


1.3.2 Add New Trained Person


- Step 1 :** Click menu **Assessor List** at the employer panel.
- Step 2 :** List of Assessor / Trained Person will be displayed & then click + **Add New Assessor** button.
- Step 3 :** **Add New Assessor** form will be displayed.
- Step 4 :** User may input either **Identity Card / Passport No** of the Trained Person.
- Step 5 :** Click **Next >>** button. Trained Person form will be displayed.
- Step 6 :** Enter the following information:
- Training Date
 - Name
 - Designation
 - Telephone Number
 - Email Address
- Step 7 :** Click **SUBMIT** to add the Trained Person .
- Step 8 :** Notification email will be sent to the trained person's email address.
- Step 9 :** Click **OK** to go to the main page.

1.4 Displayed & Update Assessor List/Trained Person.


1.4.1 Updated Assessor/Trained Person

- Step 1 :** Click menu **Assessor List** at the employer panel and than List of Assessor / Trained Person will be displayed.
- Step 2 :** Click  button and then Update Assessor/Trained Person page will be displayed.
- Step 3 :** Updates the required information and than click button **SUBMIT** & button **Next>>**.
- Step 4 :** Trained Person will be displayed.
- Step 5 :** Enter the following information:
- Training Date
 - Name
 - Designation
 - Telephone Number
 - Email Address
- Step 6 :** Click **SUBMIT** to add the a.

1.4.2 Delete Assessor/Trained Person

- Step 1 :** Click menu **Assessor List** at the employer panel.
- Step 2 :** List of Assessor / Trained Person will be displayed & then click  button.
- Step 3 :** Warning popup will be displayed then click **OK** button to proceed or **CANCEL** to cancel the process.

1.4.3 Display the history of assessment.

- Step 1 :** Click menu **Assessor List** at the employer panel.
- Step 2 :** List of Assessor / Trained Person will be displayed & than click  button.
- Step 3 :** Information on the previous assessment will be displayed. Click **CANCEL** to exit history page.

1.5 Display List of Assessment

1.5.1 View list of assessment.

- Step 1 :** Click menu **Assessment List** at the homepage.
- Step 2 :** The list of assessment will be displayed.

1.5.2 View assessment report.

- Step 1 :** Click menu **Assessment List** at the homepage.
- Step 2 :** The list of assessment will be displayed then click **VIEW REPORT** button.
- Step 3 :** Assessment report page will be displayed.
- Step 4 :** Click **DOWNLOAD PDF** button. Assessment report will be displayed in pdf format.

1.6 Update Action Plan

- Step 1 :** Click menu **Assessment List** at the homepage.
- Step 2 :** The list of assessment will be displayed then click **ACTION PLAN** button.
- Step 3 :** The action will be displayed.
- Step 4 :** Fill up due date and person-in-charge's (PIC) name. Click button **SAVE** or the system is automatically saved.

Director

Chemical Management Division

Department of Occupational Safety and Health (DOSH)

Level 1, 3, 4 & 5, Block D4, Complex D,

Government Administrative Centre,

62530 W.P. Putrajaya.

Emel : projkkp@mohr.gov.my . Tel: +603 8000 8000.

Faks: +603 8889 2443



Simple Risk Assessment and Control for Chemicals (SiRAC)

SiRAC Online
(Module : Employer)



Chemical Management Division
Department of Occupational Safety and Health
(DOSH)

Introduction

What is SiRAC Online?

- It stands for Simple Risk Assessment and Control.
- A system to carry out a simple assessment based on a process of grouping workplace risks into control bands based on combination of hazard and exposure information.
- Emphasis is on risk control.
- There are three modules for SiRAC Online. This brochure outlines module for employer and how to create new employer account and appoint assessor or trained person to conduct SiRAC assessment

1.1 Register New Employer

1.1.1 Create New Employer Account

Step 1 : Browse to <https://sirac.dosh.gov.my/>

Step 2 : Click at Register New Employer Account.

Step 3 : Enter Employer & login detail information at fields :

- Username
- Password
- Company Name
- R.O.C Number
- Address
- Postcode, City & State
- Telephone Number
- Facsimile Number
- Industry Sector
- Name Contact Person & Telephone Number
- Designation
- Email Address

Step 4 : Tick I'm not a Robot

Step 5 : Click **SUBMIT** button

Step 6 : User's information will be sent to the registered email address once the registration is completed

**You Have Successfully Registered SiRAC System.
Please Check Your Email To Activate Your Account.**

LOGIN PAGE

Successful Registration

Step 7 : User is required to click on the **ACTIVE NOW** to activate the account.

Step 8 : The display on the SiRAC online is the Main Page, this means the account has been successfully registered and activated.

1.2 Log In, Forgot & Change Password & Update Profile.

1.2.1 Log In

Step 1 : Browse to <https://sirac.dosh.gov.my/>

Step 2 : Click **Employer** button to enter **Login Page** .

Step 3 : Enter login information with the registered username and password and click **LOGIN** button.

1.2.2 Forgot Password

Step 1 : Click **Forgot Password** button.

Step 2 : **Forgot Password** form will appear & enter username information & click **Reset Password**.

Step 3 : Display message requesting user to check their email will appear.

Step 4 : User is required to click the link provided in the email.

Step 5 : **Reset Password form** will appear.

Step 6 : User is required to fill in the new password.

Step 7 : Click **Reset Password** button & **Log In** back to system using the **New Password**.

1.2.3 Change Password

Step 1 : Click **User Profile** & select **Change Password** menu.

Step 2 : Change Password form will be displayed.

Step 3 : User is required to fill input:

- Old password
- New password
- Confirm password

Step 4 : Click **Change Password** button if user would like to change their password.

Step 5 : Successful **Change Password** page will be displayed.

1.2.4 Update Profile

Step 1 : Click **User Profile** & select **My Profile** menu.

Step 2 : Click **User Profile** & select **My Profile** menu and then update profile page will be displayed.

Step 3 : User may update the following information (employer):

- Company Name
- R.O.C Number
- Address, Postcode, City & State
- Country
- Telephone Number
- Facsimile Number
- Email Address
- Industrial Sector

Contact Person Detail :

- Name
- Designation
- Telephone Number
- Email Address

Step 4 : Click **UPDATE** button if user would like to update the information.

1.3 Assessor & Trained Person Appointment

1.3.1 Add New Assessor

Step 1 : Click menu **Assessor List** at the employer panel.

Step 2 : List of Assessor / Trained Person will be displayed.

Step 3 : Click **+ Add New Assessor** button.

Step 4 : **Add New Assessor** form will be displayed.

Step 5 : User may input either **Identity Card / Passport Number / Assessor Registration Number** to search for the assessor.

Step 6 : Click **Next>>** button. The information of the assessor cannot be changed.

Step 7 : Click **SUBMIT** to add the assessor.