



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

**PEPERIKSAAN PENAKSIR UNTUK
PENAKSIRAN RISIKO BAHAN KIMIA BERBAHAYA KEPADA
KESIHATAN**
*ASSESSOR EXAMINATION FOR
CHEMICAL HEALTH RISK ASSESSMENT*

2/2017

KERTAS II
PAPER II

TUGASAN TEMPAT KERJA
WORKPLACE ASSIGNMENT

13 JUN 2017- 14 JUN 2017

ARAHAN:

CALON DIKEHENDAKI MEMBACA ARAHAN DI BAWAH DENGAN TELITI DAN MENGIKUT SEMUA ARAHAN.

A. TUGASAN TEMPAT KERJA

1. Pilih satu tempat kerja.
2. Pilih **DUA (2)** unit kerja daripada tempat kerja.
3. Kenalpasti sekurang-kurangnya 3 bahan kimia berbahaya kepada kesihatan **di setiap** unit kerja tersebut.
4. Lakukan Penaksiran Risiko Bahan Kimia Berbahaya Kepada Kesihatan bagi bahan kimia yang telah dikenalpasti.
(*Sila rujuk buku panduan JKPP: "Assessment of the Health Risks arising from the Use of Hazardous Chemicals in the Workplace, 2000")
5. Bincangkan langkah-langkah kawalan sedia ada dalam mengawal risiko bahan kimia yang telah dikenalpasti.
6. Cadangkan tindakan yang akan diambil untuk mematuhi Peraturan-peraturan Keselamatan dan Kesihatan Pekerjaan (Penggunaan dan Standard Pendedahan Bahan Kimia Berbahaya kepada Kesihatan) 2000.
7. Sediakan laporan CHRA berdasarkan buku panduan JKPP: "A Guide for Writing a Chemical Health Risk Assessment Report, 2005".

B. FORMAT LAPORAN

(i) Format Teks

1. Tugasan ini hendaklah ditaip dengan jelas menggunakan samada dalam Bahasa Melayu atau Bahasa Inggeris.
2. Fon yang digunakan mestilah Times New Roman bersaiz 12 dan menggunakan langkai 2 baris.
3. Margin kiri dan kanan mestilah berukuran 2.5sm, manakala margin atas dan bawah mestilah berukuran 4sm dan diformatkan kepada saiz kertas A4.
4. Gunakan sebelah halaman kertas sahaja.
5. Laporan mesti mempunyai muka depan (sila rujuk *Appendix I*) dan mesti dibukukan.

(ii) Format Laporan dan Skema Pemarkahan

- | | | |
|----|--------------------------------|--------------------|
| 1. | RINGKASAN EKSEKUTIF | (10 markah) |
| 2. | LATAR BELAKANG | (20 markah) |
| 3. | HASIL KAJIAN | (20 markah) |
| 4. | KESIMPULAN DAN CADANGAN | (25 markah) |
| 5. | LAMPIRAN | (25 markah) |

C. PENGESAHAN LAPORAN TUGASAN TEMPAT KERJA

Anda dikehendaki mengesahkan bahawa Laporan Tugas Tempat Kerja yang dihantar kepada Sekretariat Peperiksaan adalah hasil kerja anda sendiri. Sila isikan borang pengesahan yang disertakan dan membukukannya bersama dengan Laporan Tugas Tempat Kerja di mukasurat pertama Laporan Tugas Tempat Kerja anda. (Sila rujuk *Appendix II*)

D. PENYERAHAN LAPORAN TUGASAN CHRA

1. Laporan lengkap tugas mestilah dihantar melalui **SERAHAN SEGERA/SURAT BERDAFTAR** atau **SERAHAN TANGAN** kepada alamat tersebut di bawah **sebelum atau pada 1 Mac 2017**. Sila cetak "**CHRA dan nombor indeks**" di sudut kiri atas sampul surat.

*Sekretariat Peperiksaan
Bahagian Peperiksaan & Persijilan,
Institut Keselamatan dan Kesihatan Pekerjaan Negara
Lot 1, Jalan 15/1 Seksyen 15
43650 Bandar Baru Bangi
Selangor Darul Ehsan*

2. **PERINGATAN:** Anda diminta memberikan masa yang secukupnya untuk urusan penghantaran pos. **Laporan yang lewat diterima tidak akan dilayan.**

E. PEPERIKSAAN LISAN

1. Peperiksaan Lisan adalah berdasarkan kepada **laporan tugas dan pengetahuan dalam bidang CHRA**. Anda dikehendaki membentangkan laporan seolah-olah anda membentangkannya kepada pihak pengurusan. Pembentangan tersebut hendaklah merangkumi perkara-perkara seperti berikut:
 - a) Tujuan Penaksiran Risiko Bahan Kimia Terhadap Kesihatan
 - b) Penerangan tentang tempat kerja dan unit kerja yang ditaksirkan
 - c) Kaedah penaksiran
 - d) Hasil kajian/dapatan
 - e) Kesimpulan penaksiran
 - f) Cadangan
2. Pembentangan ini hendaklah disediakan dalam bentuk **Microsoft Power Point**.
3. Tempoh sesi pembentangan:
 - a) Pembentangan = 20 minit
 - b) Sesi soal jawab = 30 minit

INSTRUCTION:

CANDIDATES MUST READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

A. WORKPLACE ASSIGNMENT

1. Choose a workplace.
2. Select **TWO (2)** work units from a workplace.
3. Identify at least 3 chemicals hazardous to health used in **each** work unit.
4. Carry out the Chemical Health Risk Assessment (CHRA) of chemicals identified.
(*Please refer to DOSH guidelines book: "Assessment of the Health Risks arising from the Use of Hazardous Chemicals in the Workplace, 2000")
5. Discuss the current control measures in controlling the risks of chemicals identified.
6. Recommend action to be taken in compliance with Occupational Safety and Health (Use and Standard of Exposure of Chemicals Hazardous to Health) Regulation 2000.
7. Prepare a CHRA report based on DOSH guidelines: "A Guide for Writing a Chemical Health Risk Assessment Report, 2005".

