

# Occupational Safety & Health at Workplace

## Course Description

This course aims to introduce measures that promote improvements in workplace safety and health, emphasizing the prevention of occupational risks and unsafe acts that could lead to dangerous conditions. Workplace accidents not only have severe human consequences but also significant financial implications. How much would an accident cost your organization, and how much could have been prevented? As the saying goes, "Prevention is better than cure."

While prevention remains the most effective approach to minimizing health hazards and accidents, even the best preventive efforts can sometimes fail. Therefore, it is essential to be prepared for such eventualities. Studies show that the initial response to health and accident victims greatly impacts the final outcome and often determines whether a life can be saved.

## Course Objectives:

This training is designed to help workplaces prevent safety and health hazards, as well as occupational diseases, in compliance with the Occupational Safety and Health (OSH) Act 1994 (Amendment 2022). The goal is to foster a safe and healthy work environment that minimizes risks and reduces stress, ensuring that employees are comfortable, effective, and able to perform at their best.

Creating a conducive work environment is crucial for the well-being of employees, enabling them to utilize their full potential and contribute to a revitalized workplace. In some offices, employees may experience ill-health effects caused by environmental factors (e.g., headaches, fatigue, eye, nose, or throat problems, stress, etc.), which may require thorough investigation.

## Learning Outcomes:

- Identify Key Areas of Safety and Risk Management: Understand the various fields involved in workplace safety and risk management.
- Recognize Regulatory Organizations: Identify and describe the organizations that regulate and enforce OSH standards.
- Understand OSH Terminology: Gain a foundational understanding of the essential terms and concepts used in occupational safety and health.
- Evaluate the Impact of Occupational Injuries: Assess the financial and human costs of workplace injuries and illnesses.

## Occupational Health and Safety Tips:

1. Be Aware: Stay informed about workplace hazards.
2. Maintain Correct Posture: Promote ergonomic practices to reduce strain.



3. Take Breaks Regularly: Rest periodically to avoid fatigue.
4. Use Equipment Properly: Ensure all tools and machinery are used as intended.
5. Locate Emergency Exits: Be familiar with escape routes and emergency exits.
6. Report Safety Concerns: Communicate potential hazards promptly.
7. Practice Effective Housekeeping: Keep workspaces clean and organized.
8. Make Use of Mechanical Aids: Utilize tools and equipment to reduce physical strain.

## Target Group

This training is suitable for participants across all industries, including:

- Health & Safety Committee Members
- CEOs and Senior Management
- Managers and Engineers
- Supervisors
- General Staff

It is designed to benefit individuals responsible for, or involved in, ensuring workplace safety and health compliance.

## Course Methodology:

The training incorporates interactive and practical approaches to ensure effective learning, including:

- **Case Studies:** Analysis of real-world scenarios to understand and apply safety principles.
- **Hazard Identification:** Hands-on exercises to recognize workplace hazards.
- **Group Presentations:** Collaborative discussions and sharing of insights.
- **Group Assignments:** Team-based activities to reinforce learning objectives.
- **Proactive Accident Prevention Methods:** Strategies and techniques to prevent workplace incidents.
- **Video Presentations:** Visual learning aids to enhance understanding of key concepts.

## Certification

Participants who successfully complete the program will be awarded a certificate titled "**Occupational Safety and Health Act 1994 (Act 514) - Amendment 2022**".



## OCCUPATIONAL SAFETY & HEALTH 1994 ACT 514 AMENDMENT 2022

<b>Training Provider</b>	Safety Training Consultancy
<b>MY COID</b>	LLP0019189LGN
<b>Trainer</b>	Mr Sivadas Kunjan
<b>Program Subject</b>	Occupational Safety & Health at Workplace
<b>HRDC Program Number</b>	HRDF No: 10001336569
<b>Duration</b>	2 days
<b>Time</b>	9:00am - 5:00pm
<b>Payment Term</b>	HRDC Grand / CASH

### TRAINING AGENDA (DAY 1)

<b>9:00am - 9:20am</b>	<b>New Legislation of OSHA</b> <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>
<b>9:20am - 10.30am</b>	<b>Module 1: New Amendment Bill Legislation</b>  <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: <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> Mandatory Hazard Identification, Risk Assessment, and Risk Control (HIRARC).</li> </ul> </li> <li>3. <b>Occupational Safety and Health Coordinator:</b> Requirement to appoint a coordinator for safety and health matters.</li> <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> </ol>



