



Organised by **FMM INSTITUTE** (475427-W) **Perak Branch**
Centre For Professional Development



FMM OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

1 JULY 3, 17, & 24, 2022 (SUNDAYS)

🕒 9.00 AM – 5.00 PM 🏠 FMM INSTITUTE, PERAK

**ACCREDITED
BY DOSH!!!**

In line with the OSH Strategic Plan SME 2020, ALL SMEs are required to appoint at least one employee as a "Trained Person for Occupational Safety and Health Coordinator (OSH-C)".

....INTRODUCTION....

Department of Occupational Safety and Health (DOSH) developed the Occupational Safety and Health Strategic Plan for the Small and Medium Industries Sector (SME 2020). It was designed to enhance OSH management in SMEs so that the vision of implementing a workplace prevention culture is achieved.

In line with the SME 2020 and to enhance the number of Occupational Safety and Health practitioners, **each SME company is required to appoint at least one employee as a "Trained Person for Occupational Safety and Health Coordinator (OSH Coordinator)".**

....COURSE CONTENTS....

- ❑ Topic 1 : **Reality of Small and Medium Industries in Malaysia**
- ❑ Topic 2 : **Introduction to Role and Function of the Department**
- ❑ Topic 3 : **Basic Management of OSH SMIs**
- ❑ Topic 4 : **Chemical Management**
- ❑ Topic 5 : **Introduction to Occupational Diseases**
- ❑ Topic 6 : **Work Related Road Safety (WRRS)**
- ❑ Topic 7 : **Hazard Identification, Risk Assessment and Risk Control**
- ❑ Topic 7.1 : **Practical Exercise on HIRARC**
- ❑ Topic 8 : **Material Storage and Handling**
- ❑ Topic 9 : **Work Station Design & Lighting**
- ❑ Topic 10 : **Productive Machine Safety**
- ❑ Topic 11 : **Premises and Work Related Facilities**

DUTIES OF OSH-C:

"Each Employer is required to appoint at least one OSH-Coordinator to manage Occupational Safety and Health requirements, assist employer by reporting OSH statistic and performance to DOSH and promote safety culture at the workplace".

For further details, please contact
Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar
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✉ fmmperak@fmm.org.my

...TRAINERS....

1. **MR KONASAIGRAN A/L ALAGAN** holds a Master of Science from University Waikato, New Zealand. He has since worked in the local university embarked on research projects funded by the International Tin Council. Subsequently, he joined a leading multi-national glass manufacturer and over the past twenty five years, has worked in the production encompassing productivity/process improvements, safety, Total Productive Maintenance, waste elimination activities, quality, procurement and in the last six years in Human Resources.

MR KONASAIGRAN'S areas of expertise are Quality, Safety, 5S and Forklift Driving. He has developed and trained many supervisors / line leaders, technicians, engineers and managers in 7QCC, Poka Yoke, Productivity and Quality Management, Problem Solving Tools, 5S, Safety and Health Awareness, HIRARC, Chemical Handling, Total Productive Maintenance, Safe Forklift Driving and Safe Forklift and Reach Truck Driving and many more.

2. **MR. BALAKUMARAN A/L MAHALETCHU MANAN** has more than 20 years of practical experience in the field of Environment, Health & Safety (EHS), in various industries ranging from PCB assembly, chemical, rubber, palm oil, furniture, semiconductor, quarry, plastics, foundry, printing, cement, plantation to construction. He holds a Bachelor of Science (Hons) in Chemistry and Master in Environmental (M. Env.) and is an Accredited Safety Auditor with Quality Society of Australia (QSA). He has developed ISO 14001EMS, OSHAS 18001 and CHRA for many industries in Malaysia. He is a registered Safety and Health Officer, Chemical Assessor, Authorized Gas Tester with DOSH, Malaysia. Currently he is pursuing his studies in NEBOSH Oil and Gas certification, UK.

