



CiRNeT

Centre for Industrial Relation and Network
Pusat Hubungan dan Jaringan Industri

OSH TRAINING MASTER PLAN SDG TRAINING

#WeLoveUPM

YEAR 2023

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EXECUTIVE SUMMARY

Foremost, we thank you for the opportunity to extend our corporate training services to your organization. We are very committed to deliver our training based on the current requirement and practice of occupational and environmental health through our expertise to meet your organizational needs in improving environmental, safety and health management in workplaces. We would like to propose OSH Training Master Plan on the aim of providing a systematic and objective training approach in Managing Safety and Health issues in your organization. Once again, we thank you for allowing us to submit this proposal to you. Enclosed in this proposal our training consists of Nine (9) suggested training to meet Safety & Health requirements and SDG training in your organization. We look forward to meeting with you to review this proposal in order to further fine tune it to meet the specific needs of your organizations.

Thank you.

Yours Truly,

Prof. Dr. Shamsul Bahri Hj. Md. Tamrin

Director

Centre for Industrial Relations and Network

TRAINING PROGRAM

SAFETY INDUCTION TRAINING

1.0 Introduction

Training means helping people to learn how to do something, telling people what they should or should not do, or simply giving them information. Safety induction training is aimed at providing new employees with an overview of Occupational Health and Safety principles that will encourage them to work more safely. This introductory course can be built upon via on the job training from line management.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Aware about legal requirements in relation to safety and health.
- II. Increase awareness of workers on occupational health and safety policy, procedures and practices at workplace and an understanding of their safety responsibilities.
- III. Develop a positive health and safety culture.
- IV. Help to avoid the financial costs of accidents and occupational ill health, such as damaged products, lost production and demotivated staff.

3.0 Tentative programme

Day 1

TIME	TOPIC
0830-1000	Introduction to Hazard, Accident, Risk and Safety in workplace.
1000-1030	Breakfast
1030-1130	Legal requirement in Malaysia
1130-1300	Type of existing hazard on workplace.
1300-1400	Lunch break
1400-1500	Hazard identification and control
1500-1600	Reporting hazards, incidents and injuries.
1600-1630	Benefit to improve health and safety in workplace.
1630-1700	Tea break

SAFETY AWARENESS TRAINING

1.0 Introduction

The Occupational Health and Safety Awareness and Training regulation requires health and safety awareness training for every worker and supervisor under occupational safety and health (OSHA). This training introduces workers to the Occupational Health and Safety Act. It focuses on the health and safety rights and responsibilities of workers, supervisors and employers. It also serves as a general introduction to workplace health and safety.

2.0 Objectives of Training

At the end of the course, participants will be able to:

- I. Increase awareness on OSHA among workers
- II. Increase the skills and ability of workers in identify asses and control the hazard in fields.
- III. Give the awareness to the workers on disease related to respective sectors
- IV. Increase the skills and awareness among workers on the important of safe working methods.

3.0 Target group

- I. Safety management
- II. Management level
- III. Safety practitioner
- IV. Safety committee
- V. Emergency response team

4.0 Proposed tentative

TIME	TOPICS
0800-0900	Introduction to OSHA 1994.
0900-1000	Law and requirement in Malaysia
1000-1020	Morning tea break
1020-1130	Occupational Safety and health and guidelines in respective sector
1130-1300	Hazard in workplace
1300-1400	Lunch break
1400-1600	Hazard identification, assessment and control in workplace.
1600-1700	Occupational Disease and Safety in work field
1700-1715	Tea break

EMERGENCY RESPONSE TEAM TRAINING

1.0 Introduction

Emergency Response Team course is designed to provide the specialized knowledge and training required for a person to be able to carry out the duties as Emergency Response Team. It will raise awareness concerning the management and behavior of people in a range of emergency evacuation situations, and the necessary actions to be taken before - during and after an incident. It will detail specific duties such as designated areas, who to report to, evacuating people with limited mobility, etc.

Emergency Response Teams are the onsite First Responders and assigning responsibilities is one of the crucial steps in emergency response. If your emergency response team members are not familiar with their responsibilities, important response actions may be missed.

2.0 Objectives of training

At the end of the course, participants will be able to:

- I. Define the structures and role of the Emergency Response Team
- II. Increase skills in emergency response plan and preparedness.
- III. Increase the awareness and confidence in emergency response plan and preparedness among Emergency Response Team.

