

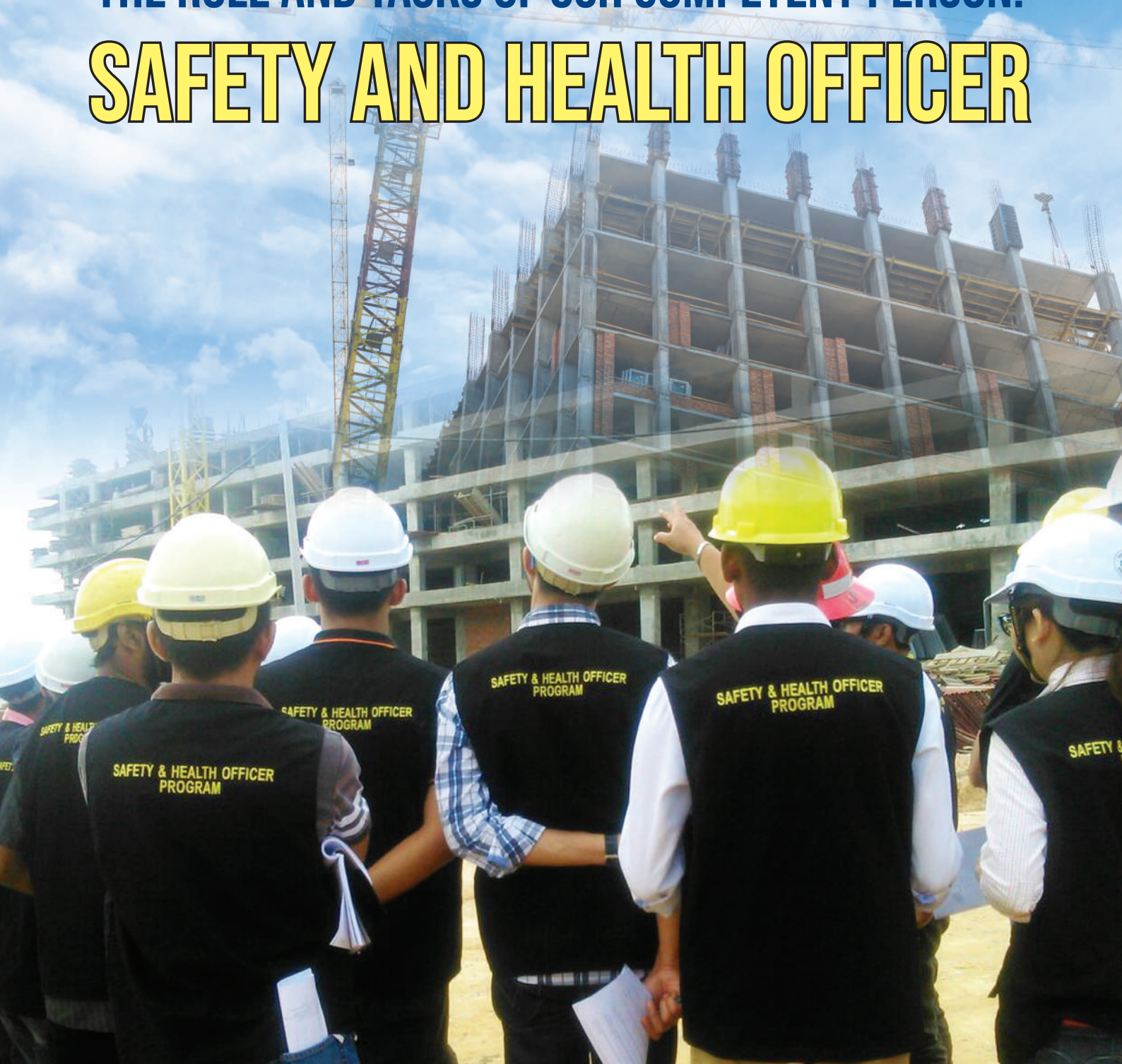


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Your OSH preferred partner

FYI

THE ROLE AND TASKS OF OSH COMPETENT PERSON: SAFETY AND HEALTH OFFICER



EXECUTIVE DIRECTOR'S

JUNE 2020

Note

Dear readers,

Occupational Safety and Health Act (OSHA) 1994 and Factory and Machinery (FMA) Act 1967 are two main acts related to OSH enforced by DOSH and it is a reference to the Safety and Health Officer (SHO) to carry out their task. The requirements to be register as a competent occupational safety and health officer in Malaysia is stated in the Occupational Safety and Health (Safety and Health Officer) Regulation 1997. There are 9 duties of SHO listed in the regulation.

