

## **OSH PROGRAMMES**

### **HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL**

DURATION: 3 days  
CODE: HRC  
HRDF: SBL  
FEES: RM1200.00

#### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- conduct hazard identification
- determine risk rating based on the severity and likelihood of hazards
- recommend risk control
- present the risk assessment outcomes

#### **TARGET GROUP:**

- Managers
- Safety and Health Officers
- Supervisors
- Safety and Health Committee Members
- OSH Practitioner

#### **TOPICS:**

- OSHA 1994
- OSH-MS
- Hazard Identification, Risk Assessment and Risk Control
- Practical Session

**ENTRY REQUIREMENTS:** None

## **OCCUPATIONAL SAFETY AND HEALTH ACT 1994**

DURATION: 1 day  
CODE: OSHA  
HRDF: PRO  
FEES: RM300.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- interpret the requirements of the Act
- explain the duties and responsibilities as an employer, manufacturer, designer or supplier and employee
- describe the components of safety and health policy
- describe the needs of Safety and Health Committee

### **TARGET GROUP:**

- OSH Practitioners
- Production/HR/Safety Managers
- Safety and Health Officers
- Safety and Health Committee Members
- Supervisors

### **TOPICS:**

- Background of OSH Legislation
- Salient Provisions
- Safety and Health Policy
- Setting up and the Importance of Safety and Health Committees

**ENTRY REQUIREMENTS:** None

## **SAFETY AND HEALTH OFFICER EXAMINATION WORKSHOP**

DURATION: 1 day  
CODE: SHOW  
FEES: RM75.00

### LEARNING OUTCOMES:

Upon completion of the workshop, the participants will be able to:

- describe the exam procedures and be able to differentiate different formats of papers
- explain the question requirements

### TARGET GROUP:

- Those who wish to sit for the SHO examination

### TOPICS:

- Examination Procedures and Format of Papers 1,2 and 3
- How to answer Paper 3, Parts 1,2 and 3
- How to answer Paper 1 – Module I
- How to answer Paper 1 – Module II
- How to answer Paper 2 – Module III
- How to answer Paper 2 – Module IV

### ENTRY REQUIREMENTS:

**Attended the Safety and Health Officer Certificate Programme conducted by NIOSH or other training providers approved by DOSH.**

## **UNDERSTANDING AND IMPLEMENTING OSHA AND ITS REGULATIONS**

DURATION: 2 days  
CODE: UIOR  
HRDF: SBL  
FEES: RM840.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- interpret the legislative requirement and its liabilities under OSHA 1994
- interpret the requirements of Regulations under OSHA 1994

### **TARGET GROUP:**

- Factory/Production/Human Resource/Safety and Health Manager
- Safety and Health Officers
- Safety and Health Committee Members
- Safety Supervisors or Union Representatives

### **TOPICS:**

- Occupational Safety and Health Act 1994
- Employers' Safety and Health General Policy Statements) (Exception) Regulations 1995
- CIMAH Regulations 1996
- Safety and Health Committee Regulations 1996
- CPL Regulations 1997
- Safety and Health Officers Regulations and Order 1997
- USECHH Regulations 2000
- Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004

ENTRY REQUIREMENTS: None

## **ACCIDENT INVESTIGATION & REPORTING WORKSHOP**

DURATION: 2 days  
CODE: AIW  
HRDF: SBL  
FEES: RM800.00

### LEARNING OUTCOMES:

Upon completion of the course, participants will be able to:

- formulate accident investigation team
- develop accident investigation procedure
- conduct a proper accident investigation
- write report of accident investigation
- prepare accident investigation report
- complete the NADOOPOD form correctly
- take action upon NADOOPOD

### TARGET GROUP:

- Factory/Production/Human Resource/Safety and Health Manager
- Safety and Health Officers
- Safety and Health Committee Members
- Safety Supervisors

### TOPICS:

- Management Accident Investigation
- Procedure, Principle of Accident Investigation
- Collecting Data of Accident
- How to Conduct Interview
- Analyze Data of Accident
- Identify Root Cause
- Control Measure
- Report Writing
- NADOOPOD
- Notification of the procedure Accident Investigation

