

# OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

**DATE : 4, 5 & 6 NOVEMBER 2024**

**VENUE : TRAINING CENTRE,  
PERTUBUHAN IKATAN KOMUNITI SELAMAT,  
10-09, MENARA THE STRIDE,  
BUKIT BINTANG CITY CENTRE,  
NO. 2, JALAN HANG TUAH,  
55100 KUALA LUMPUR**



**ATTENTION!**

**MALAYSIAN  
ONLY**

## INTRODUCTION

According to Section 29A (4) of the Occupational Safety and Health Act 1994 (Amendments), any workplace in Malaysia that employs five or more employees must appoint a qualified and professionally trained Occupational Safety and Health (OSH) Coordinator.

Failure to appoint an OSH Coordinator will result in penalties, with higher fines imposed on employers found to be in violation of their responsibilities. The fines can go up to RM50,000 or imprisonment for six months.

## LEARNING OBJECTIVES

By the end of the session, the competence OSH-Coordinator will be able to :

- explain the purpose, objective and importance of OSH-Coordinator in an organization
- perform duties as OSH-Coordinator in an organization
- understand the requirement of OSH Act 1994 (Amendments)
- promote safety culture at the workplace and take reasonable action pertaining to OSH compliance
- manage and maintain OSH documents



## COURSE MODULE

DAY 1		
Total Hours	Time	Topics
0.5 hour	9.00 am - 9.30 am	<b>Topic 1 :</b> Challenges and Realities in Small and Medium Size Industries
1.0 hour	9.30 am - 10.30 am	<b>Topic 2 :</b> Introduction to the Department of Occupational Safety and Health & The Occupational Safety and Health Act 1994 (Akta Keselamatan dan Kesihatan Pekerjaan (AKKP) 1994)
15 minutes	10.30 am - 10.45 am	Tea Break
2.0 hours	10.45 am - 12.45 pm	<b>Topic 3 :</b> Basic Management of OSH in Small and Medium Enterprise
1.0 hour	12.45 pm - 1.45 pm	Lunch Break
2.0 hours	1.45 pm - 3.45 pm	<b>Topic 4 :</b> Chemical Management
15 minutes	3.45 pm - 4.00 pm	Tea Break
1.5 hours	4.00 pm - 5.30 pm	<b>Topic 5 :</b> Introduction to Occupational Disease

### Inquiries on Registration :

- Malaysian Employers Federation
- jerson@mef.org.my; musfirah@mef.org.my
- 03-7498 7200

### Inquiries on Payment :

- Pertubuhan Ikatan Komuniti Selamat
- tnc.ikatan@gmail.com
- 016-271 1009



## COURSE MODULE

DAY 2		
Total Hours	Time	Topics
1.0 hour	9.00 am - 10.00 am	<b>Topic 6 :</b> Introduction to Work-Related Road Safety (WRRS)
3.0 hours	10.00 am - 10.30 am	<b>Topic 7 :</b> Hazard Identification, Risk Assessment and Risk Control (HIRARC)
15 minutes	10.30 am - 10.45 am	Tea Break
3.0 hours	10.45 am - 1.15 pm	<b>Topic 7 :</b> Hazard Identification, Risk Assessment and Risk Control (HIRARC) (cont.)
1.0 hour	1.15 pm - 2.15 pm	Lunch Break
3.0 hours	2.15 pm - 3.30 pm	<b>Topic 7.1 :</b> Hazard Identification, Risk Assessment and Risk Control (HIRARC) - Practical Session
15 minutes	3.30 pm - 3.45 pm	Tea Break
3.0 hours	3.45 pm - 5.30 pm	<b>Topic 7.1 :</b> Hazard Identification, Risk Assessment and Risk Control (HIRARC) - Practical Session (cont.)



## COURSE MODULE

DAY 3		
Total Hours	Time	Topics
1.5 hours	9.00 am - 10.30 am	<b>Topic 8 :</b> Material Storage and Handling
15 minutes	10.30 am - 10.45 am	Tea Break
1.5 hours	10.45 am - 12.15 pm	<b>Topic 9 :</b> Work Station Design and Lighting
1.0 hour	12.15 pm - 1.15 pm	Lunch Break
2.0 hours	1.15 pm - 3.15 pm	<b>Topic 10 :</b> Productive Machine Safety
15 minutes	3.15 pm - 3.30 pm	Tea Break
2.0 hours	3.30 pm - 5.30 pm	<b>Topic 11 :</b> Premises and Work Related Welfare Facilities



## SPEAKERS' PROFILES

### • Mr PrameKumar A/L V.N. Parameswaran Nair

Mr PrameKumar holds a Degree in Management and a Diploma in Safety and Health from Australia. He also has a Certificate in Safety and Health NIOSH (DOSH Registered Safety and Health Officer). He is qualified as a Lead Auditor for OHSAS 18001:2007, ISO 45001:2018, ISO 14001:2015 and ISO 9000:2015. He has completed the Train the Trainer program offered by the Human Resources Development Corporation (HRDC) and also attended numerous certification programs and courses related to Occupational Safety, Health and Environment (OSHE). As a freelancer trainer, advisor and auditor for OSHE, Mr PrameKumar brings a wealth of expertise and experience to his role.

Mr PrameKumar was Head of Occupational, Health and Environment at Monash University Malaysia in 2008 until 2016. During this period, he established the OHS & Environment Department at Monash University Malaysia which is among the leading universities in Malaysia in OHS & Environmental compliance. He also established an OHS & Environment Management System that is certified to the OHSAS 18001:2007, AS/NZS 4801:2004 and ISO 14001:2004 Certifications. He was the person who planned and implanted an annual OHS and Environment plan for the university including health and safety arrangements such as Safety and Health Committee, Legal Compliance, Risk Management and environmental compliance. He prepared regular reports for the Campus Senior Management for strategic planning and board meetings, as well as the annual Management Review meeting. Mr PrameKumar also provide an advice to various schools on high-risk activities to ensure minimal hazards arising from their work and advise the Facilities Management Department on legal and operational requirements for compliance with relevant laws such as Factories and Machinery Act 1967, Occupational Safety and Health 1994 ad other relevant laws and regulations. Other than that, he also established and maintained the university's Crisis Management and Recovery program and team including crisis procedures, processes, infrastructure and annual Crisis Management and Recovery exercise.

### • Engku Nasir B. Syed Mohamad

Engku Nasir Bin Syed Mohamad holds a Master's degree in Occupational Safety and Health from Universiti Utara Malaysia, which he obtained in 2009. He also obtained a Bachelor of Science (Hons) in Science from Universiti Kebangsaan Malaysia in 1983. He works as a freelancer OSH Trainer, certified by the HRDC. Engku Nasir has conducted OSH Coordinator training at various training providers, including Malaysian Plastic Manufacturer Association, Petaling Jaya, Mahagami Consultancy and Advisory Sdn Bhd, Sibuh, SHE Monitorings (M) Sdn Bhd, Melaka, Pertubuhan Ikatan Komuniti Selamat (IKATAN), Kuala Lumpur and Angkasa Research and Certification Sdn Bhd, Petaling Jaya. Moreover, he serves as an Auditor and Lead Promotion to the Malaysia Society of Occupational Safety and Health (MSOSH) and Health OSH Audit Program. In 2010, Engku Nasir engaged in part-time lecturing in OSH with the National Institute of Occupational Safety and Health (NIOSH) and Open University for their Diploma programs.

From 2006 until March 2015, Engku Nasir held the position of HSEQ (Health, Safety, Environment, and Quality) Manager for ExproPTI Group, which is part of the Expro Group, a prominent upstream oil and gas services company specializing in well testing, production solutions, wireline services/logging, and well sampling. His responsibilities included managing all aspects of HSEQC (Health, Safety, Environment, Quality, and Compliance) for ExproPTI in the Asia South Area, which encompassed Thailand, Malaysia, Vietnam, and Indonesia, Supervising the implementation of the Quality Assurance (QA) system, equipment certification, Minimum Data Requirement (MDR) documentation, and load-out procedures within the area and overseeing the operation of the online-based Integrated Management System (EPTIMS). Other than that, developing HSEQ plans and conducting audits for the area, collaborating with country managers or the HSEQ team to ensure the plans and audits were effectively implemented, conducting audits at operation locations such as CEC Thailand, Chevron Thailand, Coastal Energy Malaysia, Carigali Malaysia, and onshore locations in Indonesia and attending base inspections, base training sessions, and regular client contractor Health, Safety, and Environment (HSE) meetings or forums also part of his responsibilities. In addition, he also providing HSEQ input for the tendering process and attending client audits or meetings and reporting to the Managing Director and Regional Manager based in Bangkok. Engku Nasir's role involved comprehensive oversight of HSEQ functions across multiple countries within the Asia South Area, ensuring compliance, safety, and quality standards were met throughout ExproPTI's operations.



## SPEAKERS' PROFILES

### • En Muhammad Shukri B. Adnan

Muhammad Shukri has accumulated over 25 years of experience in the operational sector, focusing on manufacturing and human capital development. He graduated with a Bachelor of Engineering (Hons), specializing in Chemical Engineering from the University Malaya, Kuala Lumpur, in 1994. Muhammad Shukri embarked on his career in the manufacturing sector as a Production Control Executive at Nippon Pigment (M), Shah Alam. From there, he steadily progressed through various positions and assumed increasing responsibilities within the field of operations manufacturing. His career path includes roles such as Senior Executive Production, Head of Production Department, Assistant Manager Occupational Health Safety (OKH), OSH Manager, Manager ASEAN Regional OSH, BBS Regional Champion, and leader of operational development projects.

Direct involvement in the plant commissioning process, has develop the scope of his ability to train and organize management based on standard management systems such as quality management system ISO9001, environmental management ISO14001, OHSAS18001 and ISO45001 for occupational health and safety management systems, Hazard Analysis Critical Control Point (HACCP), Good Manufacturing Practices (GMP), Behavioral Based Safety (BBS), Hazard Study, 5S, Chemical Spill Handling and Control, Supervisory Skills, Team Building, and various topics related to Occupational Safety and Health, Operational Development and Leadership. Muhammad Shukri's experience as an external consultant for the organizations such as SIRIM, Petronas Gas Berhad, Kontena Nasional, and Sinar Jernih highlights his expertise in providing strategic guidance and solutions to enhance safety and operational efficiency. Moreover, his certification as a trainer under HRDC, along with the completion of the Train the Trainer (TTT) training program in May 2021, attests to his proficiency in designing and delivering high-quality training programs aimed at developing workforce capabilities and fostering a culture of safety and excellence within organizations.

### • Capt (R) Wan Hock Leong, P.J.K., P.J.M., P.P.A

Captain Wan's journey to becoming a champion for construction safety began in 1965, when he honed his leadership skills with a Diploma in Military Studies at the Federation Military College. This foundation of discipline and meticulousness would serve him well in the years to come. His thirst for knowledge and technical expertise led him to Waiouru Military Base in New Zealand, where he mastered the intricacies of Basic Radio Engineering in 1966. This seemingly unrelated skill would later become an asset, as clear communication is paramount in ensuring safety protocols are understood and followed on construction sites.

Back in Malaysia, Captain Wan's dedication to safety transcended national borders. In 1986, he joined an esteemed panel of experts assembled by the International Labour Organization (ILO) in Bangkok. Here, his expertise played a crucial role in developing a comprehensive Construction Safety Training Module. This module would empower construction workers worldwide with the knowledge and skills to navigate their jobs safely. Captain Wan's influence continued to grow. In 1991, he was invited to Geneva by the ILO to contribute to the creation of a Code of Practice for the Construction Industry. This code would become a cornerstone for establishing safety standards and best practices across the globe.

His unwavering commitment to worker safety wasn't limited to international forums. Recognizing the need for local action, Captain Wan actively participated in a 1993 seminar on the Prevention of Major Industrial Accidents in Jakarta, representing Malaysian Employers. But what truly sets Captain Wan apart is his unwavering dedication to education and knowledge sharing. He tirelessly pursued qualifications, becoming a Competent Person for Scaffold Erection, a Registered Safety and Health Officer, and a Registered Trainer for a multitude of safety programs offered by esteemed organizations like DOSH, CIDB, MII, NIOSH, VETA, JKM, and HRDC.



## REGISTRATION



Registration Link :

<https://forms.office.com/r/WT931nhyYV>

**\*The registration link will be closed once the maximum number of participants has been reached.**

## COURSE FEE

RM756.00 per participant

## PAYMENT

- HRD Corp Claimable Courses Scheme; or
- Direct payment to : Pertubuhan Ikatan Komuniti Selamat
  - Bank Account No. : 3819507424
  - Public Bank Berhad
  - A copy of the transfer slip should be e-mailed to [tnc.ikatan@gmail.com](mailto:tnc.ikatan@gmail.com)
- ***Any cancellations must be notified via email to Ms Musfirah at [musfirah@mef.org.my](mailto:musfirah@mef.org.my) or Ms Elize at [tnc.ikatan@gmail.com](mailto:tnc.ikatan@gmail.com) at least 3 days prior to the session. Pertubuhan Ikatan Komuniti Selamat reserves the right to charge full fees for 'No Show'.***



**“Safety should be a cherished personal value, practiced by everybody”**

Tan Sri Lee Lam Thye  
Chairman and Founder of Pertubuhan Ikatan Komuniti Selamat