

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)



INTRODUCTION

OSH (Amendment) Act 2022 refers to Section 29A mandates that any workplace with 5 or more employees must appoint an OSH Coordinator. This requirement is an utmost importance in guaranteeing the safety and well-being of the workforce. An employer who contravenes shall be guilty of an offence and shall, on conviction, **be liable to a fine not exceeding RM 50,000 or to imprisonment for a term not exceeding 6 months or to both. (Effective on 1 June 2024)**

The role of an OSH Coordinator is crucial as they are responsible for providing comprehensive knowledge of safety measures to all staff members. Additionally, they play a vital role in formulating effective company policies based on current situations and trends related to occupational health and safety. By having an OSH Coordinator in place, employers and employees alike can share the responsibility of maintaining a safe and healthy workplace. This collaborative effort ensures that safety standards are met, potential hazards are identified and addressed promptly, and proper protocols are followed to prevent accidents and injuries.

In conclusion, complying with Section 29A and appointing an OSH Coordinator is not only a legal requirement but also a proactive step in promoting a secure and productive work environment for everyone involved.

COURSE OBJECTIVES

By the end of the session, the competent 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 requirements of OSHA 1994 and Factories Machinery Act.
- Promote a safety culture at the workplace and take reasonable action pertaining to OSH compliance.
- Manage and maintain OSH documents.

ENTRY REQUIREMENTS

The entry requirements are as follows;

- Malaysian citizen; **AND**
- 18 years old and above; **AND**
- Able to read and write either in Bahasa Malaysia or English

COURSE INFORMATION

Course Duration	: 3 days
Course Time	: 9.00am – 5.00pm
Venue	: Novas Academy designated venue
Proposed Date	(TBC)

CERTIFICATION

Having completed and passed the course, participants are qualified to be OSH- Coordinator (**known as train person verified by the Department of Safety and Health**) at any workplace. Participants will be awarded with Certificate of Attendance. Without retraining, knowledge might be forgotten while skills may deteriorate rapidly when not being used/practiced. Therefore, yearly retraining is very much recommended. Certificate of Attendance will be presented to all participants at the end of the course by the following criteria:

- Fee settlement.
- Participants are required to meet three (3) days of attendance.
- Participants need to successfully submit of assignments and assessments.
- Active participation during class.

METHODOLOGY

The complete program will have theory, practical and discussion sessions, which are supported by audio visual aids. The trainer will emphasis real life examples in its content in making sure that participant can understand and visualize better.

LANGUAGE MEDIUM

The training can be executed in a dual language option;

- Bahasa Malaysia; **AND/OR**
- English

COURSE FEE

The course fee inclusive of;

- Professional Fee
- Experienced Trainer from OSH Industry
- Consultation Session

TRAINERS

- Our trainers come from diverse backgrounds, ensuring a rich and varied pool of expertise.
Some of our trainers have valuable working experience with DOSH, providing them with unique insights and firsthand knowledge of safety and health regulations.
- Additionally, all our trainers boast extensive experience in the OSH industry, with each having over 15 years of practical expertise.

COURSE ASSIGNMENTS AND ASSESSMENTS

Throughout the course, participants are required to complete the following assignments;

- **Comprehensive Quiz**

Participants are **COMPULSORY to complete the Comprehensive Quiz** according to the time given to indicate that participants have completed the day of the course.

- **Individual Assignment**

Participants are **COMPULSORY to complete an individual assignment (HIRARC Form)** provided by the trainer during the course.

*** Subjected to trainer.*

- **Group Assignment**

Participants are **COMPULSORY to complete a group assignment (HIRARC Form)** provided by the trainer during the course.

*** Subjected to trainer.*

COURSE CONTENTS

The course contents for Occupational Safety and Health Coordinator Course are as follows;

DAY 1	
10.1 Challenges and Reality in SME Industry	<ul style="list-style-type: none"> To understand the need and benefit of OSH Coordinator in the workplace To understand the roles and requirement of OSH-C in Organization
10.2 Introduction to DOSH and the Fundamental of OSH Act	<ul style="list-style-type: none"> To understand the role of Department of Occupational Safety and Health To identify the legislation that relating to OSH
10.3 OSH Management Fundamental	<ul style="list-style-type: none"> To list the key components of OSH Policy To understand the functions of Safety and Health Committee To understand the process of accident reporting To provide an emergency action plan
10.4 Chemical Handling Management	<ul style="list-style-type: none"> To identify the chemicals and safe handling method To understand and apply the concept of Chemical Life Cycle (Cradle to Grave)
10.5 Introduction to Occupational Disease	<ul style="list-style-type: none"> To understand the duties of DOSH in handling occupational disease To understand the introduction to Occupational Health Statistics of Occupational Diseases in Malaysia

DAY 2	
10.6 Introduction to Road Related Occupational Safety (WRRS)	<ul style="list-style-type: none"> To understand road accident, include those related to travel accidents as well as accidents involving road jobs in Malaysia. To understand the impact and causal factors of road accidents. To understand the needs and importance of WRRS management. To understand the Occupational Safety and Health Industry Code of Practice for Road Transport Activities 2010. To understand driver, vehicle and travel management. To understand road safety program management systems and initiatives.
10.7 Hazard Identification, Risk Assessment and Risk Control	<ul style="list-style-type: none"> To understand the method for identifying hazard and risk assessment by using risk assessment matrix To understand the risk management method by control hierarchy met Group and individual assignment to measure the understanding of preparing HIRARC
10.8 Material Handling and Storage	<ul style="list-style-type: none"> To understand the effective material handling and storage To understand the arrangement of material according to rules or WISE principles follow the OSHA Malaysia

DAY 3	
10.9 Work Station Design and Lighting	<ul style="list-style-type: none"> • To understand the improved design of work stations • To understand the principles of good workstation design and lighting • To practice the easy and inexpensive improvement in work station design and lighting
10.10 Productive Machinery Safety	<ul style="list-style-type: none"> • To understand safe working practices and improved efficiency of machinery and equipment in the workplace
10.11 Premise and Occupational Welfare Facilities	<ul style="list-style-type: none"> • To get exposure of the ideas for repairing the premises • To understand the relationship between productivity and improved premises • To understand the benefits of welfare facilities • To provide the steps to provide low-cost welfare facilities

Notes: This course outline is set by Department of Occupational Safety & Health (DOSH)

- End of Proposal-