



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

**SBL-KHAS**  
Scheme

# GUIDE TO DEVELOPING A SAFETY AND HEALTH MANUAL

**10 CEP POINTS** – Refer to 'Garis Panduan Sistem Mata Bagi Program Pendidikan Berterusan' (June 2011) which can be obtained from DOSH website at [www.dosh.gov.my](http://www.dosh.gov.my)

**December 6 & 7, 2021 (Monday & Tuesday)**

**8.45 am – 5.00 pm**  **Remote Online Learning via Zoom**

Developing a Safety and Health Manual is now considered as a fundamental requirement in majority of industries. In fact, this approach is basically to ensure safety and health of workers and others in the workplace by the management. The manual also acts to demonstrate the commitment of the employers towards occupational safety and health Act and Regulations.

A well-drawn Safety and Health Manual should provide a complete detail of all aspects of safety and health of the workplace. The objective is to prevent workplace injuries and illness. The manual should contain elements that should appeal to many companies because they make health and safety seem simple and systematic. The manual is also compulsory to achieve ISO 45001 standard. The Manual must be understood as a tool for addressing workplace hazards, rather than an exhaustive statement of an employer's legal obligations, which are defined by statute, regulations and standards.



## TRAINER

**MR MOORTHY KASINATHAN** holds a Masters of Business Administration specialising in Occupational Safety and Health from Southern Pacific University, US and is a Competent Occupational Safety and Health Officer registered with Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP). He holds several Certificates namely Certificate in Occupational Safety, Health and Environment (MAP), Workplace OSH, Industrial Safety, Fire Fighting, Electrical Safety, Supervisory Leadership Development, Effective Presentation Skills, Production and Operations Management (MIM) and has attended short courses by NIOSH namely Train the Trainer Methodology and First Aider. He started his career in 1977 with Euromedical Industries as an Operations Superintendent (15 years) and moved on to a Multinational company as an Environmental, Safety and Health Executive for which he has worked for 13 years. His responsibilities include, plant safety audit, machinery safety verification, PPE, emergency response plan, accident investigation, monitoring industrial hygiene and acts as an 'Asbestos Manager' liaising with JKKP and Jabatan Alam Sekitar. He is an OHSAS 18001 as well as ISO 9001 Lead Auditor.

**MR MOORTHY**, a certified trainer registered with PSMB, has conducted numerous Public and In-House courses on all areas of Safety and Health throughout Malaysia and also Indonesia, Singapore and Thailand since 1995. For the past 16 years, he has conducted courses for organizations such as Scotglass, Telekom Malaysia, Johore Port, Malaysian Maritime Academy, Sarawak Energy Group, Hi-Touch Resources, GH Packaging, Regent Hospital Products, Monetec Audio, Maersk Medical, Asian Institute of Quality and Productivity Management, Jabatan Kesihatan Kedah, JKKP Kedah/Perlis and Euromedical Industries. He has also conducted trainings and consultancies in India, Indonesia Thailand and Singapore. His area of Training expertise include Fire Fighting, Chemical Safety, OSH Legislation, Emission Monitoring, Environment, Ergonomics, Electrical Safety, Waste Management and other OSH related areas. He has presented papers at Safety and Health Seminars organised by JKKP, PERKESO and other related government agencies on invitation.

For further details, please contact **Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar**  
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## **COURSE CONTENTS**

### **MODULE 1 – INTRODUCTION TO OCCUPATIONAL, SAFETY AND HEALTH**

- Understanding OSH Legislations – OSHA and FMA and their Regulations
- Commitment of the top management – the responsibility of the employer, employees and manufacturer

### **MODULE 2 – ELEMENTS AND COMPONENTS OF OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT**

- Discussion of various elements and components of Occupational Safety and Health system
- Methodology of identifying system elements related to the workplace

### **MODULE 3 - OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM**

- Introduction to Occupational Safety and Health Management system
- Knowing ISO 45001 and the requirements
- Documentation system
- Hierarchy of documentations

### **MODULE 4 – CONTENTS OF SAFETY AND HEALTH MANUAL**

- Identifying documents

- Attachments for manual
- Document numbering

### **MODULE 5 : WRITING THE PROCEDURES**

- Procedures to be considered
- Methodology of writing procedures

### **MODULE 6 – SAFETY AND HEALTH OPERATIONS CONTROL**

- Explanation of operations control
- What are the operation control procedures

### **MODULE 7 – COMMUNICATION SYSTEM**

- The importance of communication
- Hazard Identification, Risk Assessment and Risk Control
- How to identify hazards – sources of information

### **MODULE 8 – THE LAST DOCUMENTATION LEVEL**

- Work instructions
- Forms
- Checklist

### **MODULE 9 – CONTINUOUS IMPROVEMENT**

- Demonstration of factors related to continuous or progressive improvement

## **OBJECTIVES**

Upon completion of this course, participants will be;

- Guide prepare a Safety and Health Manual
- Know the elements and components of occupational safety and health management
- Understand the Legislations related to Occupational Safety and Health
- Demonstrate to the participants on the importance of an effective Occupational Safety and Health Management.
- Prevent accidents in the workplace
- Interpret and incorporate PDCA ( Plan Do Check and Act ) into procedures

## **WHO SHOULD ATTEND**

Managers, OSH Engineers, OSH committee members, Supervisors, Team Leaders, and all employees of functional levels.

## **TRAINING METHODOLOGY**

- Lectures with LCD presentation
- Group discussion
- Role play

## COURSE DETAILS

Date **December 6 & 7, 2021 (Monday & Tuesday)**  
Time **8.45am - 5.00pm**  
Platform **Remote Online Learning via Zoom**  
Medium of Instruction **English**  
Fees **Members RM689.00/pax**  
**Non-Members RM848.00/pax**  
*(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)*

- ❖ *Download and install ZOOM app on your laptop/desktop before the programme*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Access Links will be provided upon confirmation of the programme*

## ADMINISTRATIVE DETAILS

### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course 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, 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-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

### CANCELLATION

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

~ Registration Form ~

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**Closing Date:  
NOVEMBER 29, 2021**

FMM Institute  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

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 SBL-Khas 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 SBL-Khas 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	