



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 (tanda ✓ jika ada)
PLEASE COMPILE APPLICATION DOCUMENTS AS FOLLOW:

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

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

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