DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH

TRAINER REGISTRATION FORM

i.   Name of trainer   : ....

ii. IC. No.   : ....(New)   ....(Old)

iii. Phone No.   : ....

iv. Fax. No.   : ....

v. Address   : ....

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vi. Name & Company Address   : ....

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vii. Phone No. & Company Fax.No : ....

viii. Current Position   : ....

ix. Academic Qualifications :   ....

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x. Work experience :   ....
   (Position/Company/Duration)

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xi. Areas of Expertise   :   ....

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xii. Experience as a Lecturer   :   ....
      (Field/ Organization
       /Duration)   ....

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xiii. Membership Association   :   ………………………………………………………………………………………
      professional

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xiv. Title that will Taught   :   Fill the topics to be taught as an attachment in (X)

xv. Status   :   ☐ Permanent   /   ☐ Invitation   *

I hereby ……………………………………………... declare and confirm that all the information I mentioned above is true.

Date   : ……………………………………………..   signature   : ………………………………………..

Note   :   Please append them   : i. Copy of letter consent of the instructors.
                                           ii. Copy of the agreement between central instructors and trainers with stamping.

Attachment X

FOR SAFETY AND HEALTH OFFICER COURSE ONLY

* **Please mark (X) for each instructor on the topic to be taught**

MODULE 1 : OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT

No.	SUB / TOPIC	*Mark（X）
1	Introduction	
2	History Perspective	
3	Incident Prevention	
4	OSH Policy Organisation & Arrangements + Policy (MA)	
5	Risk Assessment and Management + Job Safety Analysis (JSA) (MA)	
6	OSH Promotion & Communication and Training	
7	OSH Programme	
8	Information Technology in OSH	
9	Procurement and Contractor Management + Document (Ex)	
10	PPE for Safety and Health	
11	Emergency Response Preparedness and Recovery Planning	
12	First-Aid	
13	Documentation + Safety Manual (Ex)	
14	Performance Measurement & Monitoring + Calculation	
15	Incident Investigation and Corrective Action + Accident Report (MA)	
16	Auditing + Revision Question (MA)	
17	Management Review	
18	OSH Management Systems + ILO OSH-MS Guidelines	

MODULE 2: OCCUPATIONAL SAFETY AND HEALTH LEGISLATION

No.	SUB / TOPIC	*Mark（X）
1	Introduction to OSH Legislation	
2	OSH Act, 1994 + Card Game (Duties)	
3	Safety and Health Officer Regulation + Monthly Report (MA)	
4	Safety and Health Committee Regulation 1996 + Senario (3)	
5	Classification, Packaging, Labeling of Hazardous Chemicals Regulations 1997	
6	Use and Standards of Exposure of Chemicals Hazardous to Health Regulations 2000	
7	Control of Industrial Major Accident Hazards Regulations (CIMAH) 1996	
8	NADOPOD 2004	
9	Factories and Machinery Act, 1967	
10	Regulations on Health	
11	Regulations on Safety	
12	Fire Service Act 1988 & Regulations	
13	Employment Act & SOCSO	
14	Petroleum Safety Measures Act 1984 & Gas Supply Act 1993	
15	Introduction & Overview of Other Related, Legislation & Code of Practice	
16	Case Study	

MODULE 3: OCCUPATIONAL HEALTH

No.	SUB / TOPIC	*Mark (X)
1	Overview of Occupational Health	
2	Occupational Diseases & Health Related Problem	
3	Introduction & Fundamentals of Toxicology	
4	Occupational Health Standards	
5	Overview and Basic Principles of Industrial Hygiene	
6	Physical Hazards : Noise, radiation, Vibration, Pressurised Environment, Thermal Stress + Demo Kit	
7	Chemical Hazards + Gambar	
8	Classification of Chemicals, Packaging & Labelling + Demo Kit for Labelling	
9	Chemical Safety Data Sheet + Exercise on CSDS	
10	Chemical Health Risk Assessment + Flowchart of Conducting Assessment	
11	Chemical Hazards Management	
12	Chemical Monitoring	
13	Biological Monitoring and medical Surveillance	
14	Ventilation	
15	Indoor Air Quality	
16	Biological Hazards	
17	Ergonomics	
18	Ergonomic Risk Factor	
19	Occupational and psychological Stress	
20	Shift Work	
21	Mental Workload	

MODULE 4: OCCUPATIONAL SAFETY

No.	SUB / TOPIC	*Mark（X）
1	Housekeeping and Physical Arrangement	
2	Machinery Hazard	
3	Safe Guarding of Machinery	
4	Safe Machine Operation	
5	Safety Of Hand Tools And Portable Power Tools	
6	Maintenance Of Machine, Guards And Tools	
7	General Area Fencing	
8	Transport Safety Defensive Driving (Forklift)	
9	Manual Handling	
10	Mechanical handling	
11	Site Visit	
12	Pressurised Equipment	
13	Construction Safety	
14	Fire safety	
15	Electrical Safety	
16	Office Safety	
17	Working in Confined Space	
18	Welding Safety	

Note   :   MA   :   Mini Assignment   EX   :   Example