



Winner of PSMB Award

SAFETY & HEALTH

Duties Of The Occupational Safety And Health Officer

May 16 & 17, 2012 • Wednesday & Thursday

8.45 a.m. – 5.00 p.m.

Venue: FMM Institute Perak, No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak.

COURSE FEE

(Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance)

FMM Members (per pax): **RM 450.00**
Others (per pax): **RM 550.00**
Medium of Instruction: **English**
CPD: **14 hours**

Closing date:
MAY
9, 2012

MOTIVATION/ LEADERSHIP

Motivasi, Kepimpinan, Hubungan Kemanusiaan Dan Pembentukan Kumpulan Kerja

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COURSE FEE

(Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance)

FMM Members (per pax): **RM 450.00**
Others (per pax): **RM 550.00**
Medium of Instruction: **Bahasa Malaysia**
CPD: **14 hours**

Closing date:
MAY
9, 2012

Training Course Organised by FMM INSTITUTE (475427-W)

REGISTRATION FORM

Please tick relevant registration programme

DUTIES OF THE OCCUPATIONAL SAFETY AND HEALTH OFFICER MAY 16 & 17, 2012

MOTIVASI, KEPIMPINAN, HUBUNGAN KEMANUSIAN DAN PEMBENTUKAN KUMPULAN KERJA MAY 16 & 17, 2012

Dear Sir / Madam Please register the following participant(s) for the above programme:

	Name	Designation	I.C. No.
1.			
2.			
3.			
4.			
5.			

(Please attach a separate list if space is insufficient) Use separate registration form for each programme.

Submitted by:

Name:		Designation:	
Company:	Tel:	Fax:	Email:
Address:			
FMM Membership No:		MyCoID:	

Enclosed cheque / bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of the 'FMM INSTITUTE'

FMM INSTITUTE PERAK



No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak. (Attn : Puan Eda / Ms Harvindar / Ms Nicole)

Fax. No. : (05) 548 8221 & (05) 548 8331 • Tel. No. : (05) 548 8660 • Email : fmmperak@fmm.org.my

ADMINISTRATIVE DETAILS

Registration:

- Upon Faxing / Mailing the completed Registration Form to FMM Institute, Perak, 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 Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.

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.

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.

This Course Can Be Conducted As An In-House/In-Plant Course



Duties Of The Occupational Safety And Health Officer

May 16 & 17, 2012

COURSE CONTENTS

INTRODUCTION

- ◆ Historical Perspective
- ◆ OSHA 1994 (OSH Officer Regulations 1997)

UNDERSTANDING THE CLASS OF INDUSTRY REQUIRING OSH OFFICER

HOW TO REGISTER AS AN OSH OFFICER?

- ◆ Application
- ◆ Qualification
- ◆ Registration
- ◆ Registration Renewal
- ◆ Cancellation of Registration

DUTIES OF OCCUPATIONAL SAFETY AND HEALTH OFFICER

- ◆ Adviser to the Employer
- ◆ Secretary to the OSH Committee
- ◆ OSH Policy
- ◆ Inspection of the Workplace
- ◆ Incident Investigation
- ◆ Organising OSH Programmes
- ◆ Hazard Identification, Risk Assessment and Control Measures
- ◆ Performance Measurement and Monitoring
- ◆ Emergency Preparedness

THE COMMON WEAKNESS OF AN OSH OFFICER AND SOLUTIONS

OBJECTIVES

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

- understand the reasons for the existence of Occupational Safety and Health Officer before year 1997
- understand the interpretation of Occupational Safety and Health Act 1994 (Safety and Health Officer) Regulation 1997
- know the class or description of industries which calls for the employment of OSH Officer
- know how to register as an Occupational Safety and Health Officer
- know the duties of the Employer and the Employee
- understand the duties of an OSH officer
- Know the common weakness of Occupational Safety and Health Officer and solution

WHO SHOULD ATTEND

Occupational Safety and Health Officers/ Engineers/Managers, Unregistered OSH officers, OSH supervisors, OSH Practitioners, OSH committee members and individuals who is in charge of safety and health.

TRAINER: Mr Moorthy Kasinathan holds a Masters in HR 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 18000 as well as ISO 9000 Lead Auditor.

Mr Moorthy 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 a Safety Awareness course for Mecincroft comprising of US, UK, Philippines and Singapore citizens involved in offshore and underwater construction in Batam Island, Indonesia. His area of Training expertise include Fire Fighting, Chemical Safety, OSH Legislation, Emission Monitoring, Environment, 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.

Motivasi, Kepimpinan, Hubungan Kemanusiaan Dan Pembentukan Kumpulan Kerja

May 16 & 17, 2012

COURSE CONTENTS

KEPIMPINAN

- ◆ Keyakinan diri
- ◆ Sikap positif dan penampilan diri
- ◆ Kefahaman emosi
- ◆ Menyediakan visi masa depan
- ◆ Memotivasi pekerja mencapai visi
- ◆ Menjadi contoh
- ◆ Mengurus prestasi dengan berkesan
- ◆ Menyediakan sokongan dan ransangan

MOTIVASI

- ◆ Hubungan kemanusiaan
- ◆ Peluang memberi maklumbalas
- ◆ Menaruh kepercayaan
- ◆ Tindakan yang menjatuhkan motivasi
- ◆ Ketelusan perancangan
- ◆ Penghargaan
- ◆ Arahan jelas dan kesan perlanggaran
- ◆ Budaya kerja berpasukan
- ◆ Kepelbagaian tugas
- ◆ Buka peluang

HUBUNGAN KEMANUSIAAN

- ◆ Layanan ihsan
- ◆ Peluang memberi pendapat
- ◆ Mendengar dan maklumbalas
- ◆ Menggunakan idea orang lain
- ◆ Hormat dan keadilan
- ◆ Penglibatan semua
- ◆ Pujian dan kritikan

MEMBENTUK KUMPULAN KERJA

- ◆ Matlamat yang jelas
- ◆ Komitmen dan kecekapan
- ◆ Pelan tidakan dan kawalan
- ◆ Kerjasama dan komunikasi
- ◆ Inovasi kreatif dan ganjaran
- ◆ Koordinasi dan budaya kerja



OBJECTIVES

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

- value the importance of positive work attitude and human relations in enhancing productivity
- motivate staff via relationship between job satisfaction and effective human relations
- adopt effective team building dynamics and leadership in developing good human relations
- adopt alternative supervision styles in attitude development and develop action plans.

WHO SHOULD ATTEND

Management Staff, Supervisors, Line Leaders and those who wish to improve on the aspects of working with people to provide a conducive working environment in an organization.

TRAINER: En. Khairuddin Ibrahim holds a B. Econs. (Hons) from UIAM and also has a certificate in Quality Engineering from FMM Institute. He had held various management positions in MNCs particularly in manufacturing functions such as administration, production planning, production control and training and development. He is currently attached to a Japanese multi-national in a Senior Executive position, in charge of training and development.

En. Khairuddin who has more than 10 years of experience in training, has conducted numerous trainings on 7 QC Tools, Effective Line Leader Skills, Effective Supervisory Skills, SPC, Problem Solving & Decision Making, 5S, QCC, Positive Work Attitude and Self Excellence for organisations like SDKM Technologies, Sanwa Denko, HM Industries, EPE Packaging, Supportive Bhd, SP Wire, Sik Electronics and many more. As a certified PSMB trainer, he has made training and learning interesting through sharing of real life experience. His participants from all levels have found his training lively, highly effective and practical that can be applied at work place.