

KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN (OSH COORDINATOR COURSE)



No. Siri Kursus di bawah HRDCorp SBL Khas : **10001307295**

Program ini adalah berdaftar dengan HRDCorp dan JKPP (DOSH) Malaysia

Ringkasan Kursus

Untuk melahirkan Penyelaras KKP yang kompeten di semua Sektor bagi tadbir urus hal ehwal KKP termasuk membantu majikan berkaitan pelaporan KKP, mentadbir dokumen KKP, mempromosi budaya KKP bagi memastikan tempat kerja yang selamat untuk para pekerja.

Kumpulan Sasaran

Pegawai Keselamatan dan Kesihatan Pekerjaan, Pengurus, Penyelia, dan semua pekerja yang terlibat di dalam keselamatan dan kesihatan pekerjaan.

Kaedah Penyampaian

Syarahan, Persembahan Slaid, Persembahan Video, Kuiz, Perbincangan Berkumpulan secara bersemuka (Face to Face).

Tempoh dan Tarikh Latihan

3 Hari (21 Jam)



KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN (OSH COORDINATOR COURSE)

Modul Kursus - Hari Pertama

TAJUK / AKTIVITI	DARI	HINGGA
Topik 1 : CABARAN DAN REALITI DI INDUSRI KECIL DAN SEDERHANA IKS <ol style="list-style-type: none"> 1. Latar belakang , keadaan semasa kategori IKS 2. Cabaran yang dihadapi oleh sektor IKS 3. Contoh kemalangan dan jenis kecederaan 4. Kepentingan pembudayaan KKP ditempat kerja 5. Ciri ciri, peranan dan syarat lantikan dan kelebihan seorang OSH-C 	0900	0930 (0.5 Jam)
Topik 2 : PENGENALAN KEPADA JABATAN DAN ASAS PERUNDANGAN <ol style="list-style-type: none"> 1. Fungsi dan peranan Jabatan 2. Sejarah KKP di Malaysia 3. Peruntukan utama AKKP 1994 (Pindaan) 2022 4. Meningkatkan kualiti KKP 	0930	1030 (1 Jam)
REHAT - MINUM PAGI	1030	1045
Topik 3 : ASAS PENGURUSAN KKP IKS <ol style="list-style-type: none"> 1. Kewajipan majikan membentuk dasar KKP 2. Jawatankuasa keselamatan dan kesihatan 3. Pemberitahuan kemalangan 4. Penyediaan pelan tindakan kecemasan 	1045	1245 (2 Jam)
MAKAN TENGAHARI / SOLAT ZUHUR	1245	1345
Topik 4 : PENGURUSAN BAHAN KIMIA <ol style="list-style-type: none"> 1. Mengenalpasti bahaya bahan kimia 2. Pengendalian selamat bahan kimia 3. Kesan bahan kimia kepada kesihatan 4. Konsep "Cradle to Grave" 	1345	1545 (2 Jam)
REHAT - MINUM PETANG	1545	1600
Topik 5 : PENGENALAN KEPADA PENYAKIT PEKERJAAN <ol style="list-style-type: none"> 1. Pengenalan kepada bahagian kesihatan JKKP Malaysia 2. Pengenalan kepada kesihatan pekerjaan 3. Statistik penyakit pekerjaan di Malaysia 	1600	1730 (1.5 Jam)

KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN (OSH COORDINATOR COURSE)

