



KEMENTERIAN SUMBER MANUSIA

**LEMBAGA PEPERIKSAAN KOMPETENSI KESELAMATAN
DAN KESIHATAN PEKERJAAN**

**PEPERIKSAAN PENAKSIRAN RISIKO KIMIA KEPADA
KESIHATAN**
CHEMICAL HEALTH RISK ASSESSMENT EXAMINATION

KERTAS 2 (BAHAGIAN A)
PAPER 2 (PART A)

TUGASAN TEMPAT KERJA
WORKPLACE ASSIGNMENT

GARIS PANDUAN TUGASAN TEMPAT KERJA
WORKPLACE ASSIGNMENT GUIDELINES

ARAHAN:

CALON DIKEHENDAKI MEMBACA ARAHAN DI BAWAH DENGAN TELITI DAN MENGIKUTI SEMUA ARAHAN.

A. TUGASAN TEMPAT KERJA

1. Pilih satu tempat kerja.
2. Pilih **DUA (2)** unit kerja dari tempat kerja.
3. Kenal pasti sekurang-kurangnya **TIGA (3)** bahan kimia berbeza yang berbahaya kepada kesihatan yang digunakan dalam setiap unit kerja. Salah satu daripada bahan kimia mestilah campuran kimia dan berikan justifikasi berserta lampiran bagi pengelasan campuran bahan kimia tersebut. Pastikan sekurang-kurangnya satu daripada bahan kimia tersebut mempunyai pendedahan melalui penyedutan dan serapan kulit.
4. Jalankan penaksiran risiko bahan kimia yang dikenal pasti di setiap unit kerja.
5. Bincangkan hasil penaksiran risiko bahan kimia yang dikenal pasti dalam setiap unit kerja.
6. Menilai dan membincangkan kecukupan langkah kawalan sedia ada dalam mengawal risiko bahan kimia yang dikenal pasti dalam setiap unit kerja.
7. Membuat kesimpulan penaksiran.
8. Mengenal pasti dan mengesyorkan tindakan yang perlu diambil terhadap kawalan teknikal, kawalan organisasi yang menekankan latihan dan latihan semula, Kesiapsiagaan tindakbalas kecemasan, pemantauan pendedahan dan pengawasan perubahan.
9. Menentukan tindakan mengikut keutamaan.
10. Menyediakan laporan penaksiran risiko kimia kepada kesihatan.

Nota: Rujuk manual, “*A Manual of Recommended Practice on Assessment of the Health Risks Arising from the Use of Chemicals Hazardous to Health at the Workplace,*” (first reprint 2018)

B. FORMAT LAPORAN

1. Format Teks

- i. Tugas ini hendaklah ditaip dengan jelas menggunakan sama ada dalam Bahasa Melayu atau Bahasa Inggeris.
- ii. Fon yang digunakan mestilah Times New Roman bersaiz 12 dan menggunakan langkau 1.5 baris.
- iii. Margin kiri dan kanan mestilah berukuran 2.5 cm, manakala margin atas dan bawah mestilah berukuran 4 cm dan diformatkan kepada saiz kertas A4.
- iv. Gunakan sebelah halaman kertas sahaja.
- v. Laporan mesti mempunyai muka depan (sila rujuk Lampiran 1) dan mesti dibukukan.

2. Format Laporan dan Skema Pemarkahan

NO.	KETERANGAN	MARKAH
1	BORANG PERAKUAN TUGASAN TEMPAT KERJA	WAJIB
2	HALAMAN TAJUK LAPORAN	1
3	<i>CHRA NOTIFICATION FORM</i>	1 WAJIB
4	RINGKASAN EKSEKUTIF	10
5	ISI KANDUNGAN	3
6	Pengenalan	10
7	KETERANGAN PROSES DAN UNIT KERJA	10
8	KAEDAH PENAKSIRAN	10
9	HASIL PENAKSIRAN	25
10	PERBINCANGAN	15
11	SARANAN TINDAKAN YANG AKAN DIAMBIL	11
12	LAMPIRAN	4
JUMLAH		100

Nota: Rujuk format laporan berdasarkan “*A Manual of Recommended Practice on Assessment of the Health Risks Arising from the Use of Chemicals Hazardous to Health at the Workplace,*” (first reprint 2018)

C. PENGESAHAN LAPORAN TUGASAN TEMPAT KERJA

Anda dikehendaki mengesahkan bahawa Laporan Tugas Tempat Kerja yang dihantar kepada Sekretariat Peperiksaan CHRA adalah hasil kerja anda sendiri. Sila isikan Borang Perakuan Tugas Tempat Kerja (Rujuk Lampiran 2) dan menjilidnya bersama di atas Tugas Tempat Kerja. Pengesahan syarikat bersama cop syarikat adalah wajib.

