

OCCUPATIONAL SAFETY AND HEALTH IN OFFICE



Date : 11 April 2023

Venue : MEF Academy Training Centre

Petaling Jaya, Selangor

Time : 9am – 5pm

Fee : RM850 per pax

Including 6% SST

For registration, you may use the Link and the QR Code below:



<https://forms.office.com/r/ZgaWJzpuz2>



OBJECTIVES

- Upon completion, the participants will be able to:
- Understand the hazard and risk associated to the office environment;
- Be aware of injuries related to computer work and manual handling in the office
- Identify office appliances that may compromise health and safety in the office
- Implement interventions to improve work performance and comfort
- Improve staff efficiency at the workplace

Methodology

- Lectures
- Demonstration
- Exercises

WHO SHOULD ATTEND?

- Human Resource Manager
- Safety and Health Committee Members
- Safety and Health Officers

PROGRAMME

TIME	TOPICS
9:00	Introduction to office safety and health
9:45	Work related risk factors in the office
10:30	BREAK
10:45	Ergonomics stressors in office workstation
13:00	LUNCH
14:00	<ul style="list-style-type: none">• Manual handling activities in the office• Maintaining good housekeeping
15:30	BREAK
15:45	Fire and emergency response in the office
16:30	Indoor air quality in the office
17:00	CLOSING

ANIS FAHMY BIN PAUZI OSH CONSULTANT - MEF

TRAINER PROFILE



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, “*Garis panduan 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.