

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 course is designed for individuals directly involved in confined space work, including:

- **Authorized Entrants:**
 - Workers permitted to enter confined spaces to perform specific tasks under the defined safety protocols.
- **Standby Personnel:**
 - Individuals assigned to monitor and support entrants, ensuring compliance with safety measures and readiness for emergency response.

These roles are critical to maintaining safety and efficiency during confined space operations.

Entry Requirements

1. Language Proficiency: Ability to read, write, and communicate effectively in Malay or English
2. Certification Prerequisite: Successful completion of the Authorized Entrant & Standby Person course.

Course Methodology

1. **Lectures:**
Comprehensive theoretical sessions to provide foundational knowledge and insights into confined space safety and procedures.
2. **Practical Exercises:**
Hands-on training to apply concepts and develop skills required for real-world confined space operations.

Certification

Participants who successfully complete the 1-day training will be awarded a Certificate of Completion in "Confined Space Authorized Entrant & Standby Person (AESP)".



Additionally, a Competency Card will be issued, valid for 2 years, serving as official recognition of their qualification.

**CONFINED SPACE
AUTHORISED ENTRANT & STANDBY PERSON(AESP)**

Training Provider	Safety Training Consultancy
MY COID	LLP0019189LGN
Trainer	Mr Sivadas Kunjan
Program Subject	Authorised Entrant & Standby Person (AESP)
HRDC Program Number	HRDF No: 10001336569
Duration	1 day
Time	9:00am - 5:00pm
Payment Term	HRDC Grand / CASH

TRAINING AGENDA (DAY 1)

9:00am - 9:20am	<p>New Legislation of OSHA</p> <ul style="list-style-type: none"> • FACTORIES AND MACHINERY ACT 1967 [ACT139] (Removed and added in OSH 1994 Act 514) • BUILDING OPERATIONS AND WORKS OF ENGINEERING (BOWEC CONSTRUCTION) (SAFETY) REGULATIONS 1986 • OCCUPATIONAL SAFETY AND HEALTH Act 1994 (Act 514) • Occupational Safety & Health 1994 Act514 (Amendment 2022)
9:20am - 10.30am	<p>Module 1: New Amendment Bill Legislation</p> <p>Occupational Safety & Health Act 1994 (Act 514) - Amendment 2022 This section highlights the key changes introduced in the amended OSHA to ensure comprehensive workplace safety:</p> <ol style="list-style-type: none"> 1. Expanded Coverage: The amended OSHA applies to all workplaces. 2. New Duties: <ul style="list-style-type: none"> • Principal, Employer, and Self-Employed Persons: Mandatory Hazard Identification, Risk Assessment, and Risk Control (HIRARC).



	<ol style="list-style-type: none"> 3. Occupational Safety and Health Coordinator: Requirement to appoint a coordinator for safety and health matters. 4. Right to Remove from Danger: Employees are entitled to withdraw from work situations posing imminent danger. 5. Stricter Penalties: Enhanced penalties for non-compliance by employers, self-employed individuals, principals, and manufacturers. 6. Liability of Directors and Office Bearers: Accountability for safety violations is now joint and several. 7. Plant Inspection: Mandatory inspection and certification of plant safety and fitness. 8. Workplace Notifications: Obligation to notify authorities of workplace occupancy, plant installation, and inspections.
10:00am - 10:30am	Tea Break
10.30am - 12.30pm	<p>Module 2: Procedure Requirements</p> <p>Confined spaces are categorized into two groups:</p> <ol style="list-style-type: none"> 1. Non-Permit Confined Spaces: <ul style="list-style-type: none"> ○ Spaces that pose minimal risks and do not require special entry procedures. 2. Permit-Required Confined Spaces: <ul style="list-style-type: none"> ○ These are high-risk areas that necessitate additional precautions. Before entry, a qualified person must complete a safety checklist, commonly referred to as a Permit to Work, to ensure all hazards are identified and controlled. <p>This module emphasizes the importance of following proper procedures to safeguard workers in confined spaces.</p> <p>Module 3: Legal Requirements Pertaining to Confined Space</p> <p>This module covers the essential legal aspects of confined space work, ensuring compliance with safety regulations.</p> <p>Key Topics:</p> <ul style="list-style-type: none"> • Hazard Identification: <ul style="list-style-type: none"> ○ Recognize and assess hazards present in confined spaces. • Protective Gear and Equipment: <ul style="list-style-type: none"> ○ Understand the necessary protective gear and equipment required for safe entry into confined spaces. • Duties and Responsibilities: <ul style="list-style-type: none"> ○ Define the roles and responsibilities of authorized, competent persons, including Authorized Entrants and Standby Persons.