3.0 Target Group

- I. Safety management
- II. Management level
- III. Safety practitioner
- IV. Safety committee
- V. Emergency response team

4.0 Delivery format

There are several methods or format to conduct training in order to ensure the effectiveness of the training._

- I. Class room
 - Notes
 - Workshop
- II. Practical
 - Fire drill
 - Building evacuation
 - Incident Command System

5.0 Proposed Tentative

Day 1

TIME	TOPICS
0800-0830	Arrival and registration of participant
0830-1000	Introduction to relevant legislation <ul style="list-style-type: none"> • <i>Uniform Building By-Law 1984</i> • <i>Fire Services Act 1988</i> • <i>Occupational Safety and Health Act 1994</i>
1000-1015	Morning Tea Break
1015-1100	Introduction to emergency Types of emergency
1100-1300	Checklist and practical- Building Safety and Emergency Facilities Audits
1300-1400	Lunch break
1400-1500	Fire safety
1500-1630	Fundamental of fire and fire extinguisher <ul style="list-style-type: none"> • Fire triangle • Source and type of fire • Fire extinguisher and media
1630-1700	Demonstration and practical on fire extinguishing
1700-1730	Tea break

Day 2

TIME	TOPICS
0800-1000	Emergency Preparedness 1 – Incident Command System (ICS) <ul style="list-style-type: none"> • Levels of Emergencies • Emergency response policy • Principles of ERP – Containment, Isolation, Action
1000-1015	Morning tea break
1015-1200	Emergency Preparedness 2 – Incident Command System (ICS) <ul style="list-style-type: none"> • <i>Emergency response team (ERT)</i> • <i>Roles and responsibilities</i>
1200-1300	Developing Emergency Response Plan (ERP)
1300-1400	Lunch break
1400-1500	Shutdown and building evacuation procedure
1500-1700	Practical Session <ul style="list-style-type: none"> • fire drill • building evacuation
1700-1715	Tea break

ERGONOMICS AWARENESS TRAINING

1.0 Introduction

Ergonomics is the scientific discipline with designing according to the human needs, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance. It is sometimes concurrently or synonymously used with different terms such as Repetitive Strain Injuries (RSI), Occupational Overuse Syndrome (OOS) or Cumulative Trauma Disorders (CTD).

Musculoskeletal disorders (MSDs) is a common health effect of ergonomics problem which involved strains, sprains, muscle fatigue and eventually injury to the lower back, shoulders, and upper limbs. Potentially injurious tasks may involve bending and twisting, repetitive motions, forceful exertion, prolong sitting, prolong standing, carrying or lifting heavy loads, and maintaining fixed positions for a long time.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Learn the principles of ergonomics and their applications.
- II. Provide workers with awareness training and coaching to affect work practices and behaviors and to improve workplace conditions.
- III. Develop the skills, abilities and confidence of workers thus recognized early symptoms of MSDs.

3.0 Target group

- I. Workers
- II. Safety management
- III. Safety practitioners
- IV. New employed workers

4.0 Delivery format

There are several methods or format to conduct the Ergonomics Awareness Training in order to ensure the effectiveness of the training._

- i) Class Room
 - Notes
 - Workshop

5.0 Proposed Tentative

Day 1

TIME	TOPICS
0830 – 0900	Ice-breaking
0900 – 0930	Session 1: Introduction to Ergonomics
0930 – 1000	Session 2: Legal Requirement
1000 – 1020	Tea break
1020 – 1100	Session 3: Effects – Health
1100 – 1200	Session 4: Risk Factors of Ergonomics
1200 – 1245	Session 5: Principles of Workspace Design
1245 – 1400	Lunch break
1400 – 1500	Session 6: Introduction to Office Ergonomics
1500 – 1645	Session 7: Office Ergonomics Assessment / Case Study/ Site Visit Discussion
1645 – 1700	Tea break

Day 2

TIME	TOPICS
0830 – 0930	Session 1: Introduction to Manual Handling
0930 – 1000	Session 2: Risk factor and impact of manual handling
1000 – 1020	Tea break
1020 – 1100	Session 3: Principles of Ergonomics Intervention
1100 – 1200	Session 4: Brief method of ergonomics assessment
1200 – 1245	Session 5: Impact of poor ergonomics to organization
1245 – 1400	Lunch break
1400 – 1500	Session 6: Recommendation and ergonomics improvement
1500 – 1600	Session 7: Group discussion/case study
1600 – 1645	Session 8: Group presentation/discussion
1645 – 1700	Tea break

WORKPLACE FIRST AID TRAINING

1.0 Introduction

First aid is the immediate care given to a person who has been injured or suddenly taken ill. It includes self-help and home care if medical assistance is not available or is delayed. It also includes well-selected words of encouragement, evidence of willingness to help, and promotion of confidence by demonstration of competence.

