INTRODUCTION
Ergonomics is the scientific discipline with designing according to the human needs, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance. The field is also called human engineering or human factors.

Workplaces may either take the reactive or proactive approach when applying ergonomics practices. Reactive ergonomics is when something needs to be fixed, and corrective action is taken. Proactive ergonomics is the process of seeking areas that could be improved and fixing the issues before they become a large problem. Problems may be fixed through equipment design, task design, or environmental design. Equipment design changes the actual, physical devices used by people. Task design changes what people do with the equipment. Environmental design changes the environment in which people work, but not the physical equipment they use.

This course is a comprehensive two day package including group training sessions, latest evidence-based practice, basic anatomy and physiology, role play scenarios, specific practice in adjusting equipment and modifying work postures by making changes to workstation set up.

OBJECTIVES
1. Understand the fundamental of ergonomics assessment method corresponding to each ergonomics risk factors;
2. Identify appropriate method for assessment of each corresponding ergonomics risk factors;
3. Conduct simple ergonomics assessment of workers for each work activities at workplace based on DOSH ERA Guidelines at the workplace and ILO checklist for DOSH’s SoHelp Program and
4. Carry out simple survey of ergonomics-related injuries or musculoskeletal disorders among employees.

CONTENTS

Day 1
• Introduction to ergonomics
• Ergonomics Risk Assessment at the workplace (ERA) and Initial ERA
• Initial Ergonomics Risk Assessment (ERA) – Work Group
• Report writing of Initial Ergonomics Risk Assessment

Day 2
• Introduction to Ergonomics checklist by ILO
• Introduction to Advanced ERA
  ❖ Forceful exertion
  ❖ Repetition
  ❖ Vibration
  ❖ Environmental Ergonomics
• Introduction to Advanced ERA – Group Work
• Report writing of Advanced Ergonomics Risk Assessment

The 2 day training covers the following:
1. Introduction to Ergonomics Risk Assessment (ERA)
2. Ergonomics risk assessment: Planning and conducting
3. Process for initial ergonomics risk assessment
4. Process for advanced ergonomics risk assessment
5. Ergonomics approach: Hierarchy of control
7. Ergonomics checklist based on ILO checklist for DOSH’s SoHelp Program
**WHO SHOULD ATTEND**
OSH Practitioners & Consultants, Safety & Health Officers, Safety Engineers, Safety & Health Committee Members, Occupational Health Nurses, Occupational Health Doctors, Business Owners, Human Resource Executives & Managers

**PARTICIPANT FEES**
- **FMM Member**: RM1000.00 per participant
- **Non-Member**: RM1200.00 per participant

(All fees are inclusive 0% GST charge, course materials, lunch and refreshments)

*Participants who register but do not attend, will be billed.*

**REGISTRATION FORM**
**Ergonomics Risk Assessment Method for OSH Practitioners-Initial Level**
(based on DOSH 2017 New Guideline)
July 30-31, 2018 (Monday-Tuesday), M Hotel, Kuching

FMM Institute, Sarawak Branch  
Level 5 (South), Wisma STA, 26 Jalan Datuk Abang Abdul Rahim, 93450 Kuching, Sarawak  
(Attn: Cik Cecilia Pang / Cik Beatrice / Encik Farrez Teh  Tel: 082-332784/7  Fax: 082-332785)

**TIME, DATE AND VENUE**
- **Date**: July 30-31, 2018 (Monday-Tuesday)
- **Time**: 8.30 am – 4.30 pm
- **Venue**: M Hotel, Kuching  
  Jalan Datuk Abang Abdul Rahim, 93450 Kuching, Sarawak

**REGISTRATION**
Completed registration form with cheque made in favour of **FMM Institute** should be forwarded to FMM Institute before **July 23, 2018**. Those who register but do not turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 - 6 days and full refund for cancellation 7 days prior to the programme. However, replacement will be accepted at no additional cost. FMM Institute reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of any changes.

(Registration of four (4) or more participants from the same organization will enjoy ONE complimentary seat for fifth (5) participants)

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Enclosed cheque/bank draft No. ______________ for RM________ being payment for ____ participant(s) made in favour of the “FMM Institute”

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