

KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN

(OSH COORDINATOR COURSE)



No. Siri Kursus di bawah HRD Corp SBL Khas : **10001307295**

Program ini berdaftar dengan HRD Corp 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 Latihan

3 Hari (21 Jam)

Program ini adalah berdaftar dengan HRD Corp dan JKPP (DOSH) Malaysia



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 1. Latarbelakang , keadaan semasa kategori IKS 2. Cabaran yang dihadapi oleh sector 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	09.00	09.30 (0.5 Jam)
Topik 2 : PENGENALAN KEPADA JABATAN DAN ASAS PERUNDANGAN 1. Fungsi dan peranan jabatan 2. Sejarah KKP di Malaysia 3. Peruntukan utama AKKP 1994 (2022) 4. Meningkatkan kualiti KKP	09.30	10.30 (1 Jam)
REHAT - MINUM PAGI	10.30	10.45
Topik 3 : ASAS PENGURUSAN KKP IKS 1. Kewajipan majikan membentuk dasar KKP 2. Jawatankuasa keselamatan dan kesihatan 3. Pemberitahuan kemalangan 4. Penyediaan pelan tindakan kecemasan	10.45	12.45 (2 Jam)
MAKAN TENGAHARI / SOLAT ZUHUR	12.45	01.45
Topik 4 : PENGURUSAN BAHAN KIMIA 1. Mengenalpasti bahaya bahan kimia 2. Pengendalian selamat bahan kima 3. Kesan bahan kimia kepada kesihatan 4. Konsep "Cradle to Grave"	01.45	03.45 (2 Jam)
REHAT - MINUM PETANG	03.45	04.00
Topik 5 : PENGENALAN KEPADA PENYAKIT PEKERJAAN 1. Pengenalan kepada bahagian kesihatan JKKP Malaysia 2. Pengenalan kepada kesihatan pekerjaan 3. Statistik penyakit pekerjaan di Malaysia	04.00	05.30 (1.5 Jam)

KURSUS PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN

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Modul Kursus - Hari Kedua

TAJUK / AKTIVITI	DARI	HINGGA
Topik 6 : PENGENALAN KEPADA KESELAMATAN PEKERJAAN BERKAITAN JALANRAYA 1. Statistik kemalangan jalanraya dan yang berkaitan. 2. Kesan dan faktor penyebab kemalangan jalanraya 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 system pengurusan.	09.00	10.00 (1 Jam)
REHAT – MINUM PAGI	10.00	10.15
Topik 7.0 : PENGENALPASTIAN HAZAD , PENAKSIRAN RISIKO DAN KAWALAN RISIKO (HIRARC) 1. Definasi hazad , risiko dan bahaya 2. Kaedah mengenalpasti hazad 3. Proses penaksiran risiko 4. Matrix penaksiran risiko 5. Hirarki kawalan	10.15	01.15 (3 Jam)
MAKAN TENGAHARI / SOLAT ZUHUR	01.15	02.15
Topik 7.1 : LATIHAN PRAKTIKAL BAGI MENGENALPASTI HAZAD, PENAKSIRAN RISIKO DAN KAWALAN RISIKO (HIRARC) 1. Definasi hazad , risiko dan bahaya 2. Kaedah mengenalpasti hazad 3. Pembahagian kumpulan	02.15	03.15 (1 Jam)
REHAT – MINUM PETANG	03.15	03.30
Topik 7.1 : LATIHAN PRAKTIKAL BAGI MENGENALPASTI HAZAD , PENAKSIRAN RISIKO DAN KAWALAN RISIKO (HIRARC) 1. Aktiviti HIRARC berdasarkan gambar yang disediakan . 2. Perbincangan dalam kumpulan 3. Sesi persembahan dan soal jawab.	03.30	05.30 (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 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 ditempat kerja.	09.00	10.30 (1.5 Jam)
REHAT – MINUM PAGI	10.30	10.45
Topik 9 : REKABENTUK TEMPAT KERJA DAN PENCAHAYAAN 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>	10.45	12.15 (1.5 Jam)
MAKAN TENGAHARI / SOLAT ZUHUR	01.00	02.00
Topik 10 : KESELAMATAN MESIN YANG BERKESAN / PRODUKTIF 1. Latihan interaktif Paper Folding Exercise 2. Prinsip dan jenis penghadang 3. Jenis jenis “feeder” 4. Jenis jenis “holding equipment” 5. Kesan penggunaan mesin yang tak selamat	12.15	03.00 (2 Jam)
REHAT – MINUM PETANG	03.00	03.15
Topik 11 : PREMIS DAN KEMUDAHAN KEBAJIKAN BERKAITAN KERJA 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.	03.15	05.15 (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 JKKP

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|---------------------------------------|--------------------------------------|
| 1. En. Azizan bin Yahya | 12. En. Mohd Sufni bin Adlan |
| 2. Ir. Ts. Ameran bin Ismail | 13. En. Nor Haszalia bin Hassan |
| 3. En. Azhar bin Husain | 14. En. Nor Hizam bin Hassan |
| 4. En. Caven Harry Matiu | 15. En. Suhairi 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

3 Days (21 Hours)

This Program Is Registered with
HRDCorp and JKKP (DOSM) Malaysia



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.	09.00	09.30 (0.5 Hour)
Topic 2 : INTRODUCTION TO THE DEPARTMENT AND THE BASIS OF LEGISLATION 1. Functions and roles of the department. 2. History of DOSH in Malaysia. 3. The main provisions of OSHA 1994 (2022). 4. Improve the quality of PPE.	09.30	10.30 (1 Hour)
COFFEE BREAK	10.30	10.45
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.	10.45	12.45 (2 Hours)
LUNCH / ZUHUR PRAY	12.45	01.45
Topic 4 : CHEMICAL MANAGEMENT 1. Identify chemical hazards. 2. Safe handling of chemicals. 3. Effects of chemicals on health. 4. Cradle to Grave concept.	01.45	03.45 (2 Hours)
COFFEE BREAK	03.45	04.00
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.	04.00	05.30 (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.	09.00	10.00 (1 Hour)
COFFEE BREAK	10.00	10.15
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. 5. Hierarchy of control.	10.15	01.15 (3 Hours)
LUNCH / ZUHUR PRAY	01.15	02.15
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.	02.15	03.15 (1 Hour)
COFFEE BREAK	03.15	03.30
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.	03.30	05.30 (2 Jam)

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 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.	09.00	10.30 (1.5 Hours)
COFFEE BREAK	10.30	10.45
Topic 9 : WORKPLACE DESIGN AND LIGHTING 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.	10.45	12.15 (1.5 Hour)
LUNCH / ZUHUR PRAY	01.00	02.00
Topic 10 : EFFECTIVE / PRODUCTIVE MACHINE SAFETY 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.	12.15	03.00 (2 Hours)
REHAT – TEA BREAK	03.00	03.15
Topic 11 : WORK RELATED WELFARE PREMISES AND FACILITIES 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.	03.15	05.15 (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)
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- ✓ 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

- | | |
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