



JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN

**SENARAI SEMAK  
MODUL LATIHAN KURSUS PENGURUSAN ERGONOMIK**

*CHECKLIST*

*TRAINING MODULE OF ERGONOMICS MANAGEMENT COURSE*

**SILA SUSUN DOKUMEN PERMOHONAN SEPERTI BERIKUT**

*PLEASE COMPILE APPLICATION DOCUMENTS AS FOLLOW:*

<b>1</b>	<b>Introduction to Ergonomics</b>	
	Definition of Ergonomics	
	Principle of Ergonomics	
	Types of Ergonomics	
	- Physical Ergonomics	
	- Cognitive Ergonomics	
	Important of Ergonomics in workplace	
<b>2</b>	<b>Ergonomic Risk Factors</b>	
	Types of Ergonomics Risk Factors	
	10 principle of Ergonomics	
	Risk of Injuries	
<b>3</b>	<b>Provision of Safety and Health Act on Ergonomics</b>	
	Relevant provisions in OSHA 1994 and FMA 1967	
	Objective of OSHA	
	General duties / Duty of employers	
	Duty of employee	
	FMA – (Safety, Health & Welfare)	
	Relevant Guidelines	
	Relevant Safety & Health Representative	
<b>4</b>	<b>Introduction of Guidelines ERA</b>	
	Purpose	
	Objectives & Benefits	
	Scope and application	
	Planning and conducting Ergonomics Risk Assessment	
<b>5</b>	<b>Planning and conducting ERA</b>	
	Initiating an ERA	
	How to start?	
	Where to start?	
	Who the relevant Safety & Health Representative?	
	Strategic Plan	

6	<b>Ergonomics Control Measure</b>	
	Perlaksanaan penambahbaikan ergonomik Proses Ergonomik intervensi Hirarki Penambahbaikan Ergonomik Contoh-contoh penambahbaikan ergonomik	
7	<b>Process for Initial ERA</b>	
	Musculoskeletal Assessment Penerangan cara musculoskelerak assesment dijalankan Penggunaan Nordic dan Cornell Questionnaires	
	Ergonomics Risk Factors Assessment	
	Result of Initial ERA	
	Assessment Report	
	Perbincangan Kumpulan dan perbentangan	
8	<b>Process for Advanced ERA</b>	
	Step 1	
	Step 2	
	Step 3a	
	Step 3b	
	Step 4	
8.1	<b>Assessment Methods – Advanced ERA</b>	
	Posture	
	Forceful Exertion	
	Repetitive Motion	
	Workstation design	
8.2	<b>Advanced ERA Report</b>	
9	<b>Review of Assessment</b>	
10	<b>Record Keeping</b>	
11	<b>Evaluation Process</b>	
	Kaedah penilaian peserta kursus merangkumi ujian bertulis dan report assignment Pembahagian markah penilaian Soalan dan jawapan penilaian	
12	<b>Case Study</b>	
	Case Study bagi setiap <i>ergonomic tools advanced ERA</i>	
13	<b>Contoh Laporan ETP</b>	
14	<b>Contoh Sijil Kehadiran &amp; Sijil Lulus</b>	