The person giving first aid, the first-aider, deals with the whole situation, the injured person, and the injury or illness. He knows what not to do as well as what to do; he avoids errors that are frequently made by untrained persons through well-meant but misguided efforts. He knows, too, that his first aid knowledge and skill can mean the difference between life and death, between temporary and permanent disability, and between rapid recovery and long hospitalization.

2.0 Objectives of training

At the end of the course, participants will be able to:

- I. Define the role as first aider
- II. To learn the different types of accidents and injuries
- III. To learn the basic first aid treatment during emergency

3.0 Target Group

- I. Safety management
- II. Management level
- III. Safety practitioner
- IV. Safety committee
- V. Emergency response team

4.0 Delivery format

There are several methods or format to conduct training in order to ensure the effectiveness of the training.

i) Class room

- Notes
- Workshop

ii) Practical



Figure 1. Example of activity

4.0 Proposed Tentative

Day 1

TIME	TOPICS
0830 – 0900	Registration
0900 – 1000	<p>Introduction to program and first Aid</p> <ul style="list-style-type: none"> • Background • Objectives • Benefits <p>Human Anatomy Circulation System Respiratory System</p>
1000 – 1015	Tea break
10150 – 1245	<p>Bleeding, shock and burn</p> <ul style="list-style-type: none"> • Types of bleeding, shock conditions and degree of burns • Identify symptoms and begin first aid treatment • Precautions step to be taken to avoid complication
1245-1400	Lunch break
1400-1500	<p>Bone, joint and muscle injuries</p> <ul style="list-style-type: none"> • Closed fracture, strain, sprain, dislocation • Open fracture • Spinal fracture <p>First aid guide for dressings and bandages</p>
1500-1645	<p>Practical</p> <p>Choking hazard Cardiopulmonary Resuscitation (CPR)</p>

SAFETY AND HEALTH COMMITTEE TRAINING

1.0 Introduction

Often, the employers as well as employees representative of Safety and Health Committees are commonly found in the setup of various organizations. Nevertheless, most of the elected/appointed representatives are clueless towards their roles and responsibilities in the management of Safety and Health in the workplaces.

In order to maintain a safe and healthy workplace, the roles and boundary of the elected elected/appointed representatives should be clarified. Safety and health committee and representatives play a vital role in preventing work-related injuries and diseases, and are an important part of what is called the internal responsibility system. This system, based on cooperation between employers and employees, improves the overall understanding of occupational health and safety issues in the workplace.

2.0 Objectives of training

At the end of the course, participants will be able to:

- I. Define the structures and composition of the Safety and Health Committee
- II. Describe the basic function of the committees, including roles and responsibilities or elected/appointed representatives
- III. Increase the awareness in Safety and Health among elected/appointed Safety and Health representatives

3.0 Target group

- I. Safety management
- II. Management level
- III. Safety practitioner
- IV. Safety committee
- V. Emergency response team

4.0 Delivery format

There are several methods or format to conduct safety and health committee training in order to ensure the effectiveness of the training.

i) Class room

- Notes
- Workshop and discussion

5.0 Proposed Tentative

Day 1

TIME	TOPICS
0800-0900	Arrival and registration of participant
0900-1000	Introduction to safety and health committee
1000-1015	Morning Tea Break
1015-1200	Legislation – OSHA (1994) Section 30: Establishment of safety and health committee at place of work.
1200-1300	Legislation – OSH (Safety And Health Committee) Regulations 1996
1300-1400	Lunch break
1400-1500	Appointment and Structure of the Safety and Health Committee
1500-1630	Function, Roles and Responsibilities of Safety and Health Committee
1630-1700	Case studies
1700-1730	Tea break

FIRE SAFETY MANAGEMENT TRAINING

1.0 Introduction

A fire safety management plan details arrangements to implement, control, monitor and review fire safety standards and to ensure those standards are maintained. The plan describes the arrangements for effectively managing fire safety to prevent fire occurring and, in the event of fire, to protect people and property. The plan should specify the planning, organization, control, monitoring and review of the fire safety measures and fire safety provisions in the premises.

