

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

INTRODUCTION

OSH Coordinator is a 'Competent Person (OYK)' who is responsible for helping your company implement OSH in the workplace.

OSH coordinators are the backbone of workplace safety management in the small and medium sized industries. This is your first step into the field of OSH. As long as you do your job as an OSH C, your experience will be considered in the process of obtaining a higher OYK, SHO. In line with the Strategy 6 SME 2020, to enhance the number of Occupational Safety and Health practitioner, each of SMEs Company is required to appoint at least one employee as a **"Trained Person for Occupational Safety and Health Coordinator (OSH Coordinator)"**.

This program will be added advantage for current employees who are working as technician, engineers or any other profession. The knowledge and skill acquired from this program will ensure safety of himself or others without injuries.

OBJECTIVES

At the end of the course, participants will be able to

- ✓ Provide in-depth professional knowledge of the purpose, objective and importance of OSH Coordinator in an organisation
- ✓ Enhance the legal knowledge pertaining to OSH Coordinator and be acquainted with necessary know-how and techniques for performing duties as OSH Coordinator
- ✓ Create and promote the safety culture in the workplace, and provide the knowledge pertaining to OSH compliance and
- ✓ Provide the knowledge to manage and maintain the Occupational Safety and Health documents

Learning Outcome

Upon completion of the Programme, the learning outcome of the OSH-C participant would be:

- ✓ Understand the purpose, objective and importance of OSH-Coordinator in an organisation
- ✓ Perform duties as OSH-Coordinator in an organisation
- ✓ Understand the legal requirement of Occupational Safety and Health Act 1994 and Factories Machinery Act
- ✓ Promote safety culture at the workplace
- ✓ Take reasonable action pertaining to OSH compliance

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

- ✓ Manage and maintain OSH documents

PROGRAM OUTLINE

- ✓ Reality of Small and Medium Industries in Malaysia
- ✓ Introduction to Role and Function of the Department of Occupational Safety and Health (DOSH)
- ✓ Basic Management of OSH SMIs
- ✓ Chemical Management
- ✓ Introduction to Occupational Diseases
- ✓ Introduction to Road-Related Occupational Safety (WRRS)
- ✓ Hazard Identification, Risk Assessment and Risk Control (HIRARC)
- ✓ Material Storage and Handling
- ✓ Work Station Design and Lighting
- ✓ Productive Machine Safety
- ✓ Premises and Work-Related Welfare and Facilities

METHODOLOGY

Lectures, workshops, group discussion and presentations. Use of LCD projector for presentation purpose. The program is conducted in Bahasa Malaysia and Bahasa English. Workshop/video will be included in between sessions.

Environmental, Health
Safety

WHO SHOULD ATTEND

Safety and Health committee members, Human Resource Officers, engineers, Technician, line leaders and Supervisors from various sectors of industries

NUMBER OF PARTICIPANTS

Maximum of 20 participants per session

TRAINER BIODATA

As Attached.

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

PROGRAM SCHEDULE

DAY ONE

0900 – 0930	<p>Topic 1: Challenges and Reality of Small and Medium Industries (SMIs)</p> <ol style="list-style-type: none">Topic Introduction/ Background, Current Condition and SMI Categories.Challenges Faced by SMIs.Accidents and Types of InjuriesImportance of OSH Culture at the Workplace.Characteristics, Role, Appointment Terms and Advantages of an OSH-CConclusionQuiz
0930 – 1030	<p>Topic 2: Introduction to The Department of Occupational Safety and Health (Dosh), Laws and Legislations</p> <ol style="list-style-type: none">Topic introduction/ Role and Function of DOSHThe Evolution of OSH in MalaysiaThe Main Provisions of Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967The Benefits of Improving the Occupational Safety and Health in the OrganisationConclusionQuiz
1030-1045	<p>Morning Break</p> <p>Environmental, Health Safety</p>
1045-12.45	<p>Topic 3: Basic Management of Occupational Safety and Health (Osh) Management in SMIs</p> <ol style="list-style-type: none">Topic introduction / Duties of employers to form a Occupational Safety and Health (OSH) PolicySafety and Health Committee.Notification of Accidents.Provision of Emergency Response Plan (ERP). Video – How to Extinguish FireConclusionQuiz
1245 – 1345	<p>LUNCH/BREAK</p>
1345 - 1545	<p>Topic 4: Chemical Management</p> <ol style="list-style-type: none">Topic introduction/Identification of Hazardous Chemicals.

