

# Managing Safety and Health at the Workplace Effectively

## Trainer

**Dr. Law Ah Tee** obtained his Doctor of Business Administration from University of South Australia and holds a BA in Health and Safety Management from Robert Gordon University, UK. He also has a degree in Professional Aeronautics majoring in aerospace safety from Embry Riddle Aeronautical University. His other academic qualification includes the RMIT (Australia) MBA in International Management. Dr Law has been a Safety and Training Manager for two large manufacturing companies for more than 10 years whereby he was instrumental in setting up the safety and training department. He has also designed and managed safety programmes as well as carrying out accident/incident investigations. Prior to joining the private sector, Dr Law served in the Royal Malaysian Air Force (RMAF) as an electrical engineer officer. The last five years of his service was devoted to aircraft mishap investigation and accident prevention which included formulating and conducting safety training. Currently, he gives safety lectures and training sessions to both private and public bodies.

Organised by:



**FMM Institute**  
Sabah Representative Office  
Lot 143, 1<sup>st</sup> Floor, Block Q  
Alamesra Plaza Permai  
Sulaman Coastal Highway  
88400 Kota Kinabalu

100% SBL Scheme

## Introduction

Management and employees need to understand safety fundamentals in order to reduce accident rate in the workplace. An effective safety and health management system, coupled with sound leadership can pay rich dividends in the form of reduction in accident rate. The close co-operation between the employer and employee will play a fruitful role in any safety endeavour. Both management and employees must be knowledgeable in the techniques of safety and health management so that they can contribute efficiently towards a safe and healthy workplace.

This two-day intensive programme will provide valuable and high quality insights into the safety and health requirements that are expected of a safe company.

## Course Objectives

At the end of the programme, participants will be able:

- ☑ To comprehend the fundamentals of loss control and to apply suitable control measures to reduce or eliminate risks.
- ☑ To ensure that the safety and health committee is effective in its varied functions.
- ☑ To resolve the various safety and health problems that may arise.
- ☑ To strive for continual improvement in safety and health.
- ☑ To comprehend an established safety and health management system.

## Contents

### Day 1

- Introduction
- Reviewing the concept of occupational safety, health and welfare. Deliberate on hazards and risks. Defining unsafe acts and conditions.
- The causative factors in an accident; some accident causation models.
- The cost of accidents.
- The roles of management and employee in the safety cycle as required by the law.
- Methods of hazards identification and their solutions.
- Solving safety and health problems using the Job Safety Analysis and Cause and Effect Model.

### Day 2

- The safety and health policy, its management and impact on the company safety program.
- Safety inspections and audits; their differences and strengths.
- Investigating the accidents. The pitfalls to avoid and the need for compliance with the regulations.
- The Behaviour-based Safety way of accomplishing a safe workplace.
- The essential elements of an established safety and health management system (SMS).
- Measuring the company safety and health performance in the pro-active and reactive ways (using JKKP 6, 7 and 8). The accident statistics and continual improvement.
- The concept of a "World Class" safe company.

In-house training available !

## Who Should Attend

Experienced Safety & Health Committee members, Human Resources staff with safety and health responsibilities and Head of Department.

## Administrative Details

### Registration :

- Completed Registration Form that is Faxed or Mailed to FMM Institute would be deemed as confirmed.

### Payment:

- Cheques made in favour of **FMM Institute** should be forwarded to the FMM Sabah Representative Office.

**Closing Date : 12 Feb 2013**

### Cancellation and Refunds:

- Must be in writing with reasons
- 7 days before the course -100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to change the facilitator, cancel or reschedule the above course and all efforts will be taken to inform participants of the changes.

**Date : Feb 27-28, 2013 (Wed & Thu)**

**Time : 8.30am – 4.30pm**

**Venue : FMM Sabah Representative Office**  
Lot 143, 1<sup>st</sup> Floor, Block Q  
Alamesra Plaza Permai  
88450 Kota Kinabalu,  
Sabah, Malaysia

### Fees

**Members: RM 650.00 per pax**

**Other: RM 850.00 per pax**

*(Fees include course materials, Certificate of Attendance and meals)*

**For further enquiries, please contact: Florisa/Nelly**

**Tel : 088-447580 Fax : 088-447570**

**E-mail : [fmmSabah@fmm.org.my](mailto:fmmSabah@fmm.org.my) / [nelly@fmm.org.my](mailto:nelly@fmm.org.my)**

## Managing Safety and Health at the Workplace Effectively Feb 27-28, 2013

### - Registration Form -

Dear Sir,

Submitted by:

Please register the following participant(s) for the above programme

1 Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
I/C No : \_\_\_\_\_

2 Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
I/C No : \_\_\_\_\_

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Email : \_\_\_\_\_  
Tel no : \_\_\_\_\_  
Fax no : \_\_\_\_\_

*(if space is insufficient, please attach a separate list)*