



COURSE TITLE	: Occupational Safety and Health Coordinator		
COURSE DURATION	: 3-day(s) / 21.00-hour(s)	COURSE CODE	: OSH-C
COURSE CATEGORY	: Competency	COURSE LEVEL	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM864.00 (inclusive of 8% SST)		

1. OBJECTIVE(S):

At the end of the course, the participant will be able to:

- i. Give exposure of Occupational Safety and Health (OSH) to Small and Medium Industry (SMI).
- ii. Enhance OSH awareness to employer and employee in SMI sector.
- iii. Introduce OSH Coordinator and the roles in OSH Management.

2. TARGET GROUP(S):

- i. SMI employee

3. ENTRY REQUIREMENT(S):

- i. Malaysian citizen; **AND**
- ii. Fit to work.

4. TOPIC(S):

- i. The reality and challenges of OSH at workplace.
- ii. Basic of OSH Regulations.
- iii. Basic management of OSH at workplace.
- iv. Chemical management.
- v. Introduction to occupational disease.
- vi. Introduction to Work Related Road Safety (WRRS).
- vii. HIRARC.
- viii. Material handling and storage.
- ix. Workstation design and lighting
- x. Productive machinery safety.
- xi. Premises and work related welfare facilities.

5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994 and regulations.
- ii. Work improvements in Small Enterprises (WISE)



6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Discussion.
- iii. Practical.

	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
	Document No.	Revision No.	Page
	NIOSH-PDD-CS-OSH-C	NAAK250827	3 / 5

TAJUK KURSUS: PENYELARAS KESELAMATAN DAN KESIHATAN PEKERJAAN
COURSE TITLE: OCCUPATIONAL SAFETY AND HEALTH COORDINATOR

HARI PERTAMA/ DAY ONE

TIME	HOURL	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Pendaftaran dan taklimat kursus <i>Registration and course briefing</i>	NIOSH
0900 - 1000	1.00	Topik 1: Cabaran dan realiti KKP di tempat kerja <i>Topic 1: The reality and challenges of OSH at workplace</i>	
1000 - 1030	0.50	Topik 2: Asas perundangan KKP <i>Topic 2: Basic of OSH Regulations</i>	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1115	0.50	Topik 2: Sambungan <i>Topic 2: Continuation</i>	
1115 - 1315	2.00	Topik 3: Asas pengurusan KKP di tempat kerja <i>Topic 3: Basic management of OSH at workplace</i>	
1315 - 1415	1.00	LUNCH	
1415 - 1530	1.25	Topik 4: Pengurusan bahan kimia <i>Topic 4: Chemical management</i>	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1630	0.75	Topik 4: Sambungan <i>Topic 4: Continuation</i>	
1630 - 1730	1.00	Topik 5: Pengenalan kepada penyakit pekerjaan <i>Topic 5: Introduction to occupational disease</i>	
	7.00	TAMAT HARI PERTAMA/ END OF DAY ONE	

HARI KEDUA/ DAY TWO

TIME	HOOR	TOPIC	TRAINER / FACILITATOR
0900 - 1000	1.00	Topik 6: Pengenalan kepada Keselamatan Pekerjaan berkaitan Jalan Raya (WRRS) <i>Topic 6: Introduction to Work Related Road Safety (WRRS)</i>	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1315	3.00	Topik 7: Pengenalpastian hazard, penaksiran risiko dan kawalan risiko (HIRARC) <i>Topic 7: Hazard identification, risk assessment and risk control (HIRARC)</i>	
1315 - 1415	1.00	LUNCH	
1415 - 1545	1.50	Topik 7.1: Latihan praktikal pengenalpastian hazard, penaksiran risiko dan kawalan risiko (HIRARC) <i>Topic 7.1: Practical exercise for hazard identification, risk assessment and risk control (HIRARC)</i>	
1545 - 1600	0.25	AFTERNOON TEA BREAK	
1600 - 1730	1.50	Topik 7.1: Sambungan <i>Topic 7.1: Continuation</i>	
	7.00	TAMAT HARI KEDUA/ END OF DAY TWO	

HARI KETIGA/ DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Topik 8: Pengendalian dan penyimpanan bahan <i>Topic 8: Material handling and storage</i>	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1215	1.50	Topik 9: Rekabentuk stesen kerja dan pencahayaan <i>Topic 9: Workstation design and lighting</i>	
1215 - 1300	0.75	Topik 10: Keselamatan jentera produktif <i>Topic 10: Productive machinery safety</i>	
1310 - 1400	1.00	LUNCH	
1400 - 1515	1.25	Topik 10: Sambungan <i>Topic 10: Continuation</i>	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1730	2.00	Topik 11: Premis dan kemudahan kebajikan berkaitan kerja <i>Topic 11: Premises and work related welfare facilities</i>	
	7.00	TAMAT KURSUS/ END OF THE COURSE	

Note: Participant is required to register at MyKKP portal after completion of the course.