2.0 Objectives of Training

At the end of the course, the participants will be able to:

- I. Adopting a systematic approach for completing risk assessments to decide on priorities and to set objectives to eliminate or reduce risks.
- II. Identify the people at all levels who may have responsibility for carrying out the fire safety issues throughout the premises
- III. Established control measure.
- IV. Identify how the responsible person will measure the success of the fire safety policy.
- V. Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified.

3.0 Target group

- I. Emergency Response Team
- II. Safety Management
- III. Safety practitioner
- IV. Safety and health committee

4.0 Delivery format

There are several methods or format to conduct training in order to ensure the effectiveness of the training._

- I. Class room
 - Notes
 - Workshop
- II. Practical
 - Fire drill
 - Building evacuation
 - Incident Command System

4.0 Tentative

Day 1

TIME	TOPIC
0830-1000	Introduction to Fire Safety Management <ul style="list-style-type: none"> - Fire Safety - Emergency Management Step
1000-1030	Breakfast
1030-1130	Legal Requirement in Malaysia <ul style="list-style-type: none"> • <i>Uniform Building by Law 1984</i> • <i>Fire Services Act 1988</i> • <i>Occupational Safety and Health Act 1994</i>
1130-1300	Process for Fire Safety Planning and Management
1300-1400	Lunch Break
1400-1500	Protection System
1500-1600	International Disaster Action Plan
1600-1700	Step for Fire Management Building Evacuation
1700-1715	Tea Break

HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL
TRAINING (HIRARC)

1.0 Introduction

Hazard Identification, Risk Assessment and Risk Control (HIRARC) has become fundamental to the practice of planning, management and the operation of a business as a basic of risk management. The organizations that have carried out risk assessment at the work place have noted numerous changes in their working practice. Those who have already carried out risk assessment in their work, have reported positive changes in their working practice, they recognize substandard act and working condition as they develop and take necessary corrective action. Legislation requires that this process should be systematic and be recorded so that the results are reliable and the analysis complete. The risk assessment process should be continuous and should not be regarded as a one-off exercise. Preventive measures is a way of enforcing the law on Occupational Safety and Health (OSH), with HIRARC, one will be able to identify hazard, analyze and assess its associated risk and then apply the suitable control measures

Risk is something that we as individuals live with on a day-to-day basis. People are constantly making decisions based on risk. Simple decision in daily life such as driving, crossing the road and money investment all imply an acceptance risk. Risk is the combination of the likelihood and severity of a specified hazardous event occurring. In mathematical term, risk can be calculated by the equation:

Risk = Likelihood x Severity Where,

Likelihood is an event likely to occur within the specific period or in specified circumstances and Severity is outcome from an event such as severity of injury

or health of people, or damage to property, or insult to environment, or any combination of those caused by the event.

2.0 Objectives of training

At the end of the training, participants will be able to:

- I. Identify all the factors that may cause harm to employees and others (the hazards)
- II. Consider what the chances are of that harm actually be falling anyone in the circumstances of a particular case and the possible severity that could come from risks
- III. Plan, introduce and monitor preventive measures to ensure that the risks are adequately controlled at all times.

3.0 Target Group

- I. Safety management
- II. Management level
- III. Safety practitioner
- IV. Safety committee
- V. Emergency response team

4.0 Tentative

TIME	TOPIC
0830-1000	Introduction to Hazard Identification, Risk Assessment and Risk Control (HIRARC)
1000-1030	Breakfast
1030-1130	Function and importance of HIRARC
1130-1300	Planning and conducting HIRARC
1300-1400	Lunch break
1400-1500	Planning and conducting HIRARC
1500-1645	HIRARC checklist and case study
1645-1700	Tea break

BEHAVIORAL BASED SAFETY TRAINING

1.0 Introduction

Behavior Based Safety programs have been shown to increase awareness of safety expectations, to contribute towards continuous improvement in safety performance and to lead to achieving the desired safety goals and targets. A Behavior Based Safety (BBS) is a process through which work groups can identify measure and change their behaviors. It is a process that applies the principles of the Antecedent Behavior Consequence (ABC) behavior model. This assumes that all behaviors have one or more antecedents or activators or prompts which initiate the behavior and one or more consequences that either encourage or discourage repetition of the behavior.

