



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-6277 6712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my

Hybrid Mode

(MC) OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)



**ACCREDITED
BY DOSH**

In line with the Strategy 6 SME 2020, to enhance the number of Occupational Safety and Health practitioner, each of SMEs Company is required to appoint at least one employee as a “Trained Person for Occupational Safety and Health Coordinator (OSH Coordinator)”.

Course 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 Details

Date: Aug 15, 17, 22, 24 & 26, 2022

Fees: FMM Member RM954.00 per pax
(Inclusive of 6% Service Tax)
Non Member RM1,272.00 per pax
(Inclusive of 6% Service Tax)

Training Platform: TalentLMS & Zoom



Who Should Attend

Safety and Health members, Human Resource Officers and Supervisors from various sectors of industries

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



**(MC) 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

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

COURSE SCHEDULE

Date	Webinar	Self-Learning/Quiz/Activity
August 15, 2022	3 hours	10 hours
August 17, 2022	4 hours	
August 22, 2022	2 hours	
August 24, 2022	2 hours	
August 26, 2022	2 hours	



REGISTRATION FORM

(MC) OCCUPATIONAL SAFETY AND HEALTH COORDINATOR

Date: Aug 15, 17, 22, 24 & 26, 2022

Venue: Remote Online Training

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. : _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

HRD Corp Claimable Non Contributor Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No : _____ GST Registration No: _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:
Enclosed cheque/bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of "FMM Institute".