Modul Kursus - Hari Kedua

TAJUK / AKTIVITI	DARI	HINGGA
Topik 6 : PENGENALAN KEPADA KESELAMATAN PEKERJAAN BERKAITAN JALANRAYA <ol style="list-style-type: none"> 1. Statistik kemalangan jalan raya dan yang berkaitan. 2. Kesan dan faktor penyebab kemalangan jalan raya 3. Keperluan dan kepentingan pengurusan WRRS 4. Pengenalan kepada kod amalan industri KKP bagi aktiviti pengangkutan jalan 2010 5. Pengenalan kepada pengurusan pemandu kenderaan dan perjalanan 6. Pengenalan kepada sistem pengurusan. 	0900	1000 (1 Jam)
REHAT - MINUM PAGI	1000	1015
Topik 7.0 : PENGENALPASTIAN HAZAD , PENAKSIRAN RISIKO DAN KAWALAN RISIKO (HIRARC) <ol style="list-style-type: none"> 1. Definasi hazad , risiko dan bahaya 2. Kaedah mengenalpasti hazad 3. Proses penaksiran risiko 4. Matrix penaksiran risiko 5. Hirarki kawalan 	1015	1315 (3 Jam)
MAKAN TENGAHARI / SOLAT ZUHUR	1315	1415
Topik 7.1 : LATIHAN PRAKTIKAL BAGI MENGENALPASTI HAZAD, PENAKSIRAN RISIKO DAN KAWALAN RISIKO (HIRARC) <ol style="list-style-type: none"> 1. Definasi hazad , risiko dan bahaya 2. Kaedah mengenalpasti hazad 3. Pembahagian kumpulan 	1415	1515 (1 Jam)
REHAT - MINUM PETANG	1515	1530
Topik 7.1 : LATIHAN PRAKTIKAL BAGI MENGENALPASTI HAZAD , PENAKSIRAN RISIKO DAN KAWALAN RISIKO (HIRARC) <ol style="list-style-type: none"> 1. Aktiviti HIRARC berdasarkan gambar yang disediakan . 2. Perbincangan dalam kumpulan 3. Sesi persembahan dan soal jawab 	1530	1730 (2 Jam)

KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN (OSH COORDINATOR COURSE)

Modul Kursus - Hari Ketiga

TAJUK / AKTIVITY	DARI	HINGGA
Topik 8 : PENGENDALIAN DAN PENYIMPANAN BARANGAN <ol style="list-style-type: none"> 1. Latihan interaktif – memindahkan buah oren / bawang 2. Pengendalian dan penyimpanan bahan 3. Contoh penyimpanan yang efektif 4. Penggunaan alat bantuan manual dan mekanikal 5. Susunatur dan penyimpanan barang di tempat kerja. 	0900	1030 (1.5 Jam)
REHAT – MINUM PAGI	1030	1045
Topik 9 : REKABENTUK TEMPAT KERJA DAN PENCAHAYAAN <ol style="list-style-type: none"> 1. Definasi stesen kerja 2. Rekabentuk stesen kerja yang terbaik (meningkatkan productivity dan mengurangkan risiko ergonomik) 3. Latihan interaktif – “<i>Exercise on Curve Tracking</i>” 4. Latihan interaktif – “<i>Exercise on Seat Back</i>” 5. 4 prinsip rekabentuk stesen kerja 6. Pencahayaan tempat kerja yang baik 7. 3 prinsip berkenaan pencahayaan 8. Latihan interaktif - “<i>Exercise on Adequate Lighting</i>” 	1045	1300 (2.25 Jam)
MAKAN TENGAHARI / SOLAT ZUHUR	1300	1400
Topik 10 : KESELAMATAN MESIN YANG BERKESAN / PRODUKTIF <ol style="list-style-type: none"> 1. Latihan interaktif Paper Folding Exercise 2. Prinsip dan jenis penghadang 3. Jenis-jenis “<i>feeder</i>” 4. Jenis-jenis “<i>holding equipment</i>” 5. Kesan penggunaan mesin yang tak selamat 	1400	1500 (1 Jam)
REHAT – MINUM PETANG	1500	1515
Topik 11 : PREMIS DAN KEMUDAHAN KEBAJIKAN BERKAITAN KERJA <ol style="list-style-type: none"> 1. Kaedah asas dalam menambahbaik persekitaran tempat kerja. 2. Hubung-kait di antara productivity dan tempat kerja yang baik. 3. Faedah kemudahan kebajikan. 4. Kos yang minimum dalam menambahbaik kemudahan kebajikan. 	1515	1715 (2 Jam)

Jurulatih Kursus



Mr. Mohd Nizam Bin Ahmad

Master of OSH Risk Management (MOSHRM), OUM, TTT HRDCorp : Dikecualikan

Encik Nizam Bin Ahmad (No. Kad Pengenalan: 770123-03-5117) mempunyai pengalaman lebih 20 tahun dalam Pengurusan Keselamatan & Kesihatan serta pendidikan. Beliau memperolehi Sarjana Pengurusan Risiko OSH (MOSHRM), daripada Open University Malaysia. Sebagai seorang Jurulatih, En. Nizam telah menyampaikan pelbagai latihan berkaitan Keselamatan & Kesihatan seperti Ergonomik, Bekerja di Ketinggian (WAH), Pelan Tindak Balas Kecemasan (ERP), Asas Pengawasan Kebakaran dan lain-lain.