The duty of an occupational Safety and Health Officer (SHO) in Malaysia is to advise employers on safety measures at workplace, to check on workplace condition, investigate any accident, to assist the employer or Safety Health Committee (SHC) in organising and implementing occupational safety and health programs at work, to serve as a secretary in SHC, assist SHC for workplace inspection, to collect, analyse and maintain statistics on accidents upon dangerous events, occupational poisoning or occupational illness that might occurs, to aid officers to implement safety requirements, carry out work related to OSH and prepare reports on OSH related activities.

Apart from the educational requirements, in order to be a SHO, participants are mandate to attend the SHO's course conducted by National Institute of Occupational Safety and Health (NIOSH) or any other training providers recognised by DOSH. Candidate must complete the training courses and pass the examinations along with at least a 3 years working experience, thence qualified candidate will be recognized as competent safety and health officer.

I hope you will benefit from the write-up on safety and health officer article and thank you for choosing NIOSH as your OSH preferred partners. See you next month.



Haji Ayop Salleh
Pengarah Eksekutif
NIOSH

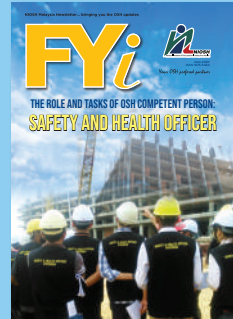
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PUBLISHER

NIOSH

Lot 1, Jalan 15/1, Section 15, 43650
Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia

Tel : 03-8769 2100
Fax : 03-8926 2900
Email : general@niosh.com.my
Website : www.niosh.com.my

DESIGN & PRINTING

HAYS SYNERGY SDN BHD

No 50, Jalan PBS 14/3,
Taman Perindustrian Bukit Serdang
43300 Seri Kembangan
Selangor Darul Ehsan

THE ROLE AND TASKS OF OSH COMPETENT PERSON: SAFETY AND HEALTH OFFICER

INTRODUCTION

Occupational Safety and Health Act (OSHA) 1994 and Factory and Machinery (FMA) Act 1967 are two main acts related to OSH enforced by DOSH and it is a reference to the SHO to carry out their task. The duty and qualification for registration of the occupational safety and health officer in Malaysia is explained and stated in the Occupational Safety and Health (Safety and Health Officer) Regulation 1997. There are 9 duties of SHO listed in the regulation.

The duty of the occupational Safety and Health Officer (SHO) in Malaysia is to advise employers on safety measures at the workplace, check the workplace, investigate any accident, assist the employer or Safety Health Committee (SHC) in organising and Implementing occupational safety and health programs at work, serving as a secretary in SHC, assisting SHC in the workplace inspection, collecting, analysing and maintaining

statistics on accidents, dangerous events, occupational poisoning or occupational illness occurring at work, assisting any officer to implement safety requirements, carry out any relevant work of the OSH and prepare reports on the activities of the OSH carried out.

In addition to the educational requirements, to be a SHO, there are needs to attend the SHO's course conducted by National Institute of Occupational Safety and Health (NIOSH) or from other training providers recognised by DOSH and successfully completed training courses and pass the examination of the course and has an experience working in the field of occupational safety and health at least for a period of 3 years. There are 26 competent training centres approved by DOSH to conduct the training SHO. The content of the training courses are set by DOSH through The Guidelines for Safety and Health Officer Training Centre 2013. Table 1.0 shows the comparison of occupational safety and health program syllabus in other countries. These SHO course content is remaining stable over the years from 2013.

Table 1.0: The comparison of occupational safety and health program in other countries

| Item | Malaysia | United States | United Kingdom | Singapore |
|--------------------|--|---|---|---|
| Types of field | Course contains 4 major fields: 1. Occupational safety and health management 2. Occupational safety and health legislation 3. Occupational health 4. Occupational safety | Course contains 9 major fields : 1. Construction 2. General field 3. Health care 4. Worker safety 5. Hazardous materials 6. Fire prevention 7. Environment 8. Work cleanliness 9. Ergonomics | Course contains 4 major fields : 1. Safety and health Management 2. Control of hazardous agents at the workplace 3. Safety of the workplace and work equipment 4. Theories and practices of safety and health | Course contains 4 major fields: 1. Policy and risk management 2. Operational control 3. Corrective and preventive measures 4. Interpersonal skill |
| Total credit hours | A minimum of 162 hours | A minimum of 68 hours and a maximum of 141 hours | A minimum of 130 hours and a maximum of 500 hours | A minimum of 128 hours and a maximum of 344 hours |
| Topic | Contains compulsory | Contains compulsory and optional topics | Not specified | Contains compulsory and optional topics |
| Mode of study | 1. Conventional and classes (fulltime and part time) 2. Studies are conducted through classrooms and practical | 1. Conventional and classes (fulltime and part-time) 2. Studies are conducted through online lectures, online seminar and teleconferences | 1. Conventional (fulltime and part-time) 2. Studies are conducted through classrooms, online study, distance learning and mixed learning | Not specified |

