



#Public Training/Workshop#

Awareness Training On Occupational Safety (OSHA)

"The Art Of Adventure For Lifelong Learning"

INTRODUCTION:

- ◆ In order to establish conformance of services or Product to the Customer Requirements, aspect of Safety at Work is of Importance.
- ◆ This training will provide Awareness on Occupational Safety and Health Principles, Hazards at Workplace and Safety programmes.

OBJECTIVE:

Upon completion of the course, the participant will be able to:

- ◆ Interpret the salient provisions of the Occupational Safety and Health Act 1994 and its Regulations and relate its application to the workplace ·
- ◆ Identify the cause and effects of accidents, key hazardous areas in the workplace and implement preventive measures ·
- ◆ Appreciate the benefits of creating safe work culture at work place ·
- ◆ Develop a safety conscious team mindset that is proactive ·
- ◆ Understand the roles and responsibilities of management and employees in implementing OSH at the workplace in compliance with the provisions of the OSHA 1994 ·

WHO SHOULD ATTEND:

- ◆ All department from all industries

Program Schedule :

Registration	:8.30am
Morning session	:9.00am - 10.30am
Morning Tea	:10.30am - 10.45am
Lunch	:1.00pm - 2.00pm
Afternoon session	:2.00pm - 3.30pm
Afternoon Tea	:3.30pm - 3.45pm
End	:5.00pm

Date:

Please refer to our WEBSITE

Duration:

2 days (9am - 5pm)

Medium:

English & Bahasa Malaysia

Venue:



Course Content

1. Introduction

What is Occupational Health and Safety
Why is Occupational Health and Safety Important?
Cost of occupational Injury and Diseases
Health and Safety Programmers

2. Hazards in the Office

Common Health and Safety Hazards in Office
Housekeeping Controls ;
Fire Hazards ;
Workplace Violence
Ergonomic principles,

3. Range of Hazards

- Physical
- biological
- Chemical
- Behavioral



4. The Importance of Management Commitment

Effective Management addresses all work related Hazards
Management System and Standards

5. The Importance of Training

Recognize early signs/symptoms
Assess work environment, job analysis

6. Role of Health and Safety Representative

7. Hazard Identification, Risk Assessment and Risk Control (HIRARC)

Introduction to HIRARC
Basic Principles of Risk Management
HIRARC Elements, Steps, Identification, Hazard Matrix, Hazard Control

CONCLUSION



TRAINER'S PROFILE

JAMIL SULEIMAN

He is Certified Trainer under Human Resource Development Council and also trained as Business Coach by Leadership University, Coach2coach, U S A.

As a Trainer, Consultant and Coach for Quality Management System i.e. ISO 9001:2008, ISO 14001, ISO/IEC 17025, TS 16949. Including QCC (Quality Control Circle), 5S, Autonomous Maintenance, Value Mapping, Product Certification, Root Cause Analysis, Corrective Action and Preventive Action, Data Analysis, Measurement System Analysis. Related to Management System also includes Safety, Environment, Documentation Training, Foundation for Lead Assessor/Auditor.

As Trainer, Facilitator and Mentor for unemployed graduates under Graduate Employability Enhancement Programme (GREEN) and Graduate Employability Scheme (GEMS) on (i) Problem Solving and Decision Making skills (ii) Problem Solving and Creative Thinking and (iii) Project and Operation Management modules. Involved as Trainer and Coach for Kementerian Pengajian Tinggi for Polytechnics in the Field of Communication Skills, Interpersonal Communication Skills and Six Sigma for Green Belt (Introduction)

His area of specialty is in ISO 9001 Quality Management System Training and Consultancy i.e. Awareness of ISO 9001:2008, Interpretation of ISO 9001:2008 standard, Internal Quality Audit Training, Documentation Training, Corrective Action and Preventive Action Training and Consultancy. Quality Management Representative Training (QMR). This includes Consultancy and coaching companies seeking for ISO 9001:2008 Certification, OHSAS 18001, upgrading QMS towards Customer Satisfaction. This includes training on Corrective and Preventive Action, Problem Solving and Critical Thinking, Effective Record & Filing System, Business Process Reengineering, Project Management and Operation Management

He has vast experience and exposure in Quality Assurance and Quality Control for Product Certification activities, facilitates documentation preparation, prepare for Third Party Audit, Corrective Action after Audit, Conduct Gap Analysis before planning for any Management System, Audit on Governance, Ethics, Record and Filing System, Strategy and Risk Management etc.

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Registration Form

Awareness Training On Occupational Safety (OSHA)

DATE: Refer to our WEBSITE. | **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5548 0024 ; TEL: +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

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Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

Authorization (Signatory must be authorized on behalf of the company)

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is invalid without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non- attendance does not constitute cancellation.

(However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

ASL Training & Consultancy Sdn Bhd.

COMPANY STAMP