	<p>7. <b>Plant Inspection:</b> Mandatory inspection and certification of plant safety and fitness.</p> <p>8. <b>Workplace Notifications:</b> Obligation to notify authorities of workplace occupancy, plant installation, and inspections.</p>
<b>10:00am - 10:30am</b>	<b>Tea Break</b>
<b>10:30am – 12:30pm</b>	<p><b>Module 2: Embedding Safety into Workplace Culture</b></p> <p>Creating a culture of safety in the workplace is essential to prevent accidents and promote well-being. Employees often model their behavior based on their leaders' priorities. If safety is emphasized as a core value, it encourages responsible and cautious practices.</p> <p>Leaders should ensure employees are:</p> <ul style="list-style-type: none"> <li>• Properly trained.</li> <li>• Equipped with safe and appropriate tools.</li> <li>• Supported with a system to address safety concerns promptly.</li> </ul> <p>By addressing hazards and fostering a proactive approach to workplace safety, organizations can significantly reduce work-related injuries.</p> <p><b>Key Practices to Cultivate a Safety Culture:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a comprehensive safety and wellness plan.</li> <li>• Conduct mandatory pre-employment safety inductions.</li> <li>• Schedule regular safety training sessions.</li> <li>• Actively identify and address safety concerns.</li> <li>• Provide personal protective equipment (PPE) to employees.</li> <li>• Evaluate and fulfil staffing requirements to avoid overwork or fatigue.</li> <li>• Maintain clean and organized workspaces to minimize accident risks.</li> <li>• Promote accident prevention awareness through ongoing initiatives</li> </ul> <p><b>Module 3: Personal Protective Equipment (PPE)</b></p> <p>Protective gear is essential for safeguarding employees against workplace hazards and must be worn before beginning any task. Hazards in the workplace can take many forms, including sharp edges, falling objects, flying sparks, chemicals, excessive noise, and other potentially dangerous conditions.</p> <p>Under the Occupational Safety and Health Act 1994, employers are obligated to protect employees from such hazards. The most effective approach is controlling hazards at their source. When this is not</p>



	<p>feasible, <b>engineering controls</b> or <b>work practice controls</b> should be implemented to manage or eliminate risks.</p> <p><b>Key Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• Importance of wearing and maintaining PPE.</li> <li>• Common workplace hazards and associated PPE.</li> <li>• Employer and employee responsibilities under OSH regulations.</li> <li>• Best practices for integrating PPE use into daily operations.</li> </ul> <p><b>Module 4: Ergonomic and Manual Handling Risk Factors</b></p> <p><b>Ergonomics</b> focuses on optimizing the workplace to fit the needs of employees, reducing the risk of injury and improving productivity. Proper ergonomics and safe manual handling practices can help prevent musculoskeletal disorders (MSDs) and improve overall workplace health and efficiency.</p> <p><b>Topics Covered:</b></p> <ul style="list-style-type: none"> <li>• <b>Importance of Ergonomics:</b> How ergonomic principles prevent injuries and support long-term employee well-being.</li> <li>• <b>Introduction to MSDs:</b> Understanding how poor ergonomics contribute to musculoskeletal disorders.</li> <li>• <b>Correct Ergonomic Practices:</b> Step-by-step methods to implement ergonomic adjustments in the workplace.</li> <li>• <b>Impact of Poor Ergonomics:</b> The connection between manual handling-related pains and reduced productivity.</li> <li>• <b>Risk Reduction Measures:</b> Tools, techniques, and adjustments to minimize ergonomic risks in the workplace.</li> </ul> <p>By addressing these topics, participants will gain practical knowledge to create safer and more productive work environments.</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> </ul>