BACKGROUND STUDY

Competency is a personal trait that influences behaviour and performance (Spencer & Spencer, 1993). A lack of competency can lead to serious errors and negative results (Axley, 2008). Leemann (2005) recommended that environmental safety and health professionals (ESHPs) use their competency to demonstrate their value to businesses and subsequently achieve optimal safety performance. Leemann (2005) further stated that an understanding of the role and functions of ESHPs, and their corresponding competency levels can improve the ability of ESHPs and boost business support for proposed environmental safety and health program and project. Competent Person (CP) is an individual appointed by an employer and recognized by the authority body.

In Malaysia an occupational safety and health (OSH) CPs must be well trained, knowledgeable, well-experienced, skillful and complies to the laws of safety and health in order to perform the duties specifically. CPs are responsible under the Occupational Safety and Health Act 1994 as well as the Factories and Machinery Act 1967. They had undergone the required competency training, passed the examination and registered by the Director of Occupational Safety and Health Department (DOSH). According to Hale and Frank Guldenmund (2006) there are a large number of OSH professional groups who carry out tasks under different titles across developed countries. Hale and Frank Guldenmund (2006) had also summarized the role and tasks safety and health professional into namely; risks identification and analysis, solution development, training, information and communication, inspection and research, emergency procedures, regulatory tasks, knowledge management and management & financial aspects of the safety function.

The problem statement of this study is to find out if, Safety and Health Officer (SHO) in Malaysia is at par with those in other developed country's safety and health professional, based on the role and tasks study by Hale and Frank Guldenmund (2006). The objective of this study is to analyze the role and tasks of SHO in Malaysia in comparison to the safety and health professional in other developed countries with the intention to achieve the status of a developed nation. The study also is investigating the gap between the role and tasks of SHO in Malaysia and developed countries and to explore if the level and range of role and tasks that the SHO carry out across developed countries is comparable.

METHODOLOGY

This cross-sectional study was carried out from November 2016 until April 2017 to observe SHO role and tasks that is currently practiced in Malaysia. The sampling method for this survey is randomly stratified sampling to represent from the Safety and Health Officer (SHO). The respondents were invited to complete a web-survey.

The survey questions were disseminated through workshop/seminar, email and through WhatsApp application in CP groups. The data regarding developed countries are based on the journals



published in 2006 by Hale and Frank Guldenmund who had used the same set of questionnaire. The data was set as a benchmark of CP role and tasks.

The sampling calculations were in reference to the Morgan's schedule (2012) and The Research Advisors Calculator. From the tables and calculations [8], and by pitching the total number of samples for each CP type at a 95% confidence and 0.05 degree of accuracy, the required sample was derived at is 373. The response return from this survey just achieves 292 (78%) numbers of SHO.

The survey questions which were extracted from the survey set designed by European Network of Safety and Health Professional Organizations (ENSHPO), were used to compare the profile of Safety Professionals (SP) among developed countries. The questionnaire included demographic and employment data, core tasks, hazards and contacts.

The data were coded and entered using the SPSS software for tabulation of the data and production of the simple cross-tabulations. For the purpose of this paper the data were grouped and reduced in order to bring out the main features. The respondents gave their answers to the questions on tasks and hazards in term of the frequency which they carried out, or dealt with them. This scale used were; weekly or more, monthly, yearly or less, "never, but it is part of my job" and "not part of my job".

RESULTS AND DISCUSSION

A total of 292 completed questionnaires were obtained. The data also showed for a number of demographic and employment variables such as highest academic, types of organization, types of industry, working duration and gender.

Table 3.0 shows academic achievement for all respondents. It was found that 61.3% SHO have a Bachelor degrees or Masters or PhD, while 34.9% of SHO have Certificate or Diploma. It was also shown that 3.8% of them attained SPM. The finding also showed, most SHO seemed to be located or appointed by employers in construction sector 41.8%, manufacturing sector 33.3% and services / utilities sector 6.5%. In terms of working experience, it was shown that 42.8% SHO have a below 5 years' experience, 30.5% SHO have a 6 to 10 years' experience, 22.3% have a 11 to 20 years' experience and 4.5% more than 20 years' experience. Meanwhile in terms of gender, 74.3% of the SHO are male while 25.7% are female. This shows that career discipline in SHO is dominated by males.

