

# OCCUPATIONAL SAFETY AND HEALTH AWARENESS

**DATE:** 12-13 April / 4-5 July /14-15 November 2023  
26-27 February 2024

**FEE:** RM780

**DURATION:** 2 Days

**HRD CORP SCHEME:**  
HRD Corp Claimable Courses

## PROGRAM OVERVIEW

This course provides workers with health and safety awareness training as one of the employers and employees responsibilities as required under Occupational Health and Safety Act (OHSA) 1994. Content includes the related sections under Occupational Safety Health Legislation, information about workplace rights and responsibilities, workplace hazards, and the partner organizations that make up occupational health and safety system.

### LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Understand the Workplace Occupational Safety Health Legal Requirements
- Describe the Workplace Occupational Safety Health Management System
- Describe the Roles and Responsibilities of Employer and Employee at workplace
- Manage Workplace Safety and Health Hazards
- Explain the Roles and Responsibilities of Safety Health Representatives and Committee under OSHA 1994

### METHODOLOGY

- Presentation (Audio / Visual)
- Individual & Group Practical
- Quiz
- Hand-outs
- Practical

### WHO SHOULD ATTEND

- Mid/Senior Level Manager
- First Level Manager
- Executive/Supervisory
- Non-Executive

## FACILITATOR

### William Edwin

He brings along 25 years of working experience in MNC, covering Maintenance, Operation, Engineering and Safety and currently conducts technical and operation related courses for manufacturing and service industries. He is formally trained in South Korea and well equipped with Japanese concepts such as 5S, TPM, Poka Yoke, Kiken Yochi and had managed Engineering & Maintenance departments. He began his career in H&R Johnson (M) Sdn Bhd as a Senior Operation Supervisor, before joining Samsung SDI (M) in 1992, where he rose in rank and file from a Maintenance Supervisor to Senior Engineer, before embarking on his career as a freelance trainer in 2007.

## PROGRAM CONTENT

### Module 1

Explanation of the basic Occupational Safety Health Legal Requirements:

- Occupational Safety Health Act 1994
- Factories and Machinery Act 1967
- Environmental Quality Act 1974
- Other related Acts

### Module 2

Discussion Workplace Occupational Safety Health Management System:

- Policy
- Procedures
- Risk Assessment
- Communication
- Participation

### Module 3

Discussion Workplace Occupational Safety Health Management System

### Module 4

Describe the Roles and Responsibilities of Employer and Employee at workplace:

- Duties of Employers
- Duties of Supervisor
- Duties of Workers
- Worker Rights

### Module 5

Manage Workplace Safety and Health Hazards:

- What are Hazards
- Common Hazards
- Controlling Hazards

### Module 6

Explain the Roles and Responsibilities of Safety Health Representatives and Committee under OSHA 1994:

- Why Incidents Happen
- Why Stop Incidents
- The Blame Game
- The Relevance of Skills and Habits

### Module 7

Discussion of Workplace Emergency Management

- What is Workplace Emergency?
- Prioritizing Workplace Emergency?
- Managing Workplace Emergency

## PROGRAM SCHEDULE

### Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 3
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4
		<b>End of the day</b>

### Day 2

9:00am - 10:30am	:	Module 5
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 6
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 6 ( <i>Continue</i> )
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 7
		<b>End of the day</b>

