



COURSE TITLE	: Occupational Safety and Health in The Office		
COURSE DURATION	: 2-day(s) / 13.00-hour(s)	COURSE CODE	: OSHO
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM864.00 (inclusive of 8% SST)		

1. OBJECTIVE(S):

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

- i. Enhance awareness of OSH in office environment.
- ii. Assist employer to fulfil legal obligation pertaining to OSH.
- iii. Identify OSH related issues in the office.
- iv. Disseminate the ideas related to prevention and risk control.

2. TARGET GROUP(S):

- i. Managers / Executives.
- ii. Safety and Health Officers.
- iii. OSH practitioners.
- iv. Safety and Health Committee members.
- v. Office personnel.

3. ENTRY REQUIREMENT(S):

- i. None.

4. TOPIC(S):

- i. OSHA and Its Regulation.
- ii. Hazard in The Office.
- iii. Implementation of Ergonomics in The Office.
- iv. Develop and Use Hazard's Checklist.
- v. Workplace Inspection.

5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994.





6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. DVD player and audio speaker.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Group discussion.
- iii. Case study (based on video).
- iv. Stretching exercise.

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
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COURSE TITLE: OCCUPATIONAL SAFETY AND HEALTH IN THE OFFICE

DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Course Registration and Briefing	NIOSH
0900 - 1030	1.50	Introduction to OSH	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Physical Hazards	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Psychosocial Hazards	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Biology and Chemical Hazards	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Ergonomics Hazards	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Workplace Inspection	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Presentation	
	6.50	END OF THE COURSE	