Table 3.0: Sample characteristic of SHO

| | N | % |
|--|------------|------------|
| Total | 292 | 100 |
| Academic | | |
| Bachelor/Master/PhD | 179 | 61.3 |
| Certificate/Diploma | 102 | 34.9 |
| SPM | 11 | 3.8 |
| Sector of activity | | |
| Construction | 122 | 41.8 |
| Manufacturing | 97 | 33.2 |
| Gas services | 19 | 6.5 |
| Transportation and communication | 15 | 5.1 |
| Public Service and Statutory Authorities | 9 | 3.1 |
| Electricity Services | 7 | 2.4 |
| Quarry Mines | 6 | 2.1 |
| Agriculture, fishery and forestry | 6 | 2.1 |
| Finance | 5 | 1.7 |
| Water services | 3 | 1.0 |
| Wholesale and retail trades | 2 | 0.7 |
| Sanitary services | 1 | 0.3 |
| Hotel and restaurant | 0 | 0 |
| Working Experience | | |
| 0 – 5 years | 125 | 42.8 |
| 6 – 10 years | 89 | 30.5 |
| 11 – 20 years | 65 | 22.3 |
| More 20 years | 13 | 4.5 |
| Gender | | |
| Male | 343 | 80.5 |
| Female | 83 | 19.5 |

In this section we look at the core tasks which are done by either a high percentage of the respondents in a country, or low percentage.

The findings were analyzed according to the core tasks undertaken by the study conducted by Hale and Frank Guldenmund (2006) for 12 countries comprising countries in Europe, Australia and Asia (Singapore). The comparison will be shown between the SHO in Malaysia and Hale's and Frank Guldenmund (2006) data findings. The core tasks items are as follows:

- Identify problems and analysis
- Develop and implement solutions
- Training, information and communication
- Inspection and review
- Emergency and recovery procedures
- Duties related to legal development
- Knowledge Management
- Management and finance

The findings shown in Table 4.0 are the core tasks of SHO in Malaysia and are at par with Safety Professional (SP) in the developed countries based on 2006 data. For the first 6 tasks namely; in identifying problems and analyses, developing and implementing solutions, training, information and communications, inspections and studies, tasks related to legal development and management and finance. While in knowledge management (70%), SHO in Malaysia are among the lowest compared to the United Kingdom (73%), Singapore (75%) and Australia (72%). However, for items related to emergency procedures and data recovery SHO in Malaysia achievement is higher than that of developed countries, that is 74% compared to United Kingdom 40%, Singapore 50% and Australia 39%. This indicated that SPs in developed countries are less involved in emergency-related tasks.

Table 4.0: Comparison of role and tasks SHO of Malaysia and Developed Country

| Role and Tasks | Malaysia (%) | *Australia (%) | *Singapore (%) | *UK (%) |
|---|--------------|----------------|----------------|---------|
| Identifying Problems and Analysis | 78.7 | 79 | 72 | 80 |
| Developing and Implementing a Solution | 88 | 72 | 76 | 79 |
| Training, Information and Communication | 95 | 80 | 80 | 82 |
| Inspection and research | 91 | 69 | 76 | 74 |
| Emergency and Recovery Procedures | 74 | 39 | 50 | 40 |
| Regulatory tasks | 21 | 23 | 21 | 25 |
| Knowledge Management | 70 | 72 | 75 | 73 |
| Management and Finance | 76 | 55 | 57 | 63 |

* **Source:** Hale and Frank Guldenmund (2006)

Table 5.0 shows comparison the role and task of knowledge items between SPs in developed countries and SHO in Malaysia. The findings showed almost similar tasks performed such as reading of occupational safety and health related journals / articles, attending courses or workshops on OSH, Exchanging Knowledge and Practical Experience with OSH Practitioner at Local or International level and writing OSH Related Articles. While in OSH Management System Documentation (60%), SHO in Malaysia are yet to achieve like those in United Kingdom (78%), Australia (74%) and Singapore (72%).

Table 5.0: Comparison of Role and Tasks between SHO in Malaysia and SP in Developed Country in terms of Knowledge Management.

| Role and Tasks | Malaysia (%) | *Australia (%) | *Singapore (%) | *UK (%) |
|---|--------------|----------------|----------------|---------|
| Reading Journals / Professional Articles Related to Occupational Safety and Health | 95 | 100 | 94 | 100 |
| Attending Course or Workshop on OSH | