

# Training Outline



## OSHE Management System Training Series

### OSH Coordinator (OSH-C) (DOSH/JKKP Trained Person Course)

#### Overview

Small & Medium Enterprise (SME) make up 98.5% of business in Malaysia and operate in various sectors of industries ranging from trading, manufacturing, construction, oil & gas and many other services. By definition of the SME Corp, SMEs are manufacturing companies with sales turnover not exceeding RM50 million OR full-time employees not exceeding 200 workers.

The current laws through Occupational Safety & Health Act 1994 and Factory & Machinery Act 1967 does not prescribe any requirement for a person-in-charge of safety and health for organisation smaller than 500 employees or 100 employees for certain high risk industries. However, workplace related accidents and incidents are on the rise in SME businesses and hence a proactive approach was developed by the Department of Occupational Safety & Health (DOSH), Malaysia to introduce the OSH-Coordinator competency to encourage the capability development in the areas of Occupational Safety & Health for SMEs.

Section 29A of OSH (Amendment) Act 2022 requires any employer with five or more employees to appoint an OSH coordinator for the purpose of coordinating occupational safety and health issues at the place of work.

#### Training Objectives

Successful completion of the program will enhance the skills of participants and enable them to:-

- ✓ Be a trained person in compliance with Section 29A of OSH (Amendment) Act 2022
- ✓ Provide in-depth professional knowledge of the purpose, objective, and importance of OSH Coordinator in an organization.
- ✓ 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
- ✓ Understanding the hierarchy of controls.

## *Training Methodology*

This training workshop is aimed to be practical, participative, and interactive. Real life examples, case studies and “HANDS ON” tips will be given to participants during the training. There will also be small group activities to foster better understanding of concepts and real-life applications.

A practical session will be conducted to enable participants to understand the process by the direct facilitation by the trainer.

## *Focus and Reference*

- Occupational Safety and Health Act 1994 (Act 514)
- Occupational Safety and Health (Amendment) Act 2022
- OSH management system
- Risk assessment process and hierarchy of controls

## *Target participants*

This course is beneficial for:

- ✓ People who are interested.
- ✓ People who work in small and medium-sized businesses (SMI).
- ✓ People on the Safety and Health Committee.
- ✓ Officers of Human Resources.
- ✓ Supervisors and Team Leaders from different small and medium-sized businesses.

## *Course Outline*

### **MODULE 1: SMI's challenges and realities**

- ❖ Background, current situation and categories of IKS.
- ❖ The challenges faced by entrepreneurs in the SME sector.
- ❖ Examples of accidents and types of injuries that have occurred in the industry.
- ❖ The importance of PPE culture in the workplace.
- ❖ Characteristics, roles, appointment conditions and advantages of an OSH-C.

### **MODULE 2: An introduction to DOSH and how it affects security law**

- ❖ Functions and roles of the Department.

- ❖ History of KKP in Malaysia.
- ❖ The main provisions of AKKP 1994 and AKJ 1967.
- ❖ Benefits of improving occupational safety and health to the organization.

### **MODULE 3: OSH Basic Management**

- ❖ The employer's obligations form the Safety and Health Policy.
- ❖ Safety and Health Committee.
- ❖ Accident notification.
- ❖ Preparation of Emergency Action Plan.

### **MODULE 4: Taking care of chemicals**

- ❖ Identify chemical hazards.
- ❖ Safe handling of chemicals.
- ❖ Effects of chemicals on health.
- ❖ "Cradle to Grave" concept.

### **MODULE 5: An Introduction to Work-Related Illness**

- ❖ Introduction to the Occupational Health Division of JKKP Malaysia.
- ❖ Introduction to Occupational Health.
- ❖ Statistics of Occupational Diseases in Malaysia.

### **MODULE 6: An Introduction to Road Related Occupational Safety (WRRS)**

- ❖ Road accident statistics include road accidents as well as accidents involving road-related work in Malaysia.
- ❖ Effects and factors that cause road accidents.
- ❖ The needs and importance of WRRS management.
- ❖ Introduction to the Occupational Safety and Health Code of Practice for Road Transport Activities 2010.
- ❖ Introduction to driver, vehicle and travel management.
- ❖ Introduction to management systems and road safety program initiatives.

### **MODULE 7: HIRARC (Theory)**

- ❖ Definition of hazard, risk and danger.
- ❖ Methods of identifying hazards.
- ❖ Risk assessment process.
- ❖ Risk assessment matrix.
- ❖ Hierarchy of control.

### **MODULE 7.1: HIRARC (Practical exercise)**

- ❖ Definition of hazard, risk and danger.

- ❖ Methods of identifying hazards.
- ❖ Distribution group.
- ❖ HIRARC activities based on the pictures provided and the use of forms.
- ❖ Group discussion.
- ❖ Presentation and question and answer session.

### **MODULE 8: Material Storage and Handling**

- ❖ Interactive exercise - Moving oranges / onions.
- ❖ Unplanned handling and storage of materials increases the cost of accident risk.
- ❖ An example of effective storage.
- ❖ Use of manual and mechanical aids.
- ❖ The arrangement and storage of goods at the workplace through rules or principles in WISE in line with OSH legislation in Malaysia.

### **MODULE 9: Workstation Design and Lighting**

- ❖ Workstation definition.
- ❖ Best workstation design (increases productivity, reduces ergonomic risks).
- ❖ Interactive training - 'Curve Tracking'.
- ❖ Interactive training - 'Seat Back'.
- ❖ 4 workstation design principles.
- ❖ Productivity and quality of work increases with good lighting.
- ❖ 3 principles regarding lighting.
- ❖ Interactive exercise - 'Exercise on Adequate Light'.

### **MODULE 10: Productive Machine Safety**

- ❖ Interactive training - 'Paper Folding Exercise'.
- ❖ Principles and types of guards.
- ❖ Types of 'feeders'.
- ❖ Types of 'Holding Equipment'.
- ❖ Effects of unsafe machine use.

### **MODULE 11: Premise and Work-related Welfare Facilities**

- ❖ Basic methods in improving the workplace environment.
- ❖ The link between productivity and a good workplace.
- ❖ Benefits of welfare facilities.
- ❖ Minimal cost in improving welfare facilities

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## Why Us

### *Why OSH-ISIS Shall Be Your Preferred Partner*

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Simplified Management System





Hyperlinked Management System

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OSH Training	OSH Smart Tool	OSH Consultancy	OSHE&Q Facilitation
	<a href="https://youtu.be/Nk4OVIOkcUA">https://youtu.be/Nk4OVIOkcUA</a>	e-HIRARC Program. A smart tool for assessing risk and danger at workplace	Sample: <a href="http://osh-isis.com/hirarc.xlsx">http://osh-isis.com/hirarc.xlsx</a>
	<a href="https://youtu.be/ojkhfwsJyvE">https://youtu.be/ojkhfwsJyvE</a>	Integrated Safety Inspection System. An integration program to comply OSH-related laws and OHSAS 18001	Sample: <a href="http://osh-isis.com/isis.xls">http://osh-isis.com/isis.xls</a>
	<a href="https://youtu.be/D8Xotr76_cw">https://youtu.be/D8Xotr76_cw</a>	An effective management of OSH legal	