#### INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA

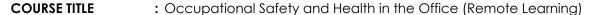
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

#### **KURIKULUM KURSUS**

COURSE CURRICULUM

TEL: 03 - 8911 3800 FAX: 03 - 8926 3900

URL: www.niosh.com.my



COURSE DURATION: 2-day(s) / 13.00-hour(s) COURSE CODE: OSHO-RL

COURSE CATEGORY: Non-Competency COURSE LEVEL: Basic

**HRD CORP SCHEME**: Claimable

**COURSE FEE**: RM 432.00 (inclusive of 8% SST)

## 1. OBJECTIVE(S):

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):

 Must have device (Computer/Laptop) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; AND

ii. Must have good internet connection; AND

iii. Zoom account registered with personal email.

iv. Must use Google Chrome or Mozilla Firefox only.

#### 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. Occupational Safety and Health Act 1994.

Page 1 of 3 Revision No.: PDD2111111

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# 6. LIST OF TEACHING AID(S):

- i. Computer/Laptop.
- ii. Learning accessories.
- iii. DVD player and audio speaker.

#### 7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Group discussion.
- iii. Case study (based on video).
- iv. Stretching exercise.

Page 2 of 3 Revision No.: PDD211111



# NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH COURSE SCHEDULE Document No. Revision No. Page NIOSH-PDD-CS-OSHO-RL PDD211111 3 / 3

## COURSE TITLE: OCCUPATIONAL SAFETY AND HEALTH IN THE OFFICE (REMOTE LEARNING)

#### **DAY ONE**

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

#### **DAY TWO**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	Ergonomics Hazards	
1030 – 1045	0.25	BREAK	
1045 – 1300	2.25	Continuation	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	Discussion based on video/picture	
1530 – 1545	0.25	BREAK	
1545 – 1700	1.25	Continuation	
	6.50	END OF THE COURSE	

COURSE SCHEDULE NIOSH MALAYSIA