HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL (HIRARC)
Date: 19-20 Aug 2015 Venue: FMM Office, Sungai Petani, Sungai Petani

A critical element of Occupational Safety & Health Management System (OHSMS) is the ability to identify hazards and to evaluate and control your risk. Getting this element right can make the difference not only in assuring your safety levels but also to assist you to make sound business decisions based on an increased understanding of your corporate exposure to risk. This course helps you get started on ensuring compliance to Malaysia’s Occupational Safety and Health (OSH) Law, as well as the international Occupational Health and Safety Management System Standard - OHSAS 18001.

“How are you able to assure that your organization has a safe system of work and harm if any, is recognized, contained, eliminated and/or minimized?”

Hazard Identification, Risk Assessment and Control (HIRAC) are the starting point whereby potential harm or danger is uncovered, and its magnitude and risk analysed, so that the appropriate controls can be put in place. It provides surety of compliance to legislative, as well as management system requirements.

It is intended to provide the participants with a higher level understanding of the subject. Using real life examples, the participants will be shown how taking a proactive and structured approach can positively impact your ability to identify hazards and evaluate risk before an event or incident takes place. At the end of the course, participants is equipped with the skills and techniques to identify hazards, analyse risk and put in place meaningful controls in the form of proactive in ways that participants can:

- Provide your OHS Management System with the vital tools it needs to become an effective business tool
- Reduce corporate exposure to risk by effectively and proactively identifying your risks and hazards
- Rationalise your risks so that you act on the most significant first

This course aims to help participants:

- To understand the concept of risk assessment
- To be able to identify occupational health and safety hazards
- To be able to use qualitative methodology of risk assessment
- To be able to recommend practical control measures
- To be able to document in a proper way and methodology.

This is a practical and compact course specially designed to meet the needs of safety and health committee members, working teams for OHSAS 18001 management system compliance and all interested functions and levels.

**Facilitator**

Mr Khairul Nizam has 23 years of working experience in environmental, health & safety of various multinational organizations. Mr Khairul Nizam is a Department of Occupational Safety & Health Registered Safety & Health Officer (SHO), a Certified Environmental Professional in Scheduled Waste Management by Department of Environment (DOE) and a SIRIM certified lead auditor in ISO14001 Environmental Management System & OHSAS18001 Occupational Safety & Health Management System. He is also a Registered Radiation Protection Officer under Atomic Energy Licensing Board. As HRDF certified trainer, Mr Khairul Nizam is a highly qualified trainer with more than 23 years of facilitating and training experience in the industrial and community environment. He has given many freelance lectures in environmental, health & safety to government institutions, schools and communities. Mr Khairul Nizam has conducted numerous in-house training on Environmental, Safety & Health related courses, to name a few: Environmental, Management System, Occupational Health Safety Management System, Safety & Health Committee, Legal Compliance, Chemical Management, Emergency Response, Accident Prevention & Investigation, HIRARC, and many others. His expertise is drawn from numerous years of hands-on experience in the various aspects of Environmental, Health, Safety and Emergency Response Management. Currently his function is providing technical advice and strategies in environmental, health & safety matters in an established manufacturing organization. He is a trained engineer graduated from Northwestern University, USA. He is currently working on his research doctorate (PhD) in environmental health & safety field with Universiti Teknikal Malaysia, Melaka (UTeM).
Day 1

- **THE LEGAL REQUIREMENT FOR OSH RISK MANAGEMENT**
  - Factories & Machinery Act 1967 – Section 20 & 22
  - Occupational Safety & Health Act 1994 – Section 15

- **ACCIDENT PREVENTION PHILOSOPHY**
  - Cause of Accident
  - Accident Triangle
  - Heinrich Domino Theory
  - Individual Activity – Exercise on Hazard Identification

- **THE FOUR (4) ELEMENTS OSH RISK MANAGEMENT SYSTEM**
  - What is OSH Risk Management
  - Basic Component of OSH Risk Management
  - Hazard Identification
  - Risk Assessment
  - Risk Control
  - Review

- **REVIEW OF FOUR EXAMPLE CASES**

- **FUNDAMENTAL OF HAZARD**
  - What is a “hazard” & “hazard identification”
  - The Common Sources of Hazards
  - The classification of Hazards
  - Method of Identifying Hazards
  - Hazard Identification Process
  - Hazards Evaluation Methodology

- **GROUP ACTIVITY – EXERCISE ON HAZARD IDENTIFICATION**

Day 2 (Day after Day-1 session)

- **RISK ASSESSMENT PROCESS**
  - What is a “risk” & “risk assessment”
  - Basic Principle of Risk Assessment
  - Why and When to Conduct Risk Assessment
  - Qualitative Risk Table
  - Risk Assessment Process
  - Tolerable Risk
  - 5 Steps of Risk Assessment
  - When to Review Risk Assessment

- **GROUP ACTIVITY – Exercise on Risk Assessment and understanding Qualitative RiskTable**

- **RISK CONTROL PROCESS**
  - Risk Control & Hierarchy of Control Measures
  - Principle of Control
  - Review of the Control Measures Program

- **REVIEW THE CONTENT OF DOSH HIRARC GUIDELINES 2008**

- **PURPOSE OF ESTABLISHING RISK MANAGEMENT - HIRARC**
  - Accident Prevention Strategic
  - Hazard and Effect Management Process

- **GROUP ACTIVITIES – PERFORM HAZARD IDENTIFICATION AT WORKPLACE WHILE COACHED BY FACILITATOR**

- **PREPARE HIRARC REGISTER**

- **RECAP & CONCLUSION**

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**Administrative Details**

Date: 19-20 Aug 2015 (Wed-Thu)  Time: 9.00 am – 5.00 pm
Venue: FMM Institute, Sungai Petani  Fees: M= RM 750  Non-Member= RM850
All fees are excluded 6% GST charge and inclusive of course materials, lunch & refreshments.

Attendance is by prior registration only. Registration form must be completed and returned to FMM Institute by 12 Aug 2015 with correct payment by cheque made in favour of ‘FMM INSTITUTE’ and crossed “Account Payee Only”. Payment by cash is acceptable during the day of registration. Registration is on first-come-first-served basis.

For enquiries: Contact Meeza / Zai 04-4403628 @ 4403273 or email meeza@fmm.org.my / rozainiza@fmm.org.my

CANCELLATION MUST BE IN WRITING TO FMM.
There will be no refund for cancellation within 3 days prior to the program. 50% refund for cancellation between 4 - 5 days and full refund for cancellation 6 days prior to the program. No additional cost for replacement.
To: FMM Institute (Attn: Meeza/ Zai) Fax: 04 - 4426876

Please register the following participants:

1. Name & Designation: ______________________________________________________________

2. Name & Designation: ______________________________________________________________
   (Please attach separate list if space is insufficient)

Submitted by

Name/Designation: ______________________________________________________________

Company: ______________________________________________________________

GST Reg No: ______________________________________________________________

Tel/Fax: ______________________________________________________________

Address: ______________________________________________________________

Email: ___________________________ Membership No.: __________________________