



**FMM Institute** (475427-W)  
Perak

**OSH-C Course**

# **OCCUPATIONAL SAFETY & HEALTH COORDINATOR (OSH-C)**

**JANUARY 10, 17 & 31, 2021**

**ACCREDITED  
BY  
DOSH**

**SBL SCHEME**

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)".**

## **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

## **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 : **Hazard Identification, Risk Assessment and Risk Control**
- Topic 6.1 : **Practical Exercise on HIRARC**
- Topic 7 : **Material Storage and Handling**
- Topic 8 : **Work Station Design & Lighting**
- Topic 9 : **Productive Machine Safety**
- Topic 10 : **Premises and Work Related Facilities**

### **Course Structure**

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

### **Who Should Attend**

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

### **Time Table**

**January 10, 2021 : Topic 1 - 5**  
**January 17, 2021 : Topic 6 and 6.1**  
**January 31, 2021 : Topic 7 - 10**

### **Duties of OSH-C :**

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

## 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.

## TRAINER

**Encik Izil Kamal bin Abdul Jalil** holds a MBA, B Eng (Hons.) in Chemical Engineering, Diploma in Industrial Chemistry and Certificate in Electrical Process Instrumentation. He had also attended numerous Train-the-Trainer program from NIOSH & HRDC (PSMB) Train-the-trainer) and various risk, safety, technical and management skill trainings. He is also a QESH lead assessor and member of IChemE (Institution of Chemical Engineers). He initially pursued his industrial careers with a tyre-making industry, then pursued a career in Electronics storage memory devices & Integrated circuit industries in Quality HR/EHS and Facilities departments. He had developed Behaviour-based Safety program in his previous company, which involves strategizing towards Safety Workplace Culture and Self-motivated Leadership/ Supervisory.

**Encik Izil Kamal** has conducted numerous Public and In-house courses on areas of Management systems, Leadership/ Motivation/ Supervisory & Teambuilding Soft skills, 5S, EHS since 2000. He has also conducted audits/inspections and presented papers at seminars organized by government agencies and higher learning institutions. Currently he is one of the trainers for Certificate in Safety and Health Officer & Certificate in Executive Certificates courses at FMM and a Tutor in Bachelor in OSH Management in Open University Malaysia (OUM).



## CONTACT DETAILS

Mr. Mahinder / Ms Nicole / Puan Eda  
Tel No. : 05-5488660 Fax : 05-5488221  
Email : [fmmperak@fmm.org.my](mailto:fmmperak@fmm.org.my)

## ADMINISTRATIVE DETAILS

Venue : **FMM Institute Perak**

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

Fees : **FMM Members – RM 954.00 per participant**  
**Non-Members – RM 1,272.00 per participant**  
**Self-Sponsored – RM 954.00 per participant**

- Fee stated above is Inclusive of Service Tax @ 6%
- Fee include Course Materials, Refreshment and Certificate of Attendance. Lunch is NOT provided.

### 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.
- Will be based on First-Come-First-Served basis.

### Payment :

- Cheques** made in favour of '**FMM Institute**' should be forwarded to **FMM Institute Perak**.
- For **SBL Scheme**, an **Attendance of 100%** is a **MUST**, in any case, **employers will be billed** in full.

### 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.**

### Disclaimer :

The FMM 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 FORM

**FMM Institute Perak** Fax : 05-5488221  
(Attn: Mr. Mahinder / Puan Edarozine)

Dear Sir,

Please register the following participants for the above Training :

Name :	_____
Designation :	_____
IC No :	_____ HP No :
Name :	_____
Designation :	_____
IC No :	_____ HP No :
Name :	_____
Designation :	_____
IC No :	_____ HP No :

(Please attach a separate list if space is insufficient)

Enclosed is our Cheque No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for the registration of \_\_\_\_\_ participant(s) made in favour of the '**FMM Institute**'

Submitted by:

Name :	_____
Designation:	_____
Company :	_____
Address :	_____
(O/H)	_____
Tel No.:	Fax No.:
M/ship No.:	Email :

**Closing Date :**  
**December 31, 2020**

