



# BEST PRACTICES TO REDUCE ACCIDENTS

**1** **OCTOBER 25 & 26, 2021 (MONDAY & TUESDAY)**  
**8.45 AM – 5.00 PM**  
**REMOTE ONLINE LEARNING VIA ZOOM**

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



Every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees. A good OSH program can prevent workplace accident but accidents still occur every day in workplaces all over Malaysia. By investigating every incident, we learn about causes and can take actions towards mitigating or removing the causes.

This two day program will provide better workplace protection for employees and reduce losses resulting from accidents and injuries. It will guide supervisor and management personnel to instill best practices to prevent and reduce workplace accidents effectively.

## ....OBJECTIVES...

You will be able to understand the best practices to be applied, monitored and work on a continual Improvement to ensure safe workplace

## ....LEARNING OUTCOMES...

Upon completion of this course, participants will be able to;

- Understand safety policy and safety culture at workplace
- List down accident prevent programs
- Identify the direct, indirect, and root causes of accidents
- Identify minor and major accidents including near misses
- Identify the goal of accident investigation
- Identify basic steps in accident investigation
- Write accident investigation report correctly

## ....WHO SHOULD ATTEND...

Safety committee members, managers, supervisors, workers and contractors who may be involved in ensuring workplace safety via best practices in safety.

## ....TRAINING METHODOLOGY...

- Power Point Presentation and online lectures
- Video clips on understanding accidents and best practices to ensure safe workplace.
- Workgroup exercise on various tools available to adopt best safety practices at workplace to prevent accidents.

## ....COURSE CONTENTS...

### **INTRODUCTION TO THE OSHA 1994 AND FMA 1967**

- Emphasis on the salient regulations addressing safe workplace
- What is Safety Culture?
- Who is responsible for safety?

### **PROPOSED AMENDMENTS TO THE OSHA ACT 1994**

#### **WHAT IS AN ACCIDENT?**

- Accident Theories
- What is an accident triangle
- Types of work place accident
- Why accidents happens.
- What is meant by SUSA and PRISM – its application
- What is meant by Process Safety Management

*Work accidents Case Study*

#### **HIRARC**

- Why Hirarc is important at workplace
- Types of hazards and identification to prevent accidents
- How to carry out risk assessment
- The different risk controls available to mitigate hazards at workplace
- Danger and Thinking zone

*Group Exercise*

#### **NADOPOD 2004**

- What is meant by NADOPOD?
- Workplace Poisoning and Occupational Diseases
- Management at workplace
- Workplace Proactive Preventive Measures.

*Case Study*

### **ACCIDENT PREVENTION PROGRAMS**

- Management commitment
- Employee involvement
- Safe work practices
- Workplace hazard assessment
- Safety Alert, Safety Messages and Stop and Think for 30 seconds
- Measuring Safety performances and Indicators

*Group Exercise*

### **COMMUNICATION AND TRAINING AND DEVELOPMENT**

- Safety Induction Training
- Contractors Induction and Work permits
- Communication
- Tool box briefing

### **BEHAVIOURAL SAFETY**

- What is behavioural safety?
- Creating a healthier workplace
- Reduce accident rates
- Workers feel good of their work
- Elevate safety to a higher level of awareness.

### **ACCIDENT INVESTIGATION**

- What to investigate and why
- Being prepared (policies/procedures, team, investigation kit)
- What to do first (providing medical care, dealing with the immediate risk)
- How to conduct an Investigation
  - ❖ Secure and evaluate the accident scene
  - ❖ Collect evidence and gather facts
  - ❖ Interview witnesses
- Analyze and find the "root cause"
- Write report and follow Up

*Group Exercise*

## ....TRAINER...

**MR KONASAIGRAN A/L ALAGAN** holds a Master of Science from University Waikato, New Zealand. He has since worked in the local university embarked on research projects funded by the International Tin Council. Subsequently, he joined a leading multi-national glass manufacturer and over the past twenty five years, has worked in the production encompassing productivity/process improvements, safety, Total Productive Maintenance, waste elimination activities, quality, procurement and in the last six years in Human Resources.

**MR KONASAIGRAN'S** areas of expertise are Quality, Safety, 5S and Forklift Driving. He has developed and trained many supervisors / line leaders, technicians, engineers and managers in 7QCC, Poka Yoke, Productivity and Quality Management, Problem Solving Tools, 5S, Safety and Health Awareness, HIRARC, Chemical Handling, Total Productive Maintenance, Safe Forklift Driving and Safe Forklift and Reach Truck Driving and many more.

### ....COURSE DETAILS...

Date **October 25 & 26, 2021 (Monday & Tuesday)**  
Time **8.45am - 5.00pm**  
Platform **Remote Online Learning via Zoom**  
Medium of Instruction **English**  
Fees **Members RM636.00/pax**  
**Non-Members RM795.00/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 ~

# BEST PRACTICES TO REDUCE ACCIDENTS

**Closing Date:**  
**OCTOBER 18, 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	