

## **Occupational Safety and Health Coordinator (OSH-C)**

What is the risk assessment process?

How would you encourage staff members to adopt your safety measures?

How does a successful job site look to you?

### **Introduction**

The Occupational Safety and Health Coordinator (OSH-C) is a position specifically assigned to assist employers in the Small Medium Industry (SME) in administering OSH documents and to take appropriate action to assist employers in promoting OSH culture. This function is created through a program by the Department of Occupational Safety and Health (DOSH) under the Occupational Safety and Health Strategic Plan in the Small and Medium Industries Sector (SME 2020). The strategic plan is designed to enhance the management of OSH in the SME sector, so that the vision to inculcate a culture of injury prevention and disease in the workplace is achieved.

Each employee is required to appoint at least one OSH-Coordinator to manage Occupational Safety and Health requirements, assist the employer by reporting OSH statistics and performance to DOSH, promote safety culture at the workplace and take reasonable action pertaining to OSH compliance.

### **Program Objectives**

This training program aims to

- Explain the purpose, objectives and importance of OSH Coordinator in the organization
- Perform duties as OSH Coalition in Irrigation
- Understand the requirements of the Occupational Safety and Health Act 1994 and the Machinery Machinery Act 1967
- Promote a safe work culture in the workplace
- Take reasonable action in relation to OSH compliance
- Manage and maintain the OSH documents

### **Learning Outcomes**

After completing this program, participants should be able to

- Give exposure of OSH to SMEs and SMIs
- Enhance OSH awareness to employer and employee
- Introduce OSH-C and roles in OSH Management

## **OSH0018 Occupational Safety and Health Coordinator**

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## Who should attend?

SME Companies, Semi-Skilled Workers, Skilled-Workers, New Workers, Graduates and anyone who has interested in occupational safety and health

## Methodology

Case studies, forum discussion, role-play, presentations, gamification

## Program Outline

Time	Day One
9.00am– 10.30am	<b>Challenges and Reality in Small and Medium Enterprises</b> (Cabaran dan Realiti di IKS) <b>Introduction to DOSH and Its Basis of Security Legislation</b> (Pengenalan kepada Jabatan dan Asas Perundangan)
10.30am-11.00am	Morning Break
11.00am-1.00pm	<b>OSH Basic Management</b> (Asas Pengerusan KKP IKS)
1.00pm-2.00pm	Lunch and Networking
2.00pm-3.30pm	<b>Chemical Management</b> (Pengurusan Bahan Kimia)
3.30pm-4.00pm	Tea Break and Networking
4.00pm-5.00pm	<b>Introduction to Occupational Disease</b> (Pengenalan kepada Penyakit Pekerjaan)
Time	Day Two
9.00am– 10.30am	<b>Hazard Identification, Risk Assessment and Risk Control (HIRARC) Theory</b> (Pengenalpastian Hazad, Penaksiran Risiko dan Kawalan Risiko)
10.30am-11.00am	Morning Break and Networking
11.00am-1.00pm	<b>HIRARC Theory (cont)</b> <b>Practical Exercise of HIRARC</b> (Latihan Praktikal HIRARC)
1.00pm-2.00pm	Lunch and Networking
2.00pm-3.30pm	Assignment & Group Discussion
3.30pm-4.00pm	Tea Break and Networking
4.00pm-5.00pm	Group Presentation
Time	Day Three
9.00am– 10.30am	<b>Material Storage and Handling</b> (Penyimpanan dan Penanganan Bahan)
10.30am-11.00am	Morning Break and Networking
11.00am-1.00pm	<b>Workstation Design and Lighting</b> (Rekabentuk Stesen Kerja dan Pencahayaan) <b>Productive Machine Safety</b> (Keselamatan Mesin Produktif)

<b>1.00pm-2.00pm</b>	Lunch and Networking
<b>2.00pm-3.30pm</b>	<b>Premises and Work-Related Welfare Facilities</b> (Premis dan Kemudahan Kebajikan di Tempat Kerja)
<b>3.30pm-4.00pm</b>	Tea Break and Networking
<b>4.00pm-5.00pm</b>	Conclusion (Penutup)