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

	<ul style="list-style-type: none">ii. Chemical Safety Management.iii. Health Effects of Chemicals.iv. Concept of "Cradle to Grave".v. Conclusionvi. Quiz
1545 – 1600	Tea Break
1600 - 1730	Topic 5: Introduction to Occupational Diseases <ul style="list-style-type: none">i. Topic introduction / Introduction to Occupational Healthii. Division JKKP Malaysia.iii. Introduction to Occupational Health<ul style="list-style-type: none">Video (Occupational illness)iv. Statistic of Occupational Diseases in Malaysiav. ConclusionQuiz Conclusion/Q&A/Post Assessment
1730	END OF PROGRAM
PROGRAM SCHEDULE	
DAY TWO	
0900 – 1000	Topic 6: Introduction to Road-Related Occupational Safety (WRRS) <ul style="list-style-type: none">i. Road accident statistics include road accidents as well as accidents involving road-related occupations in Malaysia.ii. Impact and causal factors of road accidents.iii. The needs and importance of WRRS management.iv. Introduction to the Occupational Safety and Health Industry Code of Practice for Road Transport Activities 2010.v. Introduction to driver, vehicle and travel management.vi. Introduction to road safety program management systems and initiatives.
1000 - 1015	Morning Break
1015 – 1215	Topic 7: Hazard Identification, Risk Assessment and Risk Control (HIRARC) <ul style="list-style-type: none">i. Topic Introduction / Definition of Hazard and Risk.ii. Hazard Identification Methods.iii. Risk Assessment Process.iv. Risk Assessment Matrix.v. Hierarchy of Control.vi. Conclusion.vii. Quiz
1215 – 1315	LUNCH/BREAK
1315 - 1515	Topic 7.1: Practical Exercise on Hazard Identification, Risk Assessment and Risk Control (HIRARC) <ul style="list-style-type: none">i. Topic Introduction / Definition of Hazard and Risk. (Repeat)

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

- ii. Hazard Identification Methods. (Repeat)
- iii. Group division.
- iv. HIRARC activities are based on the pictures provided and the use of the form.
- v. Group discussion.

1515 – 1530

Tea Break

1530 - 1730

- vi. Group discussion. (continued).
- vii. Presentation sessions and questions & answers.
- viii. Conclusion.

Conclusion/Q&A/Post Assessment

1730

END OF PROGRAM

PROGRAM SCHEDULE

DAY THREE

0900 – 1030

- Topic 8: Material Storage and Handling
- i. Topic Introduction / Interactive Exercise – moving the orange/onion.
 - ii. Unplanned Handling and Storage Increase Risk of Accident at the Workplace.
 - iii. Examples of Effective Storage
[Video \(Ergonomic Safety\)](#)
 - iv. Use of Manual and Mechanical Aids.
 - v. Layout and Storage of Materials Emulating the WISE (Work Improvement in Small Enterprises) Principles In-line with OSH Regulations.
 - vi. Conclusion
 - vii. Quiz

1030-1045

Morning Break

1045-12.15

- Topic 9: Work Station Design and Lighting
- i. Topic Introduction/ Definition of Workstation
 - ii. Good Workstation Design (improving productivity and reducing ergonomic risks).
 - iii. Interactive Exercise – ‘Curve Tracking’.
 - iv. Interactive Exercise – ‘Seatback’.
 - v. 4 Principles of Workstation Design.

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

- vi. Improving Productivity and Quality with Good Lighting.
- vii. 3 Principles on Lighting
- viii. Interactive
- ix. Exercise – 'Exercise on Adequate Light'
- x. Conclusion
- xi. Quiz

1215 – 1315

LUNCH/BREAK

1315 - 1515

Topic 10: Productive Machine Safety

- i. Interactive Exercise – "Paper Folding Exercise".
- ii. Principles and Machine Guarding
[Video \(Types of Guarding\)](#)
- iii. Types of Feeder
- iv. Types of Holding Equipment
- v. The Effects of Using Unsafe Machines.
- vi. Conclusion
- vii. Quiz

1515 – 1530

Tea Break

1530 - 1730

Topic 11: Premises and Work-Related Welfare Facilities

- i. Topic Introduction/ The Basic Method of Improving the Work-Related Welfare Facilities.
 - ii. The Correlation Between Good Workplace and Productivity.
 - iii. Benefits of Welfare Facilities.
 - iv. Minimum Cost to Improve Welfare Facilities.
[Video – Safe Workplace](#)
 - v. Conclusion
 - vi. Quiz
- Conclusion/Q&A/Post Assessment

1730

END OF PROGRAM