



## Safety at the Workplace

everything you need to know to ensure safety of your staff at the workplace

HRDF

**COURSE CODE:** H-SHE-08

**SERIES:** **LEVEL:** Basic

**LANGUAGE:** Bahasa & English

### OVERVIEW

Workplace safety is the responsibility of everyone in an organization. Companies have legal obligations to meet certain safety requirements, but many go further than the minimum obligations. Safety standards and procedures must be put in place, and everyone needs to follow the standards in order for them to be effective.

Our Safety In The Workplace course will be instrumental in reviewing common hazards, safety techniques and after completion, the participants will have the tools to help them create a Safety policy for your work place. By identifying and anticipating hazards, employers can prevent injuries and keep employees safe whether in the head office or at the construction sites.

### OBJECTIVES

At the end of the program, participants should be able to:

- Understand the general requirements of OSHA
- Identify the key hazard areas and sectors in the construction environment and set preventive measures
- Apply personal safety measures in the workplace and at construction sites
- Develop a safety conscious team mindset that is proactive

### COURSE OUTCOME

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

- Interpret the salient provisions of the Occupational Safety and Health Act 1994 and its Regulations and relate its application to the workplace
- Identify the cause and effects of accidents, key hazardous areas in the workplace and implement preventive measures
- Appreciate the benefits of creating safe work culture at work place
- Understand the roles and responsibilities of management and employees in implementing OSH at the workplace in compliance with the provisions of the OSHA 1994

### COURSE DURATION

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm | Lunch: 1:00pm-2:00pm

**Note:** Please contact our office for Training Date or visit our website for details ([www.zohlgroupp.com](http://www.zohlgroupp.com))

### METHODOLOGY

This program is essentially participative. There will be group interaction, individual exercise, case studies, role-play, lectures and video / films.

### TARGET AUDIENCE

This program is suitable for Managers, Supervisors, Line Leaders, Safety and Security Personnel and Members of the Safety and Health Committee

### LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

### COURSE CONTENT

#### SAFETY & HEALTH LEGISLATIONS

- Awareness On Factories And Machinery Act 1967
- Awareness On Occupational Safety And Health Act 1994
- Their Associated Regulations
- Duties And Responsibilities Of Employers And Employees

#### BENCHMARKING AN EFFECTIVE SAFETY & HEALTH COMMITTEE

- How To Organize And Manage An Effective Safety And Health Committee
- Safety And Health Committee Regulations

#### HAZARD IDENTIFICATION AND RISK ASSESSMENT / CONTROL

- Teach Participants The Effective Methods To Identify Hazards
- Impart Knowledge On How To Assess The Risks Associated With The Identified Hazards
- Ensure Participants Are Able To Specify The Relevant Controls To Manage The Risks

#### IMPACTS OF EXCELLENT SAFETY PRACTICES

- Know How Good Safety Impacts Quality, Productivity, Costs And Business
- Know The Consequences Of Poor Safety Practice

#### PERSONAL PROTECTIVE EQUIPMENT

- Legal Requirements Of PPE
- Hands On Familiarization Of PPE (Practical)

#### PRINCIPLES OF OSH MANAGEMENT

- Components Of OSH Management
- Management Leadership
- Responsibilities
- Working Conditions And Practices
- OSH Training
- Accident Records
- Occupational Health

#### ESSENTIALS OF SAFETY & HEALTH

- Organizing Safety And Health
- Premises
- Plants And Machinery
- Substances
- Work Procedures
- Employee's OSH Duties

#### ACCIDENT INVESTIGATION (OSHA 94 / NADOPOD REG 2004 AND PREPARATION)

- Legal Requirements On Notification And Reporting Of Accidents
- Relevant Forms And Register

#### ACCIDENT INVESTIGATION (INTERVIEWING WITNESSES)

- A Brief Understanding Of How To Interview Witnesses Of Accidents.

Customized In-House Training Program is available in the following areas:

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Customer Service | SCM | Risk Management | Entrepreneurship | Soft Skills | HSE | Engineering | Telecoms | IT**

CALL US FOR DETAILS or VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)



Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(SST ID: W10-1810-32000429)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: [training@zohlgroupp.com](mailto:training@zohlgroupp.com)



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## COURSE FEE

**RM1,272** per person incl. 6% SST  
(Fee inclusive of Course Material, Attendance Certificate, and Meals)

## CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

## CIDB CCD Points

20 (for CIDB-Registered Companies) & upon approval from CIDB

## HRDF SBL KHAS

Claimable under HRDF SBL KHAS Scheme (for Companies contributing to HRDF)

## REGISTRATION METHOD

- Online:** [http://zohlgroupp.com/mdc/hrdf\\_registration/](http://zohlgroupp.com/mdc/hrdf_registration/) **OR**
- Download this brochure at: <http://zohlgroupp.com/mdc> and fill up the required information. Then please fax to: 03.6279.0663
- Or contact our office at: 03.6279 9276 / 013.398.1038

## FACILITATOR

**Sathy Vel Naidu** - Sathy has more than 25 years of experience in the Mechanical and Electrical (M&E) industry. Over the span of his career he has gained significant knowledge in project management, electrical systems troubleshooting & maintenance, and systems design & engineering. In addition to managing projects he has also started sharing his knowledge through training services under ZOHL Technical Programs.



### Education:

- Electrical Chargeman License
- Certificate in Westinghouse Electrical Systems
- Power Systems Auditor for Procter & Gamble
- Radiation Safety Training for Honeywell TDC 3000

### Experience:

- Electrical Technician for Hitachi Electronics Devices Singapore
- Testing & commissioning supervisor for Toyo Engineering
- Asst Engineer for FPG Oleochemicals Sdn Bhd
- Maintenance Manager FPG Oleochemicals sdn Bhd
- Engineering Director at Pakat Perkasa Sdn Bhd
- Lightning & Earthing Protection Systems Trainer for Celcom.
- Electrical Trainer for Leighton Offshore.
- Technical Trainer @ZOHL

\*Note: Trainer availability is subject to change



## REGISTRATION FORM

Participant#1: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Participant#2: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Training Date: \_\_\_\_\_

Training Venue: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

## PAYMENT

CASH: RM \_\_\_\_\_ **OR**

CHEQUE No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to [training@zohlgroupp.com](mailto:training@zohlgroupp.com)

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

## Signature & Company Stamp

### Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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