Latarbelakang Latihan Profesional beliau ialah :

- ✓ Ergonomics Trained Person (ETP)
- ✓ Initial ERA (1) & Advanced ERA (2), DOSH Malaysia
- ✓ Safety & Health Officer (OYKSHO), DOSH Malaysia (HQ/22/SHO/00/04232)
- ✓ Halal Executive, Majlis Profesional Halal, Jabatan Kemajuan Islam Malaysia (JAKIM)
- ✓ Construction Safety & Health Trainers (CSHT), NIOSH Malaysia
- ✓ Occupational Safety & Health Coordinator Course (OSHCoordinator), DOSH Malaysia
- ✓ Safety & Health Assessment System In Construction (SHASSIC), Assessor (CIDB Malaysia)
- ✓ Construction Safety & Health Officer (CSHO), CIDB Malaysia
- ✓ Lead Auditor ISO 45001:2018, (OSHMS) & ISO 14001:2015 (EMS),
- ✓ Exemplar Global Certified – SIRIM Malaysia
- ✓ PSMB Train The Trainer Program (TTT- Exemption), HRDF Malaysia
- ✓ Train The Trainer 1 (TTT1), NIOSH Malaysia

Lain-lain Jurulatih kami yang Berdaftar dengan JKPP

- | | |
|---------------------------------------|--------------------------------------|
| 1. En. Azizan bin Yahya | 12. En. Mohd Sufni bin Adlan |
| 2. Ir. Ts. Ameran bin Ismail | 13. En. Nor Haszuala bin Hassan |
| 3. En. Azhar bin Husain | 14. En. Nor Hizam bin Hassan |
| 4. En. Caven Harry Matiu | 15. En. Suhairl Nizam bin Jahidin |
| 5. En. Hezam bin Ismail | 16. En. Mohd Azli bin Shamsudin |
| 6. En. Effendy bin Goriaman | 17. En. Mustafa bin Mohd Saad |
| 7. Ir. Ahmad Kamil bin Md Hanapiah | 18. En. Shuhairi bin Yaakob |
| 8. En. Jasnizan bin Mehat | 19. Ts. Mohamad Yusri bin Hj. Yusoff |
| 9. En. Megat Ryan Muradee bin Redhoan | 20. Ts. Zahrul Huzairi bin Hussin |
| 10. En. Mohammad Najip bin Mesman | 21. En. Zubaidi bin Rani |
| 11. En. Mohd Rosly bin Abd Jalil | |

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN)



HRDCorp SBL Khas Course Series No : 10001307295

Course Summary

To produce competent OSH Coordinators in all sectors for the governance of OSH affairs including assisting employers with OSH reporting, administering OSH documentation, as well as promoting OSH culture to ensure a safe workplace for employees

Target Group

Occupational Safety and Health Officers, Managers, Supervisors, future OSH Coordinators and all employees involved in occupational safety and health.

Methodology

Lectures, Slide and Video Presentations, Quiz, Discussions (Face to Face).

Duration, Venue & Dates

3 Days (21 Hours)



OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN)

Course Outline - Day 1

SUBJECT / ACTIVITIES	FROM	TO
Topic 1 : CHALLENGES AND REALITIES IN SMALL AND MEDIUM INDUSTRY 1. SME Background, the current situation of the SME category. 2. Challenges faced by the SME sector. 3. Examples of accidents and types of injuries. 4. The importance of PPE culture in the workplace 5. Features, roles and appointment conditions and advantages of an OSHC.	0900	0930 (0.5 Hour)
Topic 2 : INTRODUCTION TO THE DEPARTMENT AND THE BASIS OF LEGISLATION 1. Functions and roles of the department. 2. History of KKP in Malaysia. 3. The main provisions of OSHA 1994 (Amendment) 2022. 4. Improve the quality of PPE.	0930	1030 (1 Hour)
COFFEE BREAK	1030	1045
Topic 3 : FUNDAMENTALS OF OHS SME MANAGEMENT 1. The employer's obligation to form the OHS policy. 2. Safety and health committee. 3. Accident notification. 4. Preparation of an emergency action plan.	1045	1245 (2 Hours)
LUNCH / ZUHUR PRAY	1245	1345
Topic 4 : CHEMICAL MANAGEMENT 1. Identify chemical hazards. 2. Safe handling of chemicals. 3. Effects of chemicals on health. 4. Cradle to Grave concept.	1345	1545 (2 Hours)
COFFEE BREAK	1545	1600
Topic 5 : INTRODUCTION TO OCCUPATIONAL DISEASES 1. Introduction to the health section of DOSH Malaysia. 2. Introduction to occupational health. 3. Occupational disease statistics in Malaysia.	1600	1730 (1.5 Hours)

