



TECHNICALITY IN AN EFFECTIVE SAFETY & HEALTH COMMITTEE MANAGEMENT

1 APRIL 22-23, 2024 (MONDAY-TUESDAY)

8.45 AM – 5.00 PM FMM INSTITUTE, PERAK



Occupational Accidents & Diseases has become a critical issue due to the fast development of the manufacturing Industries in our country. As such the Malaysian Government had taken the initiative of implementing Occupational Safety & Health to protect its people. Occupational Safety & Health's objective is to ensure the Safety of Workers & Properties and this has been enacted in the Occupational Safety & Health Act 1994 and the Safety & Health Committee Regulation. This program introduces the Safety and Health Committee to the requirements of the regulation and how the committee can function effectively.

....COURSE CONTENTS....

MODULE 1 - HOLISTIC SAFETY

- General Safety
- Behavior and its relationship to safety.

*** This module describes the general safety and the backbone of Safety and Health.*

MODULE 2 - BRIEF HISTORY AND ITS RELATIONSHIP TO MODERN-DAY SAFETY

- Occupational Disease
- English Factory Act 1833
- Heinrich's Domino Theory
- Lord Roben's Self-Regulation

*** This Module briefly describes the relationship of the Modern-day Safety with the personals in history who had done a lot of hard work.*

MODULE 3 - EMPLOYER'S COMMITMENT

- Safety Policy
- Safety Committee
- HIRARC

*** This module describes the responsibilities of the Employer.*

MODULE 4 - FORMATION AND STRUCTURE OF SAFETY & HEALTH COMMITTEE

*** This Module describes the formation and the Structure of the Safety and Health Committee*

MODULE 5 - RESPONSIBILITIES OF SAFETY AND HEALTH COMMITTEE

- Frequencies of Committee Meeting.
- Frequencies of Safety Inspection.

- Formulation of Safety Rules.
- HIRARC Assessment.
- Accident In Accident Investigation.
- Safety Programs.

*** This Module describes the functions and responsibilities of the Safety & Health Committee.*

MODULE 6 - SAFETY INSPECTION

*** This module describes the Safety Inspections, tools needed to conduct inspection, the method of Inspection and the reporting.*

MODULE 7 - ACCIDENT INVESTIGATION

*** This module briefly educates the participants on the methods of accident investigation and reporting.*

....TRAINER....

MR. ANBALAGAN RAMASAMY holds a Bachelor of Science in Electrical and Electronics Engineering from Southern Pacific University, Certificate in Factory Management from Sanno Institute of Management, Japan. He is a Competent Occupational SH Officer registered with DOSH and an Ergonomic Trained Person. He is also a Certified Lead Assessor in ISO14001 and ISO 45001 and an OHSAS18001:2007 Lead Auditor. He has 32 years of working experience in areas such as Maintenance, Production, Human Resource, Training, EHS and Facilities and his last position was at the Managerial level. His career success includes setting up and facilitating of Small Group Work Teams, Leading TPM Teams, Cost saving projects, Leading Preventive and Predictive Maintenance Teams in setting up Preventive and Predictive Maintenance System, assisted in ISO9001; TS16949; ISO14001; OHSAS18001 certification and recertification.

MR. ANBALAGAN, a certified trainer registered with PSMB has conducted numerous OSH related Public and InHouse courses since 2005 in areas such as Chemical Safety, Forklift and Reach Truck Competency, Emergency Response, Fire Fighting, Ergonomics Risk Assessment, SH Committee, Safety Inspection, Electrical Safety, EMS, Schedule Waste, ISO 14001 and ISO 45001. In the past, he has conducted courses for organizations such as CS Opto, Mineba Electrical, Jabil, Dorsett Regency Hotel, Molex, Mattel, Southern Steel, Swiss Profile, Robert Bosch, United Sweetheart, Maestro Swiss, Oriental Summit, Agilent, Berjaya Hotel, Amphenol TCS, Hume Cement, Shangri-La Group, Muda Paper Mill, GS Paper & Packaging, Sony Electronics and many others. In addition, his Training expertise includes Environmental, OSH Legislations, HIRARC, Machine Safety, PPE, Warehouse Safety, Accident Investigation and OHSAS 18001.

....OBJECTIVES....

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

- describe the responsibilities of the committee;
- function as an effective Safety and Health Committee Team

....WHO SHOULD ATTEND....

Safety & Health Staffs and Safety & Health Committee Members

....TRAINING METHODOLOGY....

Class Room / Notes / Video

....COURSE DETAILS....

Date **April 22-23, 2024 (Monday-Tuesday)**

Time **8.45am - 5.00pm**

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

Medium of Instruction **English**

Fees **▪ Members RM810.00/pax**

▪ Non-Members RM972.00/pax

(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

....ADMINISTRATIVE DETAILS....

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

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 **HRD Corp Claimable Course**, 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:
APRIL 15, 2024**

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	
		HP No	
	NRIC	Email	
2.	Name	Designation	
		HP No	
	NRIC	Email	
3.	Name	Designation	
		HP No	
	NRIC	Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. 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		

Enquiries – please contact **Ms Nicole / Pn Eda / Ms Harvindar**
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