



**HRDF**  
Claimable

\*subject to approval



FMM EASTERN BRANCH SEMINAR ON

# WORKPLACE ERGONOMICS, RISK ASSESSMENT AND OCCUPATIONAL INJURIES – DO YOU AWARE?

November 22 – 23, 2017 9.00 am – 5.30 pm The Rocana Hotel

## WHO SHOULD ATTEND

Safety, Health and Environment Managers / Supervisors,  
Safety Committee members and workers who are  
involved in implementing and undertaking  
manual handling works at work place

## PROGRAMME

| DAY 1    |  |
|----------|--|
| 8.30am   | Registration   |
| 9.00 am  | DOSH: SOHELP – The New DOSH Initiative   |
| 10.30 am | Morning Break & Networking Session   |
| 11.00 am | The Human Mind In Ergonomic<br>Anthropometric Study and Body Symptom<br>Survey |
| 12.00 pm | Body and Mind Reflection   |
| 1.00 pm  | Lunch & Networking Session   |
| 2.00 pm  | Cont... Body and Mind Reflection   |
| 3.00 pm  | Human Factor and Cognitive Ergonomic   |
| 3.30 pm  | Afternoon Break & Networking Session   |
| 4.00 pm  | Cont... Human Factor and Cognitive<br>Ergonomic                                |
| 4.30 pm  | Human Engineering  |
| 5.30 pm  | End of Day One   |

| DAY 2    |  |
|----------|--|
| 8.30am   | Registration   |
| 9.00 am  | SOCISO: Skim Bencana Pekerjaan   |
| 10.30 am | Morning Break & Networking Session   |
| 11.00 am | Organizing and Managing Work   |
| 12.00 pm | 118 Ergonomic Point To Consider When Do<br>The Risk Assessment   |
| 1.00 pm  | Lunch & Networking Session   |
| 2.00 pm  | Cont... 118 Ergonomic Point To Consider<br>When Do The Risk Assessment   |
| 3.00 pm  | Ergonomic Risk Guideline 2017  |
| 3.30 pm  | Afternoon Break & Networking Session   |
| 4.00 pm  | Prevention Program at Workplace <ul style="list-style-type: none"> <li>• SHO / OSH Responsibility</li> <li>• SOHELP - Application</li> </ul> |
| 5.30pm   | End of Programme   |

## INTRODUCTION


Ergonomic is the science of fitting the workplace conditions (e.g. machine, tools, materials, etc.) and job demands to the capabilities of the employees. Effective and successful “fits” assure high productivity, avoidance of illness and injury risks, and increased satisfaction among the work force.

In Malaysia, back injuries (low back pain) are some of the most common and costly injuries in the work place. Some of the causes of ergonomic related injuries or sickness at workplace are improper lifting, faulty posture, overuse of certain muscles and joints, stress and fatigue, poor general health, trauma, etc.

The programme is designed to increase an awareness of the risk of ergonomic and preventive programme. By end of the the programme, participants will be able to:

- The ability to define ‘Ergonomic Risk’
- Overview of legislation applicable on Ergonomic assessment
- Conduct the Risk Assessment on Ergonomic
- Identify accident causation and preventive programme
- Apply the legal requirement, knowledge, attitude and skill in SMART (Simple Measurable, Achievable, Rewarding & Time to Achieve)

For further information, please do not hesitate to contact  
Puan Hafizah / Puan Hanis or Ms Rajeswary  
at tel no.: 09-515 6858 / 6857, fax no.: 09-515 6855  
or e-mail: [fmmeastern@fmm.org.my](mailto:fmmeastern@fmm.org.my)

  
Hafizah binti Ismail  
Executive In-Charge, FMM Eastern Branch

FMM EASTERN BRANCH SEMINAR ON  
**WORKPLACE  
 ERGONOMICS, RISK  
 ASSESSMENT AND  
 OCCUPATIONAL  
 INJURIES –  
 DO YOU AWARE?**

**November 22 - 23, 2017**  
**9.00 am – 5.30 pm**  
**The Rocana Hotel, Kuantan, Pahang**



**REGISTRATION & PAYMENT**

Attendance is by prior registration only.  
 \*Registration form must be completed and returned to FMM Eastern by **November 16, 2017** with the correct payment in crossed cheque or bank draft made in favour of **Federation of Malaysian Manufacturers** and bank-in payment under Account No. **5-56011-06326-9**. SWIFT Code: **MBBEMYKL**. FMM GST Registration No.: 001714290688.  
 \*To e-mail or fax deposit slip to FMM for issuance of Official Receipt.

**CANCELLATION & REFUND**

- Cancellation must be in writing with Reasons
- 7 days before the course – **No payment charged**
- 3 - 6 days before the course – **50% payment charged**
- > 3 days before the course – **FULL payment charged**
- Replacement can be accepted at no additional cost.
- **Registered participants who did not turn up will be billed accordingly**
- FMM Eastern reserves the right to change the facilitator, date and To vary/cancel the workshop should unavoidable circumstances arise. All effort will be taken to inform participants of the changes.

**REGISTRATION FORM**

Fax : 09-515 6855

To : FMM Eastern Branch  
 (Attn: Puan Hafizah / Puan Hanis / Cik Rajes)

Please register the following participant(s) for the above:

| No. | Name  | Designation |
|-----|-------|-------------|
| 1.  | ..... | .....       |
| 2.  | ..... | .....       |
| 3.  | ..... | .....       |
| 4.  | ..... | .....       |

(Please attach a separate sheet if space is insufficient)

\*Is vegetarian meal required?     Yes     No

Enclosed is our cheque no: ..... For RM .....  
 Being payment for the registration of ..... participant (s)  
 made in favour for the Federation of 'Malaysian  
 Manufacturers'

Submitted by

Name: .....

Designation: .....

Company: .....

Address: .....

.....

.....

Tel: ..... Fax:..... Membership No: .....

E-mail:.....

GST Registration No.: .....

**ADMINISTRATIVE  
 DETAILS**

Date : November 22- 23, 2017  
 (Wednesday & Thursday)

Time : 9.00 am – 5.30 pm

Venue : The Rocana Hotel  
 Lorong Tun Ismail 8,  
 Sri Dagangan Business  
 Centre II, 25000 Kuantan,  
 Pahang.

Fee : Members –  
 RM954.00 / per pax  
 Non Members –  
 RM1,060.00 / per pax

(Fee is inclusive 6% of GST and inclusive of Materials,  
 Refreshments, and Lunch & Attendance Certificate)

**GROUP DISCOUNT**  
**10% FOR 3 PERSONS AND MORE**  
**FROM THE SAME COMPANY**



**15 DOSH CEP POINTS  
 AWARDED**