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN)

Course Outline - Day 2

SUBJECT / ACTIVITIES	FROM	TO
Topic 6 : INTRODUCTION TO ROAD RELATED OCCUPATIONAL SAFETY 1. Traffic and related accident statistics. 2. Effects and factors that cause road accidents. 3. The needs and importance of WRRS management. 4. Introduction to the OSH industry code of practice for activities road transport 2010. 5. Introduction to driver management and trip. 6. Introduction to the management system.	0900	1000 (1 Hour)
COFFEE BREAK	1000	1015
Topic 7.0 : HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL (HIRARC) 1. Definition of hazard, risk and danger. 2. Methods of identifying hazards. 3. Risk assessment process. 4. Risk assessment matrix. 6. Hierarchy of control.	1015	1315 (3 Hours)
LUNCH / ZUHUR PRAY	1315	1415
Topic 7.1 : PRACTICAL TRAINING FOR HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL (HIRARC) 1. Definition of hazard, risk and danger. 2. Methods of identifying hazards. 3. Group division.	1415	1515 (1 Hour)
COFFEE BREAK	1515	1530
Topic 7.2 : PRACTICAL TRAINING FOR HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL (HIRARC) 1. HIRARC activities based on the pictures provided. 2. Group discussion. 3. Presentation and Q & A session.	1530	1730 (2 Hours)

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR

(KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN)

Course Outline - Day 3

SUBJECT / ACTIVITIES	FROM	TO
Topic 8 : HANDLING AND STORAGE OF GOODS <ol style="list-style-type: none"> 1. Interactive exercise – moving oranges / onions. 2. Material handling and storage. 3. Examples of effective storage. 4. Use of manual and mechanical aids. 5. Arrangement and storage of goods at work. 	0900	1030 (1.5 Hours)
COFFEE BREAK	1030	1045
Topic 9 : WORKPLACE DESIGN AND LIGHTING <ol style="list-style-type: none"> 1. Definition of workstation. 2. Design the best workstation. (improve productivity and reduce ergonomic risk). 3. Interactive training - Exercise on Curve Tracking. 4. Interactive training - Exercise on Seat Back. 5. Four Workstation design principles. 6. Good workplace lighting. 7. Three principles regarding lighting. 8. Interactive training - Exercise on Adequate Lighting. 	1045	1300 (2.25 Hours)
LUNCH / ZUHUR PRAY	1300	1400
Topic 10 : EFFECTIVE / PRODUCTIVE MACHINE SAFETY <ol style="list-style-type: none"> 1. Paper Folding Exercise interactive training. 2. Principles and types of barriers. 3. Types of feeders. 4. Types of holding equipment. 5. The effects of unsafe machine use. 	1400	1500 (1 Hour)
REHAT – TEA BREAK	1500	1515
Topic 11 : WORK RELATED WELFARE PREMISES AND FACILITIES <ol style="list-style-type: none"> 1. A basic method in improving the environment of a place work. 2. The link between productivity and the safe workplace. 3. The benefits of welfare facilities. 4. Minimal cost in improving facilities welfare. 	1515	1715 (2 Hours)

About The Trainers



Mr. Mohd Nizam Bin Ahmad

Master of OSH Risk Management (MOSHRM), OUM, TTT HRDCorp : Exempted

Mr. Nizam Bin Ahmad (IC No: 770123-03-5117) has more than 20 years experience in Safety & Health Management and education. He earned his Master of OSH Risk Management (MOSHRM), from Open University Malaysia.

