

Qualifies For

4 CPD  
Points

SBL KHAS  
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MEXA'S STAY AT HOME VIRTUAL COURSE

"4 hours of Interactive Online Session"

4 CPD Points offered by MEXA

ON

# OCCUPATIONAL SAFETY & HEALTH AT WORKPLACE

7 October 2021, Thursday | 9.00 am – 1.00 pm

[Join us from your home / office and be trained in our Virtual Classroom]

## COURSE OBJECTIVES

At the end of this module, the student will be able to:

- What is OSHA 1994
- Understand the role of employer and employee from HSE perspective
- Know the evolution of OSH globally and the enforcement in Malaysia
- Learn the Historical tragedies that lead to OSHA
- Identify the core elements of an effective safety and health management system
- Describe the major hazards at workplace
- Know the controls and measure to mediate the hazards
- Know the importance of Safety & Health Committee
- Relate how to manage the Policy, Procedure and Programme of HSE

## COURSE OUTLINE

1. Occupational Safety & Health Act 1994
  - Definition of the act (layman term)
  - The role and responsibility of Employer and Employee
  - Benefits of HSE for an organisation
2. Evolution of OSHA
  - Scientific and medical findings of diseases related to work
  - OSH Theories by Heinrich, Dan Petersan, Domino Theory etc
3. Historical Tragedy in HSE
  - Hawk Nest Tragedy
  - Minamata Disease
  - Bhopal Tragedy
  - Sg.Buloh Fire Cracker Factory Explosion
4. Accidents and Its Effects
  - Insured VS Uninsured
  - Sources of Accidents
  - Effects of Accidents to Organisation

Critical HSE issues at workplace

- Stress
- Ergonomic Hazards
- Industrial Hygiene
- Mechanical Hazards
- Slip, Trip & Falls
- Heat, Temperature & Pressure
- Electricity, Fire & Vibration

6. Control Measures to mediate and manage hazards

- Eliminate
- Isolate
- Substitute
- Engineering Control
- Training & Administration
- Personal Protective Equipment (PPE)

7. Roles of Safety & Health Committee

- Basic introduction
- Fundamentals of SHC

8. The 3 Ps for HSE at workplace

- Importance of HSE Policy
- Why HSE procedures should be developed, implemented and enforced
- Encouraging employee participation thru HSE programmes

## TARGET AUDIENCE

Safety Personnel / Managers, Supervisors, OSH Practitioners, Safety and Health Committee members or interested individuals.

## METHODOLOGY

Remote Online learning – virtual classroom with case scenarios and discussion

## TRAINER PROFILE - SHEYMALATHA RANGGASAMY

Sheyma started as a HR practitioner and worked her way up to be a HR Manager within 6 years upon her graduation from National University of Malaysia with a very reputable Multi National Organisation Worldwide. She has also successfully completed her MBA in Strategic Management from Stichting Euregio University College.

During her 9 years of experience as a HR practitioner, she was exposed to many areas of Human Capital Development, Safety, Health & Environment (SHE) activities which involves shop floor employees' right up to the Senior Management Team.

Along these years, she has been highly involved in training and mentoring fellow employees in various areas of soft skills Human Resource Practices and SHE. Her interest in SHE brought her to complete the NIOSH Safety Officer Programme and later pursue her career as a Safety Training Officer for a world renowned Oil & Gas producer.

Her key area of specialization includes, developing safety culture in organisations, managing and facilitating Quality Control Circles(QCC), 7 QC Tools, 5'S' at Workplace, ISO 9001:2008 Awareness and Documentation, OHSAS 18001 Awareness and Documentation, General Safety Awareness Programme, Safety & Health Committee, Office Safety, Communication and Business Writing Skills, Customer Service, Effective Time Management, Problem Solving & Decision Making, 8D Systematic Problem Solving Techniques, Convergent Divergent Thinking, Professional Office Management and also Planning & Executing Effective Training Programme for Companies.

Her interest in the area of training started when she was appointed as the Team Leader for a Quality Control Circle and the team went right up to National QCC Convention and won Gold Star Award. Thereafter, Sheyma attended training to equip herself up as one of the Company's key QCC Facilitators.

Her experience as a QCC facilitator later expanded into being an in-house trainer for various soft skills training. As of to date, Sheyma has trained more than few thousand participants in various areas of soft skills. She is also the Safety Training Office placed in the gas platform for one of the world's leading oil & gas producers. Her exposure in the area of safety and also oil & gas has enable her to tailor dynamic programme for various group of participants.

Sheyma strongly believes good training, coaching and mentoring is the key success factor for an organisation, as solid workforce builds the strong foundation and base of the organisation.

### PRE-REQUISITE

- Good Internet / wifi connectivity
- PC/ Laptop with good audio/visual
- Virtual platform - ZOOM

### PARTICIPATING FEE (SBL-KHAS Claimable)

**RM330 per person + 6% SST (RM349.80 per person)**

# Fee inclusive of Course Notes and Digital Certificate of Participation

#### **For registration:**

1. Please email us a copy of your registration form;
2. (HRDCorp member only) Please apply via HRDF e-TRiS for SBL-Khas scheme before training date (subject to approval);

**Training fee claiming = RM349.80 per person;** and

3. (HRDCorp member only) Upon training completion, please fill up form **PSMB/SBL-Khas/JD/14** and return it to us immediately. The delay in returning the form will result in delay of the employer's submission of claims.

### ORGANISER (MyCoID: 791613A)

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