D. PENYERAHAN LAPORAN TUGASAN TEMPAT KERJA CHRA

Laporan Tugas Tempat Kerja (WPA) yang lengkap hendaklah dilampirkan bersama:

1. Borang Perakuan Tugas Tempat Kerja (Lampiran 2)
2. Borang notifikasi CHRA - Rujuk *Appendix 14 Manual CHRA (Lampiran 3)*

Kedua-dua borang adalah dokumen wajib dan mana-mana calon yang tidak melampirkan dokumen di atas, penilai berhak untuk membatalkan WPA tersebut.

Semua elemen perlu dimuat naik secara talian di <https://myexam.niosh.net.my/> sebelum tarikh akhir pengemukaan WPA (Rujuk Jadual Peperiksaan).

E. KERTAS 2 - BAHAGIAN B : PEMBENTANGAN

1. Pembentangan adalah berdasarkan kepada **laporan tugas dan pengetahuan dalam bidang CHRA**. Anda dikehendaki membentangkan laporan seolah-olah anda membentangkannya kepada pihak pengurusan. Pembentangan tersebut hendaklah merangkumi perkara-perkara seperti berikut:
 - i. Objektif dan skop penaksiran risiko bahan kimia berbahaya kepada kesihatan
 - ii. Penerangan tentang proses kerja dan unit kerja yang ditaksirkan
 - iii. Kaedah penaksiran
 - iv. Hasil/dapatan penaksiran
 - v. Saranan

2. Pembentangan ini hendaklah disediakan dalam bentuk Microsoft PowerPoint dan dicetak sebanyak DUA (2) salinan untuk diberikan kepada panel pembentangan. Pembentangan ini hendaklah selari dengan WPA yang dihantar.
3. Calon **TIDAK DIBENARKAN** membuat apa-apa perubahan terhadap pembentangan selepas pengemukaan WPA.
4. Tempoh sesi pembentangan:
 - i. Pembentangan = 20 minit
 - ii. Soal jawab = 30 minit

HANYA UNTUK TUGASAN TEMPAT KERJA BAGI TUJUAN PEPERIKSAAN KURSUS CHRA

INSTRUCTION:

CANDIDATES MUST READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

A. WORKPLACE ASSIGNMENT

1. Choose a workplace.
2. Select **TWO** (2) work units from a workplace.
3. Identify at least **THREE** (3) different chemicals hazardous to health used in **each** work unit. ONE (1) of the chemicals must be a chemical mixture and justify with attachment the classification of the mixture. Ensure at least ONE (1) of the chemicals has an exposure through inhalation and dermal.
4. Carry out a risk assessment of the chemicals identified in each work unit.
5. Discuss the finding of the risk assessment of chemicals identified in each work unit.
6. Evaluate and discuss the adequacy of existing control measures in controlling the risks of chemicals identified in each work unit.
7. Conclude the assessment.
8. Identify and Recommend action to be taken on technical control, organisational control with emphasis on training and retraining, emergency response preparedness, exposure monitoring and medical surveillance.
9. Assign action priority.
10. Prepare a Chemical Health Risk Assessment (CHRA) report.

Note: Please refer to Manual of Recommended Practice on Assessment of the Health Risks Arising from the Use of Chemicals Hazardous to Health at the Workplace,” (first reprint 2018)

B. FORMAT OF ASSIGNMENT REPORT

1. Text Format

- i. *This report of the assignment must be clearly typed in either Bahasa Melayu or English.*
- ii. *The font used must be Times New Roman size 12 and use 1.5 spacing.*
- iii. *The left and right margins must be 2.5cm, while the top and bottom margins must be 4cm and formatted in paper-sized A4.*
- iv. *Use one side of the paper only.*
- v. *The report must have a front cover and it must be bound. (Please refer to Appendix I)*

2. Report Format and Marking Scheme

NO.	DETAILS	MARKS
1	DECLARATION FORM	COMPULSORY
2	REPORT TITLE PAGE	1
3	CHRA NOTIFICATION FORM	1 COMPULSORY
4	EXECUTIVE SUMMARY	10
5	TABLE OF CONTENTS	3
6	INTRODUCTION	10
7	PROCESS AND WORK UNIT DESCRIPTION	10
8	ASSESSMENT METHODOLOGY	10
9	ASSESSMENT FINDINGS	25
10	DISCUSSION	15
11	RECOMMENDATION ON ACTION TO BE TAKEN	11
12	APPENDIX	4
TOTAL		100

Note: Please refer to Manual of Recommended Practice on Assessment of the Health Risks Arising from the Use of Chemicals Hazardous to Health at the Workplace,” (first reprint 2018)

C. VERIFICATION OF WORKPLACE ASSIGNMENT REPORT

You must confirm that the Workplace Assignment Report sent to the CHRA Examination Secretariat is your own work. Please fill in the Workplace Assignment Certification Form (Refer to Appendix 2) and on top of the Workplace Assignment. Company authentication with a company stamp is mandatory.