As a Trainer, Mr. Nizam had delivered various training regarding Safety & Health such as Ergonomic, Working at Height (WAH), Emergency Response Plan (ERP), Basic Fire Watch and others.

His Professional Development is as per below :

- ✓ Ergonomics Trained Person (ETP)
- ✓ Initial ERA (1) & Advanced ERA (2), DOSH Malaysia
- ✓ Safety & Health Officer (OYKSHO), DOSH Malaysia (HQ/22/SHO/00/04232)
- ✓ Halal Executive, Majlis Profesional Halal, Jabatan Kemajuan Islam Malaysia (JAKIM)
- ✓ Construction Safety & Health Trainers (CSHT), NIOSH Malaysia
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- ✓ Safety & Health Assessment System In Construction (SHASSIC), Assessor (CIDB Malaysia)
- ✓ Construction Safety & Health Officer (CSHO), CIDB Malaysia
- ✓ Lead Auditor ISO 45001:2018, (OSHMS) & ISO 14001:2015 (EMS),
- ✓ Exemplar Global Certified – SIRIM Malaysia
- ✓ PSMB Train The Trainer Program (TTT- Exemption), HRDF Malaysia
- ✓ Train The Trainer 1 (TTT1), NIOSH Malaysia

Our Other Trainers Registered with DOSH

- | | |
|---------------------------------------|--------------------------------------|
| 1. Mr. Azizan bin Yahya | 12. Mr. Mohd Sufni bin Adlan |
| 2. Ir. Ts. Ameran bin Ismail | 13. Mr. Nor Haszuala bin Hassan |
| 3. Mr. Azhar bin Husain | 14. Mr. Nor Hizam bin Hassan |
| 4. Caven Harry Matiu | 15. Mr. Suhairil Nizam bin Jahidin |
| 5. Mr. Hezam bin Ismail | 16. Mr. Mohd Azli bin Shamsudin |
| 6. Mr. Effendy bin Goriaman | 17. Mr. Mustafa bin Mohd Saad |
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| 9. Mr. Megat Ryan Muradee bin Redhoán | 20. Ts. Zahrul Huzairi bin Hussin |
| 10. Mr. Mohammad Najip bin Mesman | 21. Mr. Zubaidi bin Rani |
| 11. Mr. Mohd Rosly bin Abd Jalil | |

Popular HRDCorp Claimable Courses in 2024

PUBLIC TRAINING PROGRAM

Fees : All the fees below inclusive of SST, Certificates etc. for companies in Peninsular Malaysia.

OSH Coordinator Course (3 Days)

RM 660 per participant (UNISEL, Shah Alam)

Click for TTV



[Click here to Request Module & Quotation](#)

Safety and Health Committee Training (1 Day)

RM 700 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 1200 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

Forklift Skills, Safety & Daily Maintenance (1Day)

RM 380 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

First Aid, CPR & AED Course (1 Day)

RM 380 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Fire Fighting and Emergency Res. Team (1 Day)

RM 480 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

Professional Certificate

Forklift Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Professional Certificate

Reach Truck Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

Contact Eddy/Hidayah : 03-6038.58.38, 013.512.7777 OR 018-262.3723

Training Collaboration



Popular HRDCorp Claimable Courses in 2024

IN-HOUSE TRAINING PROGRAM (Venue: at your own premise)

Fees : All the fees below inclusive of SST, Certificates etc. for companies in Peninsular Malaysia.

Click for TTV

OSH Coordinator Course (3 Days)

RM 12,800 for 10 to 30 Staffs (at your premise)



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Safety and Health Committee Training (1 Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Quotation](#)

HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 6,800 for 30 participants (at your premise)



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Forklift Skills, Safety & Daily Maintenance (1Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

First Aid, CPR & AED Course (1 Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

Fire Fighting and Emergency Res. Team (1 Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Quotation](#)

Overhead Travelling Crane (1 Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Quotation](#)

Ergonomic & Manual Handling in Workplace (1 Day)

RM 3,400 for 30 participants (at your premise)

[Click here to Request Module & Quotation](#)

Contact Eddy/Hidayah : 03-6038.58.38, 013.512.7777 OR 018-262.3723

Email: eddy@penyediaatihan.com , admin@penyediaatihan.com

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