	<ul style="list-style-type: none"> • Qualified Competent Persons: <ul style="list-style-type: none"> ○ Ensure that only qualified and competent personnel are designated as Authorized Entrants and Standby Persons, in accordance with legal requirements. <p>This module ensures participants are fully aware of their legal obligations and the importance of safety and competency in confined space operations.</p> <p>Module 4: AESP Requirements</p> <p>This module focuses on the essential requirements for Authorized Entrants and Standby Persons (AESP) in confined space operations.</p> <p>Key Topics:</p> <ul style="list-style-type: none"> • Legal Requirements: <ul style="list-style-type: none"> ○ Understand the legal obligations related to confined space work, ensuring compliance with relevant safety regulations. • Hazard Identification: <ul style="list-style-type: none"> ○ Recognize and assess the presence of potential hazards in confined spaces. • Confined Space Entry Procedures: <ul style="list-style-type: none"> ○ Learn and apply the correct entry procedures for safely accessing confined spaces. • Personal Protective Equipment (PPE): <ul style="list-style-type: none"> ○ Properly select and use the required PPE and other safety equipment essential for confined space work. <p>This module ensures that participants are equipped with the knowledge to safely perform their duties as Authorized Entrants or Standby Persons</p>
2.00pm - 3.30pm	<p>Module 5: Confined Space Safety Precautions</p> <p>This module focuses on key safety precautions to ensure the protection of workers when operating in confined spaces.</p> <p>Key Topics:</p> <ul style="list-style-type: none"> • Head, Hand, and Foot Protection: <ul style="list-style-type: none"> ○ Proper use of personal protective equipment (PPE) for head, hands, and feet to prevent injuries in confined spaces. • Safe Systems of Work: <ul style="list-style-type: none"> ○ Implementing structured, safe work practices to minimize risks during confined space operations. • Ventilation:



	<ul style="list-style-type: none"> ○ Ensuring proper ventilation to maintain a safe atmosphere and reduce hazardous gases or fumes. • Isolation of Hazards: <ul style="list-style-type: none"> ○ Effective isolation of potential hazards, including gas, water, and electricity, to prevent accidents and injuries. <p>This module equips participants with essential safety practices to mitigate risks while working in confined spaces.</p>
3.30pm – 3:45	Tea Break
3:45pm – 5:00pm	<p>Module 6: Personal Protective Equipment (PPE)</p> <p>This module covers the essential Personal Protective Equipment (PPE) required for confined space work, ensuring that workers are adequately protected from potential hazards.</p> <p>Key Topics:</p> <ul style="list-style-type: none"> • Head, Hand, and Foot Protection: <ul style="list-style-type: none"> ○ Proper PPE for head, hands, and feet to prevent injuries from impact, sharp objects, or heavy equipment. • Eye and Hearing Protection: <ul style="list-style-type: none"> ○ Use of protective eyewear and hearing protection to safeguard against eye injuries and harmful noise levels. • Waterproof and Thermal Clothing: <ul style="list-style-type: none"> ○ Wearing appropriate clothing to protect against environmental conditions such as wet or cold environments. • Respirators and Breathing Apparatus: <ul style="list-style-type: none"> ○ Selection and use of respiratory protection to guard against harmful airborne substances in confined spaces. • Safety Harnesses: <ul style="list-style-type: none"> ○ Appropriate safety harnesses to prevent falls and ensure safe movement within confined spaces. <p>This module ensures participants understand the full range of PPE necessary to perform work in confined spaces safely</p>
5:00pm	End