D. SUBMISSION OF THE CHRA WORKPLACE ASSIGNMENT REPORT

The completed Workplace Assignment Report (WPA) should be attached with:

- 1. Workplace Assignment Certification Form (Appendix 2).*
- 2. CHRA Notification Form - Refer Appendix 14 Manual CHRA (Appendix 3)*

Both forms are compulsory documents and the assessor has the right to cancel the WPA for candidate who does not attached the above documents.

All elements need to be uploaded online at <https://myexam.niosh.net.my/> before the deadline of the WPA submission (Refer to the Examination Schedule).

E. PAPER 2 – PART B : PRESENTATION

*1. Paper 2 - Part B: Presentation The oral examination will be based on the **assignment report and knowledge in CHRA**. You are required to present the report as if you are presenting it to the management. The presentation should contain the following:*

- i. Objective and scope of the chemical health risk assessment*
- ii. Description of work process and work units assessed*
- iii. Assessment methods*
- iv. Assessment findings/results*
- v. Recommendations*

2. *The presentation has to be prepared in Microsoft PowerPoint and must be printed out in TWO (2) copies for panel presentation. The presentation must tally with the WPA submitted.*
3. *The candidate is NOT ALLOWED to make any changes to the presentation after submission the WPA.*
4. *Duration of presentation session:*
 - i. *Presentation = 20 minutes*
 - ii. *Questions and answers = 30 minutes*

HANYA UNTUK TUGASAN TEMPAT KERJA BAGI TUJUAN PEPERIKSAAN KURSUS CHRA

Lampiran 1

(Note: This is only a sample report that guides you on the format and write-up of the workplace assignment)

Report of Chemical Health Risk Assessment

at

A Manufacturing Company

(font size 22)

By

Index No:

MyKad No:

Examination date:

(font size 16)

Chemical Health Risk Assessor Examination
Paper 2: workplace assignment

(font size 12)

Lampiran 2

BORANG PERAKUAN TUGASAN TEMPAT KERJA
WORKPLACE ASSIGNMENT DECLARATION FORM

Adalah saya dengan ini mengaku bahawa Tugas Tempat Kerja ini yang disediakan untuk **Peperiksaan Penaksiran Risiko Kimia Kepada Kesihatan (CHRA)** adalah berdasarkan hasil kerja asal saya sendiri dan maklumat diperolehi hasil lawatan tapak ke tempat kerja saya yang berkenaan kecuali sedutan atau petikan yang dinyatakan.

Sekiranya maklumat yang dinyatakan tidak benar, pihak Jawatankuasa Kompetensi CHRA dibawah Lembaga Peperiksaan Kompetensi Keselamatan dan Kesihatan Pekerjaan (LPKKKP) berhak membatalkan Tugas Tempat Kerja ini.

*I hereby certify that this Workplace Assignment prepared for the **Chemical Health Risk Assessment (CHRA)** is based on my original work and information gathered from the site visit except for citations and quotations made.*

If the information stated is not true, the Jawatankuasa Kompetensi CHRA under Lembaga Peperiksaan Kompetensi Keselamatan dan Kesihatan Pekerjaan (LPKKKP) reserves the right to cancel this Workplace Assignment.

Tandatangan / Signature :

Nama / Name :

No. MyKad / MyKad No. :

Tarikh / Date :

PENGESAHAN SYARIKAT / COMPANY VERIFICATION

Saya mengesahkan penama seperti di atas telah menjalankan tugas tempat kerja di premis ini :

I confirm the above-named person has conducted the workplace assignment at this premises :

Tandatangan / Signature :

Nama / Name :

Jawatan & Jabatan :
Position & Department

No. Tel. (Pej./Bimbit) :
Tel. No (Off./ Handphone)

Tarikh / Date :

Cop rasmi syarikat
Company official stamp

LAMPIRAN 3

APPENDIX 14

(A Manual of Recommended Practice on ASSESSMENT OF THE HEALTH RISKS ARISING FROM THE USE OF CHEMICALS HAZARDOUS TO HEALTH AT THE WORKPLACE)

CHRA Notification Form	
Date:	: _____
Workplace:	: _____
Contact Person:	: _____
<p>This is to certify that I have conducted CHRA for the above workplace on _____.</p> <p>2. In compliance to Occupational Safety and Health (Use and Standard of Exposure of Chemicals Hazardous to Health) Regulations 2000, the CHRA report has been submitted, presented and explained to the employer on _____.</p> <p>3. The employer has been informed to take action to control exposure of workers to chemicals hazardous to health as indicated in the CHRA report within one month after receiving the report.</p>	
Name of assessor	: _____
DOSH registration no.	: _____
Date of assessment	: _____
Date of completion	: _____
CHRA report received by	: _____
Name	: _____
Designation	: _____
Date of receipt report	: _____
Signature	: _____

Note:

The form is subject to changes if necessary from time to time. The assessor should refer to the Department of Occupational Safety and Health on latest directive.