

# OSH Safety Coordinator

## Course Description

This course emphasizes the importance of workplace safety and health, guided by measures outlined in the Directive to foster continuous improvement. The Directive introduces general principles aimed at preventing occupational risks and minimizing unsafe acts to ensure safer workplace conditions.

## Key Focus Areas:

1. **Human and Financial Impacts of Workplace Accidents:**
  - Workplace accidents can have devastating human consequences, such as injuries or fatalities.
  - The financial repercussions for organizations can be significant, making the prevention of such incidents a vital focus.
2. **The Importance of Prevention:**
  - The principle of “*Prevention is better than cure*” highlights the effectiveness of proactive risk management.
  - While prevention is the most effective strategy, accidents may still occur, making preparation essential.
3. **Preparedness and Response:**
  - Even the best preventive measures may fail, underscoring the importance of readiness for emergencies.
  - Proper initial handling of health emergencies and accident victims can significantly impact outcomes, often being the deciding factor in saving lives.

This course will provide participants with the knowledge and tools needed to proactively prevent workplace hazards and respond effectively when incidents occur, ensuring a safer and healthier working environment.

## Course Objectives:

This training program aims to equip participants with the knowledge and skills required to foster a safe and healthy workplace. By emphasizing compliance with the *Occupational Safety and Health (OSH) Act 1994, Amendment 2022*, the course underscores the importance of creating a work environment that minimizes risks and promotes employee well-being.

## Key Objectives:

1. **Role of the Safety Coordinator:**
  - Understand the critical role of safety coordinators in implementing and enforcing safety policies and procedures.



- Minimize workplace hazards and ensure employee safety through proactive measures.
- 2. **Prevention of Workplace Hazards:**
  - Develop strategies to prevent work-related safety and health hazards, including occupational diseases.
  - Learn methods to create a safe and stress-free environment conducive to productivity.
- 3. **Compliance with Legal Standards:**
  - Ensure adherence to the requirements of OSH Act 1994 (Amendment 2022).
- 4. **Enhancing Workplace Comfort and Well-Being:**
  - Establish measures to create a comfortable, ergonomic work environment that reduces fatigue and stress, especially for employees working extended hours.

By the end of the training, participants will be well-prepared to implement effective safety practices and contribute to a healthier, safer workplace.

### **Target Group**

This course is designed for individuals across all industries, including:

- Health & Safety Committee Members
- CEOs and Senior Managers
- Managers and Engineers
- Supervisors
- All Staff
- It is suitable for anyone responsible for or involved in workplace safety, risk management, and fostering a safe working environment.

### **Course Methodology:**

The course employs an interactive and practical approach to enhance understanding and application, including:

- Case Studies
- Hazard Identification Exercises
- Group Presentations
- Group Assignments
- Proactive Accident Prevention Techniques
- Video Presentations



## Certification

Participants who successfully complete the 3-day training will be awarded the "**OSH Safety Coordinator**" certification.

### OCCUPATIONAL SAFETY & HEALTH 1994 ACT 514 AMENDMENT 2022

Training Provider	Safety Training Consultancy
MY COID	LLP0019189LGN
Trainer	Mr Sivadas Kunjan
Program Subject	OSH Safety Coordinator
HRDC Program Number	HRDF No: 10001336569
Duration	3 days
Time	9:00am - 5:00pm
Payment Term	HRDC Grand / CASH

### TRAINING AGENDA (DAY 1)

9:00am - 9:20am	<p><b>New Legislation of OSHA</b></p> <ul style="list-style-type: none"><li>• FACTORIES AND MACHINERY ACT 1967 [ACT139] (Removed and added in OSH 1994 Act 514)</li><li>• BUILDING OPERATIONS AND WORKS OF ENGINEERING (BOWEC CONSTRUCTION) (SAFETY) REGULATIONS 1986</li><li>• OCCUPATIONAL SAFETY AND HEALTH Act 1994 (Act 514)</li><li>• Occupational Safety &amp; Health 1994 Act514 (Amendment 2022)</li></ul> <p><b>Module 1: New Amendment Bill Legislation</b></p> <p><b>Occupational Safety &amp; Health Act 1994 (Act 514) - Amendment 2022</b> This section highlights the key changes introduced in the amended OSHA to ensure comprehensive workplace safety:</p> <ol style="list-style-type: none"><li>1. <b>Expanded Coverage:</b> The amended OSHA applies to all workplaces.</li><li>2. <b>New Duties:</b><ul style="list-style-type: none"><li>• <b>Principal, Employer, and Self-Employed Persons</b></li></ul></li><li>3. <b>Occupational Safety and Health Coordinator:</b> Requirement to appoint a coordinator for safety and health matters.</li></ol>
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	<ol style="list-style-type: none"> <li>4. <b>Right to Remove from Danger:</b> Employees are entitled to withdraw from work situations posing imminent danger.</li> <li>5. <b>Stricter Penalties:</b> Enhanced penalties for non-compliance by employers, self-employed individuals, principals, and manufacturers.</li> <li>6. <b>Liability of Directors and Office Bearers:</b> Accountability for safety violations is now joint and several.</li> <li>7. <b>Plant Inspection:</b> Mandatory inspection and certification of plant safety and fitness.</li> <li>8. <b>Workplace Notifications:</b> Obligation to notify authorities of workplace occupancy, plant installation, and inspections.</li> </ol>
9:20am - 10.30am	<p><b>Module 2: Understanding Section 29A(4) of OSHA</b>  Section 29A(4) of the Occupational Safety and Health Act (OSHA) mandates that employers must appoint an OSH Coordinator. Failure to comply constitutes an offense, and upon conviction, employers may face:</p> <ul style="list-style-type: none"> <li>• A fine not exceeding RM50,000,</li> <li>• Imprisonment for a term not exceeding six months,</li> <li>• Or both penalties.</li> </ul> <p><b>Module 3: Duties and Responsibilities of a Safety Coordinator</b>  Safety Coordinators play a vital role in maintaining workplace safety. Their key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Planning and implementing Occupational Health and Safety (OHS) policies and programs.</li> <li>• Advising and guiding employees on safety-related topics.</li> <li>• Reviewing and updating existing safety policies and procedures.</li> <li>• Ensuring adherence to all safety rules and regulations.</li> <li>• Collaborating with HR to establish a safety-focused onboarding process for new employees.</li> <li>• Conducting comprehensive risk assessments.</li> <li>• Enforcing preventive safety measures.</li> <li>• Monitoring employees to ensure compliance with safety protocols.</li> <li>• Preparing and presenting reports on accidents and violations, analysing causes, and recommending solutions.</li> </ul>
10:00am - 10:30am	Tea Break



<p><b>10:30am – 12:30pm</b></p>	<p><b>Module 4: Integrating Safety into Workplace Culture</b></p> <p>A strong workplace safety culture begins with leadership setting clear priorities. Employees take cues from their superiors, so if the focus is solely on the bottom line, it may inadvertently pressure workers into unsafe decisions to achieve higher profits. To foster a safe working environment, emphasize the importance of safety at all levels. Ensure employees are adequately trained, equipped with proper safety gear, and have access to someone who can address safety concerns promptly. Additionally, it is crucial to mitigate workplace hazards proactively to prevent injuries.</p> <p><b>Key Strategies for Promoting Workplace Safety:</b></p> <ul style="list-style-type: none"> <li>• <b>Develop a Safety and Wellness Plan:</b> Create comprehensive policies to guide safety practices and ensure well-being.</li> <li>• <b>Implement Pre-Employment Induction:</b> Familiarize new employees with safety protocols from the start.</li> <li>• <b>Conduct Regular Training:</b> Ensure consistent education on safety procedures and updates.</li> <li>• <b>Identify Safety Concerns:</b> Actively monitor and address any risks or hazards.</li> <li>• <b>Provide Protective Equipment:</b> Equip employees with the necessary gear to ensure their safety.</li> <li>• <b>Evaluate Staffing Needs:</b> Ensure adequate staff levels to maintain a safe working environment.</li> <li>• <b>Maintain Clean and Safe Workspaces:</b> Organize and declutter work areas to minimize accident risks.</li> <li>• <b>Promote Accident Prevention Awareness:</b> Encourage proactive approaches to avoid potential hazards.</li> </ul> <p>This module aims to embed safety as a fundamental part of the organizational culture, ensuring long-term benefits for both employees and the business.</p> <p><b>Module 5: Personal Protective Equipment (PPE)</b></p> <p>Personal Protective Equipment (PPE) is essential to safeguard employees from workplace hazards. Employers must ensure that employees wear appropriate protective gear before commencing any tasks. Hazards in the workplace can range from sharp edges, falling objects, and flying sparks to chemical exposure, noise, and other potentially dangerous situations.</p> <p>Under the <b>Occupational Safety and Health Act 1994</b>, employers are legally required to protect employees from workplace hazards that can result in injury. While eliminating hazards at their source remains the most effective control method, the <b>OSH</b> framework recommends utilizing engineering solutions and safe work practices to reduce risks where possible.</p>
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	<p><b>Module 6: Ergonomic and Manual Handling Risk Factors</b></p> <p><b>Ergonomics</b> focuses on designing workplaces, systems, and products to fit the needs of the individuals using them, thereby reducing the risk of workplace injuries and improving productivity. Addressing ergonomic risks is essential, as improper manual handling and poor workstation design can lead to musculoskeletal disorders (MSDs) and diminished efficiency.</p> <p><b>Key Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Importance of Ergonomics:</b> Understand the role of ergonomic principles in creating a safe and efficient work environment.</li> <li>• <b>Introduction to MSDs:</b> Learn about musculoskeletal disorders and their relationship to workplace ergonomics.</li> <li>• <b>Proper Ergonomic Techniques:</b> Master the correct steps for assessing and improving ergonomic practices.</li> <li>• <b>Impact of Poor Ergonomics:</b> Recognize how pain and discomfort from improper manual handling affect productivity.</li> <li>• <b>Risk Mitigation Measures:</b> Discover strategies and tools to minimize ergonomic risks and create safer work environments.</li> </ul> <p>By integrating the proper use of PPE and ergonomic principles, organizations can significantly reduce workplace injuries and foster a safer, more efficient environment for all employees.</p>
<b>12:30pm – 2:00pm</b>	<b>Lunch Break</b>
<b>2.00pm - 3.30pm</b>	<p><b>Module 5: Temperature, Humidity, and Contaminated Air</b></p> <p>Exposure to environmental factors such as temperature fluctuations, high humidity, and contaminated air can lead to various health concerns. Prolonged inhalation of allergens or pollutants may result in <b>hypersensitivity pneumonitis</b>, an inflammatory lung condition that can cause breathing difficulties. Prompt diagnosis and treatment typically yield positive outcomes for acute cases.</p> <p><b>Symptoms and Concerns:</b></p> <ul style="list-style-type: none"> <li>• Headaches, eye irritation, and fatigue.</li> <li>• Dry throat and sinus congestion.</li> <li>• Dizziness, nausea, and general discomfort.</li> <li>• Potential connection to "sick building syndrome," where environmental conditions in a building contribute to health issues.</li> </ul> <p><b>Key Focus Areas:</b></p>



- Identifying workplace environmental triggers.
- Recognizing and addressing symptoms early.
- Implementing preventive measures to maintain air quality and optimal working conditions.

### Module 6: Equipment and Radiation Hazards

Electromagnetic radiation, including **radiofrequency (RF) radiation**, is an invisible energy disturbance that travels through space at the speed of light. While RF radiation at high levels can have a thermal effect, raising body temperature, concerns persist about potential health impacts from prolonged exposure to low levels, such as those emitted by mobile phones and other electronic devices.

#### Key Topics:

- **Health Effects:**
  - Eyestrain and visual fatigue.
  - Overuse injuries, particularly in the hands.
  - Increased risk of obesity due to sedentary lifestyles associated with prolonged equipment use.
  - Behavioral issues, including aggression.
  - Photosensitive epileptic seizures triggered by flashing or rapidly changing lights.

#### Learning Outcomes:

- Understand the nature and risks of electromagnetic radiation.
- Recognize the physical and behavioral health issues linked to radiation exposure and equipment use.
- Implement strategies to mitigate exposure, including ergonomic practices, appropriate breaks, and equipment adjustments.

This module equips participants with the knowledge to identify and reduce risks associated with environmental conditions and radiation hazards in the workplace.

### Module 7: Pinch Point Hazards

**Pinch points** represent a common mechanical hazard where injury or damage may occur when one or more objects move toward each other, crushing or shearing anything caught between them. These hazards can lead to serious injuries if not properly managed.

**Nip Points**, a specific type of pinch point, involve rotating objects such as gears, pulleys, and rollers, presenting significant risks during machine operation or maintenance.



	<p><b>Module 8: Machine Guarding</b></p> <p><b>Machine guarding</b> is essential to protect operators and nearby employees from hazards that may arise during normal machine operation. It acts as a barrier to prevent injuries from hazardous areas, including:</p> <ul style="list-style-type: none"> <li>• <b>Ingoing nip points</b></li> <li>• <b>Rotating parts</b></li> <li>• <b>Reciprocating or transverse movements</b></li> <li>• <b>Flying chips or sparks</b></li> </ul> <p>Proper machine guarding not only ensures compliance with safety regulations but also reduces the risk of accidents and injuries, fostering a safer workplace environment.</p>
<b>3.30pm – 3:45</b>	<b>Tea Break</b>
<b>3:45pm – 5:00pm</b>	<p><b>Module 9: Accident Prevention</b></p> <p>Accidents involving equipment can occur regardless of an employee's experience level. Ensuring safety measures are consistently implemented and reviewed is essential for all operators. Equipment-related workplace accidents may result from:</p> <ul style="list-style-type: none"> <li>• Malfunctioning machinery.</li> <li>• Human error.</li> <li>• Unsafe workplace environments.</li> </ul> <p><b>Key Strategies for Accident Prevention:</b></p> <ol style="list-style-type: none"> <li><b>1. Inspect Machinery:</b> <ul style="list-style-type: none"> <li>○ Conduct regular checks on machinery and vehicles, such as forklifts, to identify and address faults before use.</li> </ul> </li> <li><b>2. Ensure Comprehensive Training:</b> <ul style="list-style-type: none"> <li>○ Provide proper, up-to-date training for all employees who operate machinery.</li> <li>○ Reinforce awareness to mitigate workplace accidents caused by inattention or lack of knowledge.</li> </ul> </li> <li><b>3. Promote Vigilance:</b> <ul style="list-style-type: none"> <li>○ Encourage operators to remain alert and cautious, regardless of their familiarity with the equipment.</li> </ul> </li> <li><b>4. Monitor the Workplace Environment:</b> <ul style="list-style-type: none"> <li>○ Regularly assess and address workplace safety hazards.</li> <li>○ Ensure the environment complies with safety standards to minimize risks.</li> </ul> </li> </ol> <p>By fostering a culture of safety and implementing robust training and inspection protocols, organizations can reduce accidents, enhance productivity, and improve team efficiency.</p>





5:00pm	End
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## TRAINING AGENDA (DAY 2)

9:00am - 10:30am	<p><b>Module 10: Fire Safety &amp; Emergency Action (Practical)</b></p> <p>This module provides practical knowledge and hands-on experience to equip participants with essential fire safety skills and emergency response protocols.</p> <p>Key Topics Covered:</p> <ul style="list-style-type: none"> <li>• Understanding the Physics and Chemistry of Fire: Gain insights into the fundamental principles of fire behaviour.</li> <li>• Fire Science: Learn about the scientific factors that influence fire ignition and spread.</li> <li>• The Fire Triangle: Understand the elements required for fire and how to disrupt them.</li> <li>• Fire Prevention: Explore methods to minimize fire risks and ensure workplace safety.</li> <li>• Development and Spread of Fire: Study how fires propagate and strategies to mitigate their escalation.</li> <li>• Actions in the Event of Fire: Learn effective responses to fire incidents, including extinguishing techniques.</li> <li>• Evacuation Procedures (ERP): Familiarize with emergency evacuation plans to ensure safe and orderly exits during emergencies.</li> </ul> <p>This module emphasizes practical exercises to enhance participants' confidence and preparedness in managing fire-related emergencies effectively.</p>
10:30am - 11:00am	<b>Tea Break</b>
11:00am - 12:30pm	<p><b>Module 11: Establishing a Safety Committee</b></p> <p>This module focuses on the creation and management of a Safety Committee to ensure a proactive approach to workplace safety.</p> <p>Key Topics Covered:</p> <ul style="list-style-type: none"> <li>• <b>Roles and Responsibilities of the Safety Committee:</b> Understand the critical functions and objectives of the Safety Committee in promoting a safe working environment.</li> <li>• <b>Functions of the Fire Team:</b> Learn the roles and duties of the Fire Team in fire prevention, firefighting, and emergency response.</li> <li>• <b>Functions of the Emergency Response Preparedness (ERP) Team:</b> Explore the responsibilities of the ERP Team in</li> </ul>



	<p>coordinating evacuation plans, responding to emergencies, and maintaining readiness for potential incidents.</p> <p>This module emphasizes collaboration and effective team management to enhance workplace safety protocols and emergency preparedness.</p>
<b>12.30pm - 2:00pm</b>	<b>Lunch Break</b>
<b>2.00pm - 3.30pm</b>	<p><b>Module 12: Basic First Aid (Practical)</b></p> <p>This module equips participants with essential first aid knowledge and skills to address workplace injuries effectively and in compliance with OSHA standards.</p> <p><b>Key Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>• Understand OSHA's requirement to maintain a safe and healthy workplace that minimizes occupational hazards.</li> <li>• Acknowledge that while accidents are inevitable, employers must provide adequate medical and first aid resources tailored to workplace-specific hazards.</li> <li>• Learn how to design and implement a workplace medical and first aid program based on the unique needs and risks associated with the organization.</li> </ul> <p><b>Practical Component:</b></p> <p>Participants will engage in hands-on first aid training to develop confidence and competence in responding to workplace injuries, contributing significantly to improved safety outcomes.</p>
<b>3:30pm - 3:40pm</b>	<b>Tea Break</b>
<b>3:30pm - 4.50pm</b>	<p><b>Module 13: Behavioural-Based Safety (BBS)</b></p> <p>This module focuses on the critical role of behavior in shaping workplace safety culture, emphasizing proactive strategies to prevent accidents through attitude, perception, and action.</p> <p><b>Key Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• <b>Introduction to Behavioral Safety:</b> Understanding the principles and importance of a behavioural approach to workplace safety.</li> <li>• <b>Influence of Behavior on Culture:</b> How employee behaviours and actions impact workplace safety culture through attitudes and perceptions.</li> <li>• <b>Behavior and System Performance:</b> Exploring how behaviours directly affect the efficiency and safety of workplace systems.</li> <li>• <b>Emergency Safety Behaviours:</b> Encouraging safety-focused actions during emergencies.</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Social Consequences for Safety:</b> The impact of social dynamics on promoting or discouraging safe practices.</li> <li>• <b>Baseline for Improvement Goals:</b> Establishing a measurable foundation to track and enhance safety performance.</li> </ul> <p>By understanding and addressing behavioural factors, organizations can foster a sustainable safety-first culture and achieve meaningful improvements in overall workplace safety.</p>
4:50pm - 5:00pm	Q&A
5:00pm	End

