



KEMENTERIAN SUMBER MANUSIA



INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

OCCUPATIONAL HEALTH DOCTOR
EXAMINATION

PAPER II

WORKPLACE ASSIGNMENT

OCCUPATIONAL HEALTH DOCTOR EXAMINATION ASSIGNMENT

A. WORKPLACE ASSIGNMENT

1. Choose a workplace. This can be the whole workplace or a separate section of the workplace.
2. For assessment purpose, select one (1) work unit.
3. Identify all health hazards associate with the work activities in this workplace
4. Discuss the findings.
5. Briefly discuss health surveillance programme.
6. Write a workplace assignment report based on item 1 to 5 using the format described in section B.

Definition:

“A work unit” is essentially a group of workers doing similar tasks (i.e having similar potential for exposure) whether in one work area covering several work areas and exposed to the same chemicals hazardous to health.

B. REPORT FORMAT

1. This assignment must be in English and clearly typed.
2. The fonts used must be Times New Roman size 12 and using double spacing (except for title page).
3. The left and right margin must be 1 inch, while the top and bottom margin must be 1.5 inches and formatted in paper sized A4.
4. Use one side of the paper.
5. The report must have a front (title) cover and it must be bound.
6. The marks allocated to each section are shown.

1. EXECUTIVE SUMMARY (5 marks)

Write a one-page summary to explain the purpose, main activities, findings and conclusions of your report.

2. INTRODUCTION (15 marks)

2.1 Purpose and objectives of the report.

2.2 Provide a description of the company and the work site selected. The description must include the organizational chart, activities and work environment.

2.3 Provide a description on the work units assessed (job title, groups, work processes, activities) so as to give the reader a clear understanding of the workplace activities and the hazards associated with the activities.

2.4 Review of existing health surveillance programme (if any)

3. ASSESSMENT METHODS (20 marks)

3.1 Explain how you identify all hazards in the workplace.

3.2 Describe the technique used to assess and evaluate the risk of the hazards identified.

3.3 You are required to provide data or related documents to support your explanation.

4. RESULT (20 marks)

4.1 List the hazards identified.

4.2 Prioritize these hazards accordingly-provide your explanation in steps.

5. DISCUSSION & RECOMMENDATION (25 marks)

5.1 Discuss the factors that contribute to the significant health risk.

5.2 Provide recommendations to employer on the necessity for a health surveillance programme.

6. CONCLUSION (5 marks)

Give conclusion of the report.

7. APPENDICES (5 marks)

All necessary information used to support the report must be included in the appendices.

C. VERIFICATION OF WORKPLACE ASSIGNMENT

You are required to verify that the Workplace Assignment submitted to the Examination Secretariat **is your own work. Your assignment should be seen to be independent and should not be identical to other candidate's submission.** Please fill out the verification form enclosed and bind it together with your Workplace Assignment as the first page of your assignment.

D. SUBMITTING THE WORKPLACE ASSIGNMENT

1. The complete answer script must be sent via **COURIER/ REGISTERED MAIL** or **HAND DELIVERED** to the address below and it must arrive **before or on** application closing date.
2. **Candidates are required to submit ONE (1) COPIES ONLY of their assignment to examination secretariat.** Please write **“OHD-PR 5 and index number”** on the top left-hand corner of the envelope.

THE OHD EXAMINATION SECRETARIAT

NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

LOT 1, JALAN 15/1, SEKSYEN 15

43650 BANDAR BARU BANGI

SELANGOR DARUL EHSAN

3. **REMINDER:** Please allow adequate time for postal delivery. **All late answer scripts will be DISQUALIFIED** from the assessment (any postponement will not be entertained). **NIOSH shall not be responsible for any late report or if it does not arrive on time.**

(Note: This is only a sample report that guides you on the format and write up of the workplace assignment)

Report of Hazards
in the XXX Section of
A Manufacturing Company
(font size 22)

By

Index No: ND3000
IC No: XXXXXX-XX-XXXX
(font size 16)

Occupational Health Doctor Examination

Paper II: Workplace Assignment

(font size 12)

BORANG PERAKUAN TUGASAN TEMPAT KERJA
WORKPLACE ASSIGNMENT DECLARATION FORM

Adalah saya dengan ini mengaku bahawa Tugas Tempat Kerja ini yang disediakan untuk Peperiksaan Doktor Kesihatan Pekerjaan adalah berdasarkan hasil kerja asal saya sendiri dan maklumat diperolehi hasil lawatan tapak ke tempat kerja saya yang berkenaan kecuali sedutan atau petikan yang dinyatakan.

Sekiranya maklumat yang dinyatakan tidak benar, pihak Jawatankuasa Kompetensi OHD dibawah Lembaga Peperiksaan Kompetensi Keselamatan dan Kesihatan Pekerjaan (LPKKKP) berhak membatalkan Tugas Tempat Kerja ini.

I hereby certify that this Workplace Assignment prepared for the Occupational Health Doctor Examination is based on my original work and information's are gathered from the site visit except for citation and quotation made.

If the information stated is not true, the Jawatankuasa Kompetensi OHD under Lembaga Peperiksaan Kompetensi Keselamatan dan Kesihatan Pekerjaan (LPKKKP) reserves the rights to cancel this Workplace Assignment.

Tandatangan / *Signature* :

Nama / *Name* :

No. MyKad / *MyKad No.* :

Tarikh / *Date* :

PENGESAHAN SYARIKAT / COMPANY VERIFICATION

Saya mengesahkan penama seperti di atas telah menjalankan tugas tempat kerja di premis ini :
I confirm the above named person has conducted the workplace assignment at this premises :

Tandatangan / *Signature* :

Nama / *Name* :

Jawatan & Jabatan :
Position & Department

No. Tel. (Pej./Bimbit) :
Tel. No (Off./ Handphone)

Tarikh / *Date* :

Cop rasmi syarikat
Company official stamp