INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA

NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

KURIKULUM KURSUS

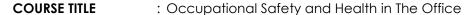
COURSE CURRICULUM

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

URL: www.niosh.com.my

COURSE LEVEL

: Basic



: Non-Competency

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

HRD CORP SCHEME : Claimable

COURSE FEE : RM864.00 (inclusive of 8% SST)

1. OBJECTIVE(S):

COURSE CATEGORY

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. None.

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.

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6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. DVD player and audio speaker.

7. LIST OF CLASSROOM ACTIVITIES:

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

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NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH				
COURSE SCHEDULE				
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COURSE TITLE: OCCUPATIONAL SAFETY AND HEALTH IN THE OFFICE

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	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	TOPIC	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	

COURSE SCHEDULE NIOSH MALAYSIA