MR. BALAKUMARAN is a certified trainer registered with PSMB and has conducted various Public and In-House training related to Environmental, Health and Safety in Malaysia and independent audits in Singapore, Australia, New Zealand, China, Japan, Europe and India. His clients are inclusive of Guthrie, F&N Dairies, Matsushita, B.Braun Medical, Goodyear, Mattel Tools, Ayammas, Sime Darby, HEP Electroplating, Trim Technologies, Komag, Texchem, Sony Audio, Pheonix Pipe, Daikin, Jabil Circuit, Amsteel, MOX, Pan-century Edible Oil and many others.

...OBJECTIVES....

The course is designed to meet the following objectives:

- ▶ Provide in-depth professional knowledge of the purpose, objective and importance of OSH Coordinator in an organisation
- ▶ Enhance the legal knowledge pertaining to OSH Coordinator and be acquainted with necessary know-how and techniques for performing duties as OSH Coordinator
- ▶ Create and promote the safety culture in the work place, and provide the knowledge pertaining to OSH compliance and
- ▶ Provide the knowledge to manage and maintain the Occupational Safety and Health documents

...WHO SHOULD ATTEND....

Department Heads, Safety and Health Committee members, HR Personnel, Supervisors and others from various sectors of industries.

...CERTIFICATION....

Participants are required to attend all scheduled classes of the course.

There is a minimum requirement of **80 % attendance** before participants can be considered for the **Certificate of Attendance** issued by FMM Institute Perak.



....COURSE STRUCTURE.....

- 1) Contact Days: **3 days (Scheduled Sundays)**
- 2) Contact Hours: **21 hours**
- 3) Time: **9.00 am – 5.00 pm**
- 4) Medium of Instruction: **English**

....TIME TABLE

- July 3, 2022 ~ Topic 1 – 5
July 17, 2022 ~ Topic 6 – 7.1
July 24, 2022 ~ Topic 8 – 11

ADMINISTRATIVE DETAILS...

Venue **FMM Institute Perak,**

**No 1, Lorong Raja DiHilir,
30350 Ipoh, Perak**

Fees **FMM Members RM954.00/pax**
Non-Members RM1,272.00/pax
Self-Sponsored RM954.00/pax

- Fees inclusive of Service Tax at 6%, Course Materials, Refreshment and Certificate of Attendance
- Lunch is NOT provided.

DISCLAIMER

The FMM Institute Perak reserves the right to change the facilitator, date and to vary/cancel the programme should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing / Mailing** the completed **Registration Form** to FMM institute Perak, you are **deemed** to have read and **accepted** the terms and conditions. The course would also be **deemed** as **confirmed** unless informed otherwise.
- For **SBL-Khas, employer's HRDF grant Approval** must be forwarded to FMM Institute Perak **at least 3 days before the Training date.**

PAYMENT

- For **SBL Khas Scheme**, an **Attendance of 100%** is a **MUST**, in any case, **employers will be billed** in full.
- Cheques must be made in favour of **'FMM Institute'**.
- FMM Institute SST Registration No: **W10-1901-32000105**

CANCELLATION / DISCONTINUATION

- Must be in Writing with Reasons
- 7 days before the course commences – **No payment charged**
- 3 – 6 days before the course commences – **50% payment charged**
- < 3 days before the course commences – **Full payment charged**
- **Participants who did not turn-up will be charged full payment.**
- Replacements can be accepted at no additional cost.
- For **discontinuation, payment made will be forfeited.**

~ Registration Form ~

FMM OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

FMM Institute

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

**CLOSING DATE:
JUNE 24, 2022**

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation
	NRIC	HP No
2.	Name	Designation
	NRIC	HP No
3.	Name	Designation
	NRIC	HP No

(Please attach a separate list if space is insufficient)

We hereby confirmed that (Please tick (✓) in appropriate box):-

We **will be claiming under HRD Corp Claimable Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances

We will **NOT BE CLAIMING under HRD Corp Claimable Scheme**. Enclosed cheque/bank draft No _____ for RM _____ being payment for ___ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	