

MALAYSIA
HR FORUM



OSH

COORDINATOR COURSE

MALAYSIA HR FORUM ACADEMY,
MENARA PKNS PETALING JAYA

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MODULE OVERVIEW

According to Sect 29A OSHA 1994, an employer is to appoint one employee to act as an OSHC if he employs five or more employees at the workplace except military force, maid and shipping industries. The penalty for the contravention of the requirement to appoint an OSH Coordinator is a fine not exceeding RM 50,000.00 or imprisonment for a term not exceeding six months or both. It is compulsory for all SME companies with more than 5 employees to have an OSH Coordinator, as it is essential for ensuring safety and well-being, providing adequate knowledge on safety measures to staff, strategizing company policies based on current situations, and highlighting the shared responsibility of both employers and employees in maintaining a safe and healthy workplace.

LEARNING OBJECTIVES

- Gain comprehensive professional knowledge about the purpose, objectives, and significance of having an OSH Coordinator in an organization,
- Develop a strong understanding of the legal aspects related to the role of an OSH Coordinator and acquire the necessary skills and techniques to effectively perform the duties,
- Foster and cultivate a safety culture within the workplace, while also acquiring the knowledge and understanding of OSH compliance,
- Acquire the necessary skills to manage and maintain Occupational Safety and Health documents.

TARGETED PARTICIPANTS

Managers, Supervisors, and all employees involved in occupational safety and health

DURATION

3 Days



LEARNING OUTCOME

Upon completion of the programme, participants will be able to:

- Gain comprehensive professional knowledge about the purpose, objectives, and significance of having an OSH Coordinator in an organization
- Develop a strong understanding of the legal aspects related to the role of an OSH Coordinator and acquire the necessary skills and techniques to effectively perform the duties
- Foster and cultivate a safety culture within the workplace, while also acquiring the knowledge and understanding of OSH compliance
- Acquire the necessary skills to manage and maintain Occupational Safety and Health documents

CERTIFICATION

Participants who have completed the 3 days training will be awarded a training attendance certificate by KAP, which will allow them to register on the MYKKP website. Once DOSH has granted approval, he or she will be recognized as the official OSH Coordinator, and their name will be published on the DOSH website.

METHOD OF TRAINING

Theory Session

- Dynamic & highly engaging presentation
- Attention-grabbing audio-visual aids, real scene photographs, video clips, multimedia presentation

Practical Session

- Hands-on experience
- Participant centered (PCE)



CONTENTS | DAY 1

- Registration & Course Briefing
- Module 1: Challenges and Reality in SMEs
- Module 2: Introduction to the Department and Legal Basis
- Module 3: Basics of OSH Management of SMEs
- Module 4: Chemical Management
- Module 5: Introduction to Occupational Diseases

CONTENTS | DAY 2

- Module 6: Introduction to Work Related Road Safety (WRRS)
- Module 7: Hazard Identification, Risk Assessment and Risk Control (HIRARC)
- Module 7.1: Practical Exercise for Hazard Identification, Risk Assessment and Risk Control

CONTENTS | DAY 3

- Module 8: Material Storage and Handling Practical Exercise
- Module 9: Workstation Design and Lighting Practical Exercise
- Module 10: Productive Machine Safety
- Module 11: Premises and Work-Related Welfare Facilities

