



WORKPLACE SAFETY AND HEALTH PROGRAMME

HRDF
Claimable

PARTICIPATION FEES

Members: RM 990.00 per participant
Non-Members: RM 1,113 per participant
(Fees stated above inclusive of 6% GST)

WHO SHOULD ATTEND

Managers, Department Heads, Safety and Production Supervisors, Engineering Staff, Line Leaders and Safety Committee Members who are involved in achieving a safe and healthy environment in an organisation.

REGISTRATION

Registration is on a first-come-first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

REPLACEMENT / CANCELLATION

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

For further enquiries kindly contact:

Lina : akmalina@fmm.org.my

Liza : aliza@fmm.org.my

Tel: 06-6031616 / 26 / 27

Closing Date
15 March, 2016

Date : 20-21 March, 2017

Time : 9.00 am - 5.00 pm

Venue : Palm Seremban Hotel

INTRODUCTION

From the early days of safety, the concept of engineering out hazards by providing safeguards has been fundamental to every occupational safety and health programme at the workplace. Creating safeguards to protect people from hazards can be efficiently identified through the procedure of Job Safety Analysis.



OBJECTIVES

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

- conduct the Job Safety Analysis;
- develop efficient and safe operating procedures that reduce accidents and incidents; and
- use inspections to identify safety and health hazards at the workplace and correct them.

COURSE CONTENTS

1. Job Safety Analysis

- Selecting the job
- Breaking the job down
- Identifying the hazards and potential accidents
- Developing solutions

Practical exercises

2. Safe System of Work

- Lockout procedure
- Entry into confined space

3. Equipment and Machine Guarding

What is a guard?
What are the main risks associated with mechanical hazards?

- Types of guard
- Critical safety principles



4. Personal Protective

- Equipment
- Head protection
- Eye and face protection
- Hearing protection

5. Inspections

- Types of inspection
- Preparation of the checklist
- Practical exercises



Trainer

Dr Low Ah Tee holds a BA in Health and Safety Management (with distinction) from Robert Gordon University, UK. He also has a degree in Professional Aeronautics majoring in aerospace safety from Embry Riddle Aeronautical University (US). His other academic qualifications include the MBA in International Management (RMIT, Australia) and the Doctor of Business Administration (University of South Australia) with the research on "The management of occupational safety and health in the Malaysian aircraft maintenance facilities". He was a Safety and Training Manager for a large service company for more than 10 years whereby he was instrumental in setting up the safety and training department. He has also designed and managed safety program as well as carrying out accident/incident investigation. Prior to joining the private sector, he 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, Dr. Law currently provides training for safety and health professionals as well as safety representatives.

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Required vegetarian meal

Attn : Pn Lina / Pn Liza

Name

Designation

Email

1.

2.

Payment : Enclosed cheque/Bank Draft no. _____ for RM _____ being payment for _____ participant (s) made in favor of "FMM Institute"

Submitted by :

Please tick /

FMM Member

NON- Member

Name : _____ Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____ Email : _____

Company Stamp