ENTRY REQUIREMENTS: None

## **SAFETY AND HEALTH COMMITTEE**

DURATION: 2 days  
CODE: SHC  
HRDF: SBL  
FEES: RM800.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- interpret the requirements of the Safety and Health Committee Regulations 1996
- formulate an effective safety and health committee

### **TARGET GROUP:**

- Managers/Safety and Health Officers
- Human Resource Managers/Executives
- OSH Practitioners
- Safety and Health Committee Members
- Supervisors and all levels of workers

### **TOPICS:**

- OSHA 1994 and its Regulations
- The Safety and Health Committee Regulations 1996
- Efficient Committee Management Techniques
- Workplace Inspection at the Workplace
- Accident Investigation

ENTRY REQUIREMENTS: None

## **EMERGENCY RESPONSE PLAN AND PREPAREDNESS**

DURATION: 2 days  
CODE: ERP  
HRDF: SBL  
FEES: RM800.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- describe the fundamentals of managing emergency;
- develop emergency response team and plan;
- conduct the vulnerability analysis;
- manage for the post emergency skills

### **TARGET GROUP**

- Managers/Executives
- Safety and Health Officers
- OSH Practitioners
- Safety and Health Committee Members
- Supervisors and all levels of workers

### **TOPICS**

- Risk Management in OSH MS
- Emergency Needs Identification
- Emergency Plan Development
- Emergency Response Team and Its Training Requirement
- Roles and Responsibilities
- Other consideration in Emergency Prevention, Preparedness and Response Plan

ENTRY REQUIREMENTS: None

## **OSH FOR SUPERVISORS**

DURATION: 2 days  
CODE: OSH-SV  
HRDF: SBL  
FEES: RM800.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- recognize the elements of OSH management system
- explain the roles, responsibilities and functions as a supervisor

### **TARGET GROUP:**

- Supervisors
- OSH Practitioners
- Safety and Health Committee Members
- Contractor

### **TOPICS:**

- Overview of OSH – MS
- Supervisor Responsibilities
- OSH Consultations and Communications
- Risk Assessment
- Safe Work Practices
- Performance Measurements

**ENTRY REQUIREMENTS:** None

## **PLANNING & MANAGING OSH FOR CONSTRUCTION ACTIVITY**

DURATION: 4 DAYS  
CODE: CSHS  
HRDF: SBL  
FEES: RM1600.00

### LEARNING OUTCOMES:

Upon completion of this course, participants will be able to:

- describe the basic activities in construction industries
- interpret the legal requirements pertaining to OSH in construction industry
- identify and assess hazards related to construction activities
- develop OSH plan for construction industries

### TARGET GROUP:

- Contractor
- Contractor Administrators
- Developer
- Project Owner
- Interested Individuals

### TOPICS

- Issues related to OSH in construction activity
- Legislations
- Planning and Procurement
- Site Planning, Statutory Requirements and Site Rules
- Safe Work Practices
- Documentation
- Control and Monitoring
- Consultation and Communication

## **WORKING SAFELY AT HEIGHT**

DURATION: 2 days  
CODE: WAH  
HRDF: SBL  
FEES: RM800.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- state and discuss the related hazard, risk and its effect to workers;
- provide safe and correct erection and maintenance procedure;
- describe the safe operating procedure before, during and after working at height operation process; and
- explain the correct usage of working at height equipment & PPE

### **TARGET GROUP:**

- Managers/ Executives
- Safety and Health Officers
- OSH Practitioners
- Safety and Health Committee Members
- Supervisors and all levels of workers

### **TOPICS:**

- Related OSH legislation;
- Administrative and operational procedure;
- Introduction to equipment & PPE;
- Best practice of equipment & PPE usage;
- Practical session
- Assessment session;
  - Theory paper; and
  - Practical assessment

### **ENTRY REQUIREMENTS:**

- Possessed medical fitness report issued by OHD

## **HEARING LOSS PREVENTION & AUDIOMETRIC TESTING PROGRAM**

DURATION: 2 days  
CODE: HLPAP  
HRDF: SBL  
FEES: RM800.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- interpret the element of hearing conservation programme as stipulated under the Factories and Machinery (Noise Exposure) Regulations 1989
- conduct the audiometric testing
- analyse the audiogram

### **TARGET GROUP:**

- Medical practitioners
- Paramedics – staff nurses, medical assistants, etc
- OSH practitioners

### **TOPICS:**

- Noise Exposure Regulations 1989
- Hearing Conservation Programme
- Hearing and the human ear
- Audiometric testing programme
- Audiogram interpretation and analysis

ENTRY REQUIREMENTS: None

## **LUNG FUNCTION TESTING AND ANALYSIS**

DURATION: 1 day  
CODE: LFTA  
HRDF: SBL  
FEES: RM570.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- conduct lung function testing using spirometer
- analyse and interpret spirometry results

### **TARGET GROUP:**

- Paramedics – Staff Nurses, Medical Assistants, Lab Technician etc.
- Medical Practitioners
- OSH Practitioners - Safety and Health Officers, First Aiders etc.

### **TOPICS:**

- Anatomy and Physiology of the Lung
- Occupational Lung Diseases
- Spirometric Testing
- Consistent Instruction and Testing Procedures
- Practical Demonstration on Spirometric Testing
- Introduction to Common Spirometer Testing Result
- Legislation Pertaining to Audiometric Testing
- Spirometric Record Keeping

**ENTRY REQUIREMENTS:** None

## **SAFETY IN THE USE OF CHEMICALS**

DURATION: 2 days  
CODE: STUC  
HRDF: SBL  
FEES: RM 800.00

### **LEARNING OUTCOMES:**

Upon completion of this course, participants will be able to:

- Explain the Cradle to Grave concept
- Explain steps to control hazardous chemicals

### **TARGET GROUP:**

- Managers
- Executives
- Safety Officers
- Occupational Doctors
- Nurses
- Supervisors
- Workers
- Supplier of chemicals

### **TOPICS:**

- Introduction of OS & H (Classification, Packaging and Labelling of Hazardous' Chemicals) Regulations 1997 and OS & H (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations 2000
- Fundamental of Chemicals
- Health Effects of Chemicals
- Fire and Explosion
- Cradle to Grave Concept
- Chemical Safety Data Sheet
- First Aid

**ENTRY REQUIREMENT:** None

## **OSH IN THE OFFICE**

DURATION: 2 days  
CODE: OSHO  
HRDF: SBL  
FEES: RM800.00

### **LEARNING OUTCOMES:**

Upon completion of the course, participants will be able to:

- evaluate the office workstation layout and working environment
- apply control measures to improvise current workstation layout and environment

### **TARGET GROUP:**

- Administration Managers
- OSH Practitioners
- Safety Managers
- Safety and Health Officers
- Safety and Health Committee Members
- Occupational Health Doctors/Nurses

### **TOPICS:**

- Occupational Safety and Health Act 1994
- Introduction to Office Ergonomics
- Art of Seating
- Working with Computers
- Visual Comfort
- Stretching and Exercise Techniques

**ENTRY REQUIREMENTS:** None

## **ERGONOMICS & MANUAL HANDLING IN THE WORKPLACE**

DURATION: 2 days  
CODE: EMHW  
HRDF: SBL  
FEES: RM 800.00

### **LEARNING OUTCOME:**

Upon completion of the course, participants will be able to:

- interpret the principles of ergonomics

### **TARGET GROUP:**

- Administration Managers
- OSH Practitioners
- Safety and Health/Factory/Production Managers
- Safety and Health Officers
- Safety and Health Committee Members
- Occupational Health Doctors/Nurses
- Production/Maintenance Engineers

### **TOPICS:**

- Occupational Safety and Health Act 1994
- Back Pain Incidents Control Programme
- Anatomy and Physiology of Human Backbone
- Identifying Risk Factors of Work
- Documentation of Physical Working Capacity and Capability for Manual Handling Work
- Economic Impact to Organizations as a Result of Workers Suffering from Back Pain

ENTRY REQUIREMENTS: None

