Trainer's Commentaries	
1630 – 1700	0.50	Future Risk Management	
1700 – 1715	0.25	HIRARC Quiz / Test	
1715 – 1730	0.25	Summary and closing	
	<b>7.25</b>	<b>END OF THE COURSE</b>	

Last updated on 02<sup>nd</sup> November 2011 by PDD