

Course Title: Occupational Safety and Health Coordinator (OSH-C)

a) Introduction

This programme provides comprehensive professional knowledge of the purpose, objective, and significance of an OSH-C within an organisation.

b) Objective

At the end of this program, participants should be able:

- To assist employers with workplace safety and health concerns.
- To inform employers about workplace hazards.
- To conduct workplace risk assessments.
- To notify the Department of Occupational Safety and Health (DOSH) of the accidents, dangerous occurrence, occupational poisoning and occupational diseases.

c) Target Audience

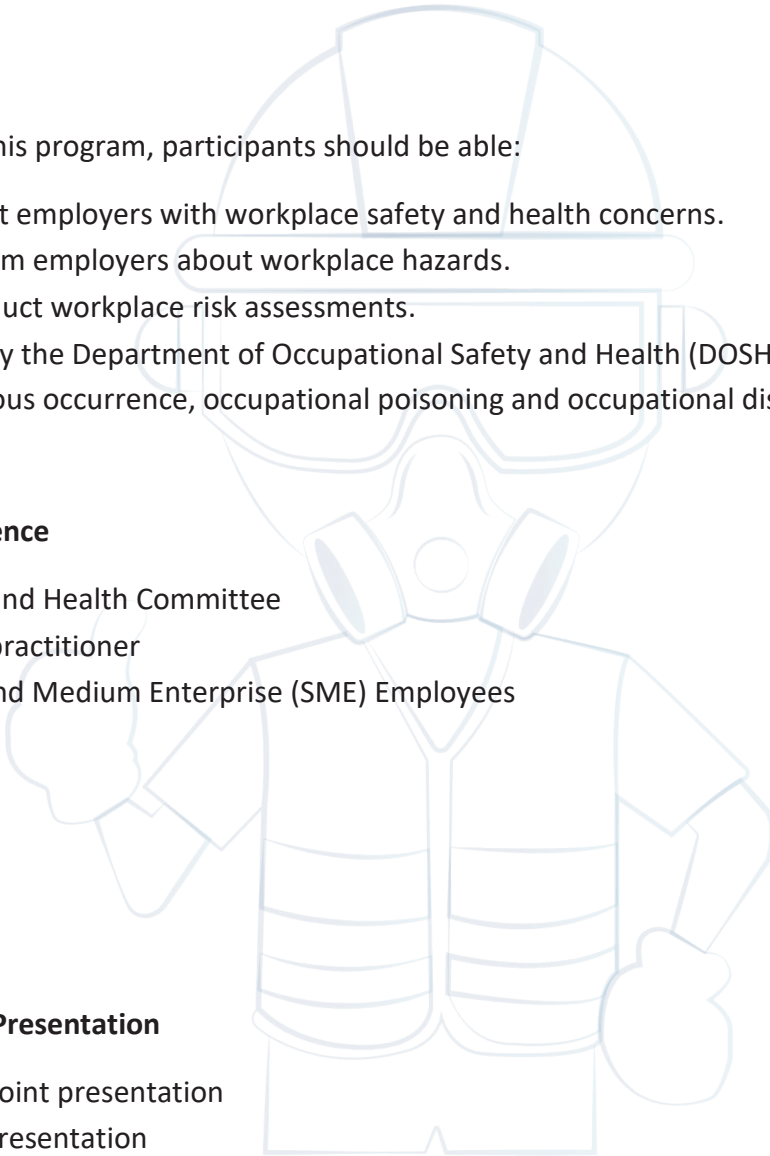
- Safety and Health Committee
- Safety practitioner
- Small and Medium Enterprise (SME) Employees

d) Duration

Three (3) days

e) Medium of Presentation

- PowerPoint presentation
- Video presentation
- Group activity / discussions / practical demonstrations
- English / Bahasa Malaysia (Language)





f) Course Content

Day-1

TIME	DURATION (HOURS)	TOPIC
0830 - 0900	0.50	Registration, Ice Breaking and Course Briefing
0900 - 0930	0.50	Topic 1: Challenges and Realities in Small and Medium Enterprise (SME's)
0930 - 1000	0.50	Topic 2: Introduction to Department of Occupational Safety and Health and Basic Legislation
1000 - 1015	0.15	Morning Tea Break
1015 - 1045	0.50	Topic 2: Continuation
1045 - 1245	2.00	Topic 3: Basic OSH Management Systems for Small and Medium Enterprise (SME's)
1245 - 1345	1.00	Lunch
1345 - 1545	2.00	Topic 4: Chemical Management
1545 - 1600	0.15	Tea Break
1600 - 1730	1.50	Topic 5: Introduction to Occupational Disease
	7.00	End of Day-1

Day-2

TIME	DURATION (HOURS)	TOPIC
0900 - 1000	1.00	Topic 6: Work-Related Road safety
1000 - 1015	0.15	Morning Tea Break
1015 - 1215	2.00	Topic 7: Hazard Identification, Risk Assessment and Risk Control
1215 - 1315	1.00	Lunch
1315 - 1415	1.00	Topic 7: Continuation
1415 - 1515	1.00	Topic 7.1: Practical of Hazard Identification, Risk Assessment and Risk Control
1515 - 1530	0.15	Tea Break
1530 - 1730	2.00	Topic 7.1: Continuation
	7.00	End of Day-2

Day-3

TIME	DURATION (HOURS)	TOPIC
0900 - 1030	1.50	Topic 8: Material Handling and Storage
1030 - 1045	0.15	Morning Tea Break
1045 - 1215	1.50	Topic 9: Workstation Design and Lighting
1215 - 1245	0.50	Topic 10: Productive Machine Safety
1245 - 1345	1.00	Lunch
1345 - 1515	1.50	Topic 10: Continuation
1515 - 1545	0.50	Topic 11: Premise and Work-Related Welfare Facilities
1545 - 1600	0.15	Tea Break
1600 - 1730	1.50	Topic 11: Continuation
	7.00	End of Day-3

