

OSH COORDINATOR COURSE (3 DAYS)

KAP modules & curriculums are designed in accordance to :-

Department of Occupational Safety and Health (DOSH/JKKP)
Acts, Regulations, Orders, Code of Practices, Guidelines & Directive Letter



DOSH Approved No : JKKP IKS/SBK 127/491/2-1 jld1 (87)

COURSE INTRODUCTION

According to the Occupational Safety & Health Act (OSHA) amendment 2022 Section 29A (1), 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.

OBJECTIVE OF THE COURSE

Upon completion of the course, 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.

WHO SHOULD ATTEND

New graduates, TVET students / school leavers, final year students, technicians, supervisors, staff officers, Engineers, employees in various sectors (government and private) and other people who intend to build a career they're in OSH.

THE TRAINING METHODOLOGIES

Theory Session

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

Practical session

- Hands-on experience
- Participant centered

CERTIFICATION & VALIDITY

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 DOSH (MYKKP 2.0) 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.

MODULE OUTLINE DAY 1

TOPIC	TIME
Registration & Course Briefing	8.30 am - 9.00 am (30 min)
Module 1 : Challenges and Reality in Small Indusri and Medium SMEs	9.00 am - 9.30 am (30min)
Module 2 : Introduction to the Department and Legal Basis	9.30 am - 10.30 am (1 hour)
Break	10.30 am - 10.45 am (15 min)
Module 3 : Basics of OSH Management of SMEs	10.45 am - 12.45 pm (2 hours)
Module 4: Chemical Management	12.45 pm - 1.00 pm (15 min)
Lunch	1.00 pm - 2.00 pm (1 hour)
CONT. Module 4: Chemical Management	2.00 pm - 3.45 pm (1 hour 45 min)
Break	3.45 pm - 4.00 pm (15 min)
Module 5: Introduction to Occupational Diseases	4.00 pm - 5.30 pm (1 hour 30 min)

MODULE OUTLINE DAY 2

TOPIC	TIME
Module 6: Introduction to Work Related Road Safety (WRRS)	9.00 am - 10.00 am (1 hour)
Break	10.00 am - 10.15 am (15 min)
Module 7: Hazard Identification, Risk Assessment and Risk Control (HIRARC)	10.15 am - 1.15 pm (3 hours)
Lunch	1.15 pm - 2.15 pm (1 hour)
Module 7.1: Practical Exercise for Hazard Identification, Risk Assessment and Risk Control	2.15 pm - 3.45 pm (1 hour 30 min)
Break	3.45 pm - 4.00 pm (15 min)
CONT. Module 7.1: Practical Exercise for Hazard Identification, Risk Assessment and Risk Control	4.00 pm - 5.30 pm (1 hour 30 min)

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MODULE OUTLINE DAY 3

TOPIC	TIME
Module 8: Material Storage and Handling	9.00 am - 10.30 am (1 hour 30 min)
Break	10.30 am - 10.45 am (15 min)
Module 9: Work station Design and Lighting	10.45 am - 12.15 pm (1 hour 30 min)
Module 10: Productive Machine Safety	12.15 pm - 1.00 pm (45 min)
Lunch	1.00 pm - 2.00 pm (1 hour)
CONT. Module 10: Productive Machine Safety	2.00 pm - 3.15 pm (1 hour 15 min)
Break	3.15 pm - 3.30 pm (15 min)
Module 11: Premises and Work Related Welfare Facilities	3.30 pm - 5.30 pm (2 hours)