B. FORMAT OF ASSIGNMENT REPORT

(i) Text Format

1. This report of the assignment must be clearly typed in either Bahasa Melayu or English.
2. The font used must be Times New Roman size 12 and using double spacing.
3. The left and right margin must be 2.5cm, while the top and bottom margin must be 4cm and formatted in paper sized A4.
4. Use one side of the paper only.
5. The report must have a front cover and it must be bound. (Please refer Appendix I)

(ii) Report Format and Marking Scheme

- | | | |
|----|--|-------------------|
| 1. | EXECUTIVE SUMMARY | (10 marks) |
| 2. | BACKGROUND | (20 marks) |
| 3. | FINDINGS | (20 marks) |
| 4. | CONCLUSION & RECOMMENDATION | (25 marks) |
| 5. | APPENDICES | (25 marks) |

C. VERIFICATION OF WORKPLACE ASSIGNMENT REPORT

You are required to verify that the Workplace Assignment report submitted to the Examination Secretariat as your own work. Please fill in the verification form enclosed and bind it together with your Workplace Assignment as the first page of your assignment. (Please refer Appendix II).

D. SUBMISSION OF THE CHRA ASSIGNMENT REPORT

1. The complete assignment report must be sent **via COURIER/REGISTERED MAIL** or **HAND DELIVERED** to the address below and it must arrive **before or on 1 March 2017**. Please print **“CHRA and index number”** on the top left-hand corner of the envelope.

Examination Secretariat
Examination & Certification Division
National Institute of Occupational Safety and Health
Lot 1, Jalan 15/1, Seksyen 15
43650 Bandar Baru Bangi
Selangor Darul Ehsan

2. **REMINDER:** Please allow adequate time for postal delivery. **All late submission will not be entertained.**

E. ORAL EXAMINATION

1. The oral examination will be based on **assignment report and knowledge in CHRA**. You are required to present the report as if you are presenting it to your management. The presentation should contain the following:
 - a) Purpose of the chemical health risk assessment
 - b) Description of work site and work units assessed
 - c) Assessment methods
 - d) Findings
 - e) Assessment conclusions
 - f) Recommendations
2. The presentation has to be prepared in Microsoft Power Point.
3. Duration of presentation session:
 - a) Presentation = 20 minutes
 - b) Questions and answers = 30 minutes

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

Report of Chemical Health Risk Assessment

at

A Manufacturing Company
(font size 22)

By

Mr John Doe
(index no: NC100)
(font size 16)

Chemical Health Risk Assessor Examination (2/2017)
Paper II: workplace assignment

13 JUN 2017- 14 JUN 2017
(font size 12)



WORKPLACE ASSIGNMENT DECLARATION FORM
BORANG PERAKUAN TUGASAN TEMPAT KERJA

Adalah dengan ini saya mengaku bahawa kandungan tugas tempat kerja yang disediakan merupakan hasil kerja asal saya sendiri kecuali sedutan atau petikan yang dinyatakan.

I hereby declare that the contents of this workplace assignment is prepared based on my own work except for citation and quotation mentioned.

Tandatangan

Signature :

Nama

Name :

No. Kad Pengenalan

I.C. No. :

Tarikh

Date :

Penama seperti di atas telah menjalankan tugas tempat kerja di premis ini :

The above named person has conducted the workplace assignment at this premise :

Tandatangan

Signature :

Nama

Name :

Jawatan

Position :

Tarikh

Date :

Lampiran 1: Contoh penilaian ke atas existing control measures

FORM C: WORKPLACE ASSESSMENT

WORK UNIT (JOB): Laboratory Technician					ASSESSMENT TEAM:					DATE:	
WORK AREAS: Laboratory					PERSONNEL:						
Chemical Hazardous To Health	Task	Frequency/Duration	Routes Of Entry	Existing Controls	Suitable & Effective Yes/No	Maintenance, Testing & Examination	Adequate? Yes/No	Degree Chemical Release	Degree Contact/ Inhale	MR	ER
Silver Potassium Cyanide	1. Chemical make-up	FR = 5	Inhalation	1. LEV	N	Y	N	Moderate	Moderate	3	4
	2. Assist on chemical replenishment			2. Full face organic respirator	Y	Y	Y				
	3. Daily analysis			1. Rubber glove	Y	N	N				
	4. Chemical bath maintenance			Eye Ingestion	- 1. Rubber glove 2. Personal hygiene	N Y Y	- Y -				
Potassium Cyanide		FR = 5	Inhalation	1. LEV	N	Y	N	Moderate	Moderate	3	4
				2. Full face organic respirator	Y	Y	Y				
			Skin	1. Rubber glove	Y	N	N				
				Eye	-	N	N				
			Ingestion	1. Rubber glove	Y	Y	Y				
				2. Personal hygiene	Y	-	Y				

COMMENTS:

APPROVED BY/NAME: _____ **SIGNATURE:** _____ **DATE:** _____



WORKPLACE ASSIGNMENT DECLARATION FORM
BORANG PERAKUAN TUGASAN TEMPAT KERJA

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Nama

Name :

No. Kad Pengenalan

I.C. No. :

Tarikh

Date :

Penama seperti di atas telah menjalankan tugas tempat kerja di premis ini :

The above named person has conducted the workplace assignment at this premise :

Tandatangan

Signature :

Nama

Name :

Jawatan

Position :

Tarikh

Date :

Cop rasmi
Official stamp