	<ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <li>• Identifying workplace environmental triggers.</li> <li>• Recognizing and addressing symptoms early.</li> <li>• Implementing preventive measures to maintain air quality and optimal working conditions.</li> </ul> <p><b>Module 6: Equipment and Radiation Hazards</b></p> <p>Electromagnetic radiation, including <b>radiofrequency (RF) radiation</b>, 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.</p> <p><b>Key Topics:</b></p> <ul style="list-style-type: none"> <li>• <b>Health Effects:</b> <ul style="list-style-type: none"> <li>○ Eyestrain and visual fatigue.</li> <li>○ Overuse injuries, particularly in the hands.</li> <li>○ Increased risk of obesity due to sedentary lifestyles associated with prolonged equipment use.</li> <li>○ Behavioral issues, including aggression.</li> <li>○ Photosensitive epileptic seizures triggered by flashing or rapidly changing lights.</li> </ul> </li> </ul> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Understand the nature and risks of electromagnetic radiation.</li> <li>• Recognize the physical and behavioral health issues linked to radiation exposure and equipment use.</li> <li>• Implement strategies to mitigate exposure, including ergonomic practices, appropriate breaks, and equipment adjustments.</li> </ul> <p>This module equips participants with the knowledge to identify and reduce risks associated with environmental conditions and radiation hazards in the workplace.</p>
<b>3.30pm – 3:45</b>	<b>Tea Break</b>
<b>3:45pm – 5:00pm</b>	<b>Module 7: Bomba Act 1988 (Legal Compliance) and Fire &amp; Evacuation Procedures</b>



	<p>This module focuses on compliance with the <b>Bomba Act 1988</b> and equips participants with essential knowledge and skills to prevent, respond to, and manage fire-related emergencies in the workplace.</p> <p><b>Key Topics:</b></p> <ol style="list-style-type: none"> <li><b>Understanding Fire Science:</b> <ul style="list-style-type: none"> <li>Basics of fire physics and chemistry.</li> <li>Detailed study of the <b>Fire Triangle</b> (Heat, Fuel, and Oxygen).</li> </ul> </li> <li><b>Fire Prevention:</b> <ul style="list-style-type: none"> <li>Identifying common fire hazards in the workplace.</li> <li>Strategies and measures to minimize fire risks.</li> </ul> </li> <li><b>Fire Development and Spread:</b> <ul style="list-style-type: none"> <li>Stages of fire development and factors influencing its spread.</li> <li>Recognizing early signs of fire and effective containment methods.</li> </ul> </li> <li><b>Emergency Response Procedures:</b> <ul style="list-style-type: none"> <li>Actions to take in the event of a fire.</li> <li>Workplace evacuation protocols and the importance of drills.</li> </ul> </li> </ol> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Develop a solid understanding of fire behavior and safety principles.</li> <li>Gain practical knowledge to identify and reduce fire hazards.</li> <li>Prepare and respond effectively during fire emergencies, ensuring safety and compliance.</li> </ul> <p>This module emphasizes legal compliance while promoting a culture of proactive fire prevention and safety awareness.</p>
5:00pm	End

## TRAINING AGENDA (DAY 2)

9:00am - 10:30am	<p><b>Module 8: Evacuation Response Preparedness (ERP)</b></p> <p>This module focuses on the development and execution of emergency evacuation procedures to ensure the safety of personnel during workplace emergencies. It highlights the legal and operational aspects of evacuation planning, emphasizing compliance with <b>Bomba Fire Service Act 1988 (Act 341)</b> and <b>DOSH/JKKP Occupational Safety and Health Act 1994 (Act 514)</b>.</p> <p><b>Key Topics:</b></p>
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	<ol style="list-style-type: none"> <li><b>Purpose of Emergency Evacuation Procedures:</b> <ul style="list-style-type: none"> <li>Ensuring preparedness for partial or full evacuation of buildings during emergencies.</li> <li>Minimizing risks and ensuring safe and efficient movement of personnel.</li> </ul> </li> <li><b>Roles and Responsibilities:</b> <ul style="list-style-type: none"> <li>Identifying individual responsibilities for personnel involved in evacuations.</li> <li>Defining the duties of the Emergency Response Preparedness (ERP) Team.</li> </ul> </li> <li><b>Training and Familiarization:</b> <ul style="list-style-type: none"> <li>Importance of regular training for the ERP Team to execute plans effectively.</li> <li>Conducting evacuation drills to test and refine procedures.</li> </ul> </li> <li><b>Legal Compliance:</b> <ul style="list-style-type: none"> <li>Overview of the <b>Fire Service Act 1988 (Act 341)</b> requirements.</li> <li>Aligning evacuation protocols with the <b>Occupational Safety and Health Act 1994 (Act 514)</b> to ensure employee safety.</li> </ul> </li> </ol> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Understand the structure and importance of workplace evacuation procedures.</li> <li>Recognize the individual and team responsibilities during an emergency evacuation.</li> <li>Ensure compliance with legislative requirements for emergency response preparedness.</li> </ul> <p>This module equips participants with the knowledge and skills to establish, implement, and maintain effective evacuation plans, fostering a safer workplace environment.</p>
<b>10:30am - 11.00am</b>	<b>Tea Break</b>
<b>11:00am - 12:30pm</b>	<p><b>Module 9: Basic First Aid (Practical)</b></p> <p>This module emphasizes the importance of workplace first aid in ensuring immediate response to accidents and injuries, as mandated by the <b>Occupational Safety and Health Act (OSHA)</b>. While the goal is to provide a safe and healthy workplace free of hazards, it is crucial to prepare for unforeseen incidents effectively.</p> <p><b>Key Topics:</b></p> <ol style="list-style-type: none"> <li><b>OSHA Requirements for First Aid:</b> <ul style="list-style-type: none"> <li>Providing a safe and healthy work environment.</li> <li>Ensuring the availability of medical and first aid personnel and supplies.</li> </ul> </li> </ol>





	<p><b>2. Realistic Approach to Workplace Safety:</b></p> <ul style="list-style-type: none"> <li>○ Recognizing that accidents, though undesirable, may still occur.</li> <li>○ The necessity of being prepared to respond to emergencies.</li> </ul> <p><b>3. Tailored First Aid Programs:</b></p> <ul style="list-style-type: none"> <li>○ Customizing medical and first aid provisions to align with specific workplace risks and conditions.</li> <li>○ Assessing workplace hazards to determine the appropriate level of first aid support.</li> </ul> <p><b>Practical Training Includes:</b></p> <ul style="list-style-type: none"> <li>• Hands-on application of first aid techniques for common workplace injuries.</li> <li>• Identifying and using first aid supplies effectively.</li> <li>• Simulated scenarios to practice quick and efficient emergency responses.</li> </ul> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Understand the legal and practical requirements for workplace first aid.</li> <li>• Develop skills to respond confidently and competently in emergency situations.</li> <li>• Assess and adapt first aid measures to match workplace-specific hazards.</li> </ul> <p>This module equips participants with foundational first aid knowledge and skills, ensuring a safer and more responsive work environment.</p>
<b>12.30pm - 2:00pm</b>	<b>Lunch Break</b>
<b>2:00pm – 3:30pm</b>	<p><b>Module 10: Hazard Identification, Risk Assessment, and Risk Control (HIRARC)</b></p> <p>This module provides a comprehensive understanding of HIRARC, a crucial framework in workplace safety for identifying, assessing, and controlling hazards effectively.</p> <p><b>Key Topics:</b></p> <p><b>1. Fundamentals of HIRARC:</b></p> <ul style="list-style-type: none"> <li>○ Definition and significance of HIRARC in workplace safety.</li> <li>○ Overview of its key roles in hazard management.</li> </ul> <p><b>2. Job Safety Analysis (JSA) Process:</b></p> <ul style="list-style-type: none"> <li>○ Step-by-step breakdown of JSA for task-specific risk identification and mitigation.</li> </ul> <p><b>3. Risk Management Tools:</b></p> <ul style="list-style-type: none"> <li>○ Utilization of tools and techniques for systematic hazard analysis and control.</li> </ul>



	<p>4. <b>Types of Workplace Hazards:</b></p> <ul style="list-style-type: none"> <li>○ Identification and classification of hazards.</li> <li>○ Risk associations with specific workplace hazards.</li> </ul> <p>5. <b>Accident Preventive Assessment (Practical):</b></p> <ul style="list-style-type: none"> <li>○ Recognizing potential losses associated with workplace hazards.</li> <li>○ Applying the <b>Hierarchy of Control</b> to mitigate risks effectively.</li> </ul> <p>6. <b>Advanced Hazard Analysis Techniques:</b></p> <ul style="list-style-type: none"> <li>○ <b>Qualitative Techniques:</b> Evaluating hazards based on descriptive risk factors.</li> <li>○ <b>Quantitative Techniques:</b> Numeric evaluation of risk severity and likelihood.</li> <li>○ <b>Likelihood Potential:</b> Determining the probability of hazard occurrence.</li> <li>○ <b>Risk Evaluation (Severity):</b> Assessing the impact of hazards on operations and personnel.</li> </ul> <p>7. <b>Policy Development and Implementation (Practical):</b></p> <ul style="list-style-type: none"> <li>○ Creating a <b>Vision and Mission Statement</b> aligned with safety objectives.</li> <li>○ Drafting and presenting a <b>Safety &amp; Health Policy Statement</b>.</li> <li>○ Conducting a <b>Risk Assessment</b> and presenting findings with actionable recommendations.</li> </ul> <p>8. <b>Action and Recommendations for Management:</b></p> <ul style="list-style-type: none"> <li>○ Formulating practical safety strategies.</li> <li>○ Proposing risk control measures to management for effective implementation.</li> </ul> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Develop the ability to identify workplace hazards and assess associated risks.</li> <li>• Gain hands-on experience in conducting risk assessments and proposing preventive measures.</li> <li>• Understand the importance of safety policies and communicate them effectively to stakeholders.</li> </ul> <p>This module combines theoretical knowledge with practical application to empower participants in building a safer and healthier workplace.</p>
3:30pm - 3:40pm	<b>Tea Break</b>
3:40pm - 4.45pm	<p><b>Module 11: Behavioural-Based Safety</b></p> <p>This module explores the importance of behaviour in shaping a safety culture and improving workplace safety through behavioural interventions.</p> <p><b>Key Topics:</b></p>



	<ol style="list-style-type: none"> <li>1. <b>Introduction to Behavioural Safety Approach:</b> <ul style="list-style-type: none"> <li>○ Overview of Behavioural-Based Safety (BBS) and its role in preventing accidents and injuries.</li> <li>○ Key principles of BBS in creating a proactive safety culture.</li> </ul> </li> <li>2. <b>The Influence of Behaviours and Actions on Culture:</b> <ul style="list-style-type: none"> <li>○ Understanding how individual and collective behaviours shape safety culture.</li> <li>○ The role of attitudes and perceptions in influencing workplace safety practices.</li> </ul> </li> <li>3. <b>Impact of Behaviours on System Performance:</b> <ul style="list-style-type: none"> <li>○ How behaviours contribute to the overall performance of safety systems.</li> <li>○ Identifying unsafe behaviours and their effects on the efficiency and safety of operations.</li> </ul> </li> <li>4. <b>Safety Behaviours in Emergency Situations:</b> <ul style="list-style-type: none"> <li>○ Training workers to respond appropriately in emergency situations based on learned safety behaviours.</li> <li>○ The importance of maintaining composure and following safety protocols during emergencies.</li> </ul> </li> <li>5. <b>Social Consequences for Safety:</b> <ul style="list-style-type: none"> <li>○ The role of peer influence and social dynamics in promoting safe or unsafe behaviours.</li> <li>○ Encouraging positive reinforcement and corrective measures to ensure compliance.</li> </ul> </li> <li>6. <b>Setting a Baseline for Safety Improvement Goals:</b> <ul style="list-style-type: none"> <li>○ Using behaviour data to establish a baseline and track safety performance.</li> <li>○ Setting realistic and measurable goals for continuous improvement in safety behaviour.</li> </ul> </li> <li>7. <b>Continuous Improvement Through Behavioural Metrics:</b> <ul style="list-style-type: none"> <li>○ Utilizing behavioural safety metrics to assess progress and identify areas for improvement.</li> <li>○ Strategies for refining safety behaviours and further strengthening workplace safety culture.</li> </ul> </li> </ol> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Understand the role of behaviour in influencing workplace safety.</li> <li>• Learn to identify and address unsafe behaviours to prevent accidents.</li> <li>• Develop strategies to create and maintain a culture of safety through behavioural change.</li> </ul> <p>This module provides valuable insights into how behaviour shapes safety outcomes and equips participants with the tools to foster a proactive and positive safety culture in the workplace.</p>
4:50pm - 5:00pm	<p><b>Q&amp;A and Certificate Presentation</b></p> <p>This session provides an opportunity for participants to clarify any doubts</p>



	<p>or questions related to the training content. It fosters interactive discussion and ensures full understanding of the material covered.</p> <p><b>Key Components:</b></p> <p>Q&amp;A Session:</p> <p>Participants can ask questions related to the course material. Trainers will address any queries to ensure clarity and reinforce key concepts.</p> <p>Certificate Presentation:</p> <p>Participants who have successfully completed the training will be awarded a certificate of completion. Certificates will be presented to each participant in recognition of their commitment to improving workplace safety.</p> <p>This session marks the culmination of the training, reinforcing learning outcomes and formally acknowledging the participants' achievement.</p>
<b>5:00pm</b>	<b>End</b>