BBS will get a company beyond workplace audits and inspections, past the policing role and closer to really knowing how much your workforce understands their work practices, procedures, conditions and behaviors that cause people to make mistakes. BBS is a proactive process that helps to get changes in a work group's safe behavior levels before incidents happen. All incidents are preceded by some kind of behavior, e.g. a worker falls off a ladder because he was over-reaching or the ladder was not secured. Both of these are individual behaviors.

BBS seeks to change the person's mindset, habits and behaviors so that these "at risk" behaviors will no longer be performed. As a result the worker will no longer fall off the ladder. It is built on the fundamentals of the **Antecedent Behavior Consequence (ABC)** behavior model.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Aware about the important of knowledge in behavioral based safety.
- II. Increasing the number of safe behaviors being performed.
- III. Reduce the hazard related to behavior in workplace because at 100% safe behavior levels do we eliminate the chance of an incident.
- IV. Identify the behaviors critical to obtaining required safety performance
- V. Communicate the behaviors and how they are performed correctly to all employees
- VI. Provide coaching/correction when unsafe behaviors are observed.

3.0 Target Group

- I. Safety management
- II. Management level
- III. Safety practitioner
- IV. Safety committee
- V. Emergency response team

4.0 Delivery Format

There are several methods or format to conduct safety and health committee training in order to ensure the effectiveness of the training:

- I. Class room
- II. Notes
- III. Workshop and discussion

5.0 Tentative of programme

Day 1

TIME	TOPICS
0900 – 0915	Ice-breaking
0915 – 0930	Introduction to Behavioral Bases Safety (BBS)
0930 – 1000	History of BBS
1000 – 1020	Tea break
1020 – 1120	Concept and principles of BBS
1120 – 1245	Safety performance Safety culture
1245 – 1400	Lunch break
1400 – 1430	Changes towards BBS ABC's of BBS
1430 – 1600	Steps and approach of BBS
1600 – 1645	Case study
1645 – 1700	Tea break

Day 2

TIME	TOPICS
0900 – 0915	BBS and Human factor analysis
0915 – 0930	Overview of BBS programme
0930 – 1000	Measuring safety performance
1000 – 1020	Tea break
1020 – 1120	Aspect of safety performance
1120 – 1245	Safety culture assessment
1245 – 1400	Lunch break
1400 – 1430	Sustaining Performance goals
1430 – 1500	Steps in measuring performance
1530 – 1600	BBS Coaching
1600 – 1630	Implementation of BBS
1630 – 1645	Case study
1645 – 1700	Tea break

SUSTAINABLE DEVELOPMENT GOALS (SDGs) COURSE

1.0 Introduction

The Sustainable Development Goals (SDGs) define global sustainable development priorities and aspirations for 2030 and seek to mobilize global efforts around a common set of goals and targets. The SDGs call for worldwide action among governments, business and civil society to end poverty and create a life of dignity and opportunity for all, within the boundaries of the planet.

Unlike their predecessor, the Millennium Development Goals, the SDGs explicitly call on all businesses to apply their creativity and innovation to solve sustainable development challenges. As the SDGs form the global agenda for the development of our societies, they will allow leading companies to demonstrate how their business helps to advance sustainable development, both by minimizing negative impacts and maximizing positive impacts on people and the planet.

Covering a wide spectrum of sustainable development topics relevant to companies such as poverty, health, education, climate change and environmental degradation, the SDGs can help to connect business strategies with global priorities. Companies can as such use the SDGs as an overarching framework to shape, steer, communicate and report their strategies, goals and activities.

However, lack of understanding on the SDGs among the community and this problem needs to be solved to ensure the SDGs can be achieved in 2030.

2.0 Objective

Sustainable Development Goals (SDGs) Course focused to:

- I. Improve the ability to identify and understand all 17 Sustainable Development Goals (SDGs).
- II. Identify the current implementation and future direction of SDGs in Malaysia.
- III. Acquire SDGs focused knowledge and skills described in the Industrial Sustainable Framework.

3.0 Target Group

This course opens to:

- I. Industry team player related to ESG and SDGs.
- II. Final Year University Student

4.0 Delivery Format

1. Awareness Package

Topic: Say Hi To SDGs!
2000 pax (maximum) / session
2 Hours / session

2. Focus Group

Topic is flexible and related to industry framework
30 pax only / session
1 Full Day

5.0 Proposed Tentative

Depends on the package chose by clients.

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