



# Occupational Safety and Health Coordinator Trained Person

**Date : 24, 25 & 26 September 2024**

**Time : 9:00 AM – 5:00 PM**

**Venue : MEF Academy Training Centre,  
Petaling Jaya, Selangor**

**Fee : RM 636 per person (include SST)**

**REGISTRATION:**

**<https://forms.office.com/r/EBK7FqG9ME>**



## **INTRODUCTION**

Small Medium Industries (SME) are currently getting an attention due to issues related to Occupational Safety and Health (OSH) as mass medias are continuously reporting various accidents at the workplace which results in deaths. With the increased number of SME, Malaysia are facing greater challenges to monitor OSH requirements, workers safety and health issues. In the SME strategic plan 2020, Department of Occupational Safety and Health (DOSH) target is to increase the number of OSH practitioners in Malaysia. Therefore, DOSH take initiative to manifest competent OSH-Coordinator, a representative of safety practitioners in the industries to monitor OSH requirements. Each employee required to appoint at least one OSH-Coordinator to manage Occupational Safety and Health requirements, assist employer by reporting OSH statistic and performance to DOSH, promote safety culture at workplace and take reasonable action pertaining to OSH compliance. This program will be delivered theoretical and practical.

## **LEARNING OBJECTIVE**

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 OSHA 1994 and Factories Machinery Act.
- Promote safety culture at the workplace and take reasonable action pertaining to OSH compliance.
- Manage and maintain OSH documents

## **TRAINER PROFILES**

**Mr Anis Fahmy bin Pauzi**, A master's of science degree holder in OSH management awarded by Universiti Utara Malaysia. He started his career with NIOSH Malaysia. His job description includes training, audits, consultancy for industries, private sectors and government agencies. In 2003 he joined Malaysian Employers Federation as an Associate Consultants-OSH and was entrusted to advice member companies of the Federation on OSH legal compliance. His main function includes representing MEF in various technical committee in the Industrial Safety Standard Committee, Department of Standard Malaysia. For the last 17 years he is a member of the technical committee for safety of machinery and technical committee for ergonomics and technical committee occupational setting. He was involved in various publication such as Guidelines on Occupational Safety and Health Act 1994 – published by the DOSH, “Garispanduan Keselamatan dan Kesihatan Pekerjaan” – Ministry of Health, Malaysian Standard on Occupational Health and Safety Management Systems ISO 45000 and various industrial standard related to OSH.

**Ts. Khairul Fahzan Bin Salleh**, is a certified TTT Trainer under HRD Corp and NIOSH who has years of experience in providing training programs related to Safety and Health. He graduated from UTHM with Bachelor of Electrical Engineering with Honours (Medical Electronic) and later on continued his Master in Occupational Safety and Health Management at Universiti Teknologi Malaysia. Currently, Ts. Khairul is doing his Phd in Industrial Safety Management at Universiti Kebangsaan Malaysia. His early career as engineer and technical instructors provides him a clear insight from industry point of view on how to resolve any safety issues which may arise at the workplace. He has solid foundation in teaching and learning process as currently he is working with Politeknik Malaysia as one of their lecturer since 2016.

# **COURSE STRUCTURE**

## **DAY 1**

**Topic 1:** Challenges and realities in small and medium size industries.

**Topic 2:** Introduction to the Department of Occupational Safety and Health & The Occupational Safety and Health Act 1994 (Akta Keselamatan dan Kesehatan Pekerjaan (AKKP) 1994 )

**Topic 3:** Basic management of OSH in Small Medium Enterprise

**Topic 4:** Chemical Management

**Topic 5:** Introduction to Occupational Disease

## **DAY 2**

**Topic 6:** Introduction to Work-Related Road Safety (WRRS)

**Topic 7:** Hazard Identification, Risk Assessment and Risk

Control (HIRARC) - Theory

**Topic 7.1:** Hazard Identification, Risk Assessment and

Risk Control (HIRARC) - Practical session

## **DAY 3**

**Topic 8:** Material Storage and Handling

**Topic 9:** Work Station Design and Lighting

**Topic 10:** Productive Machine Safety

**Topic 11:** Premises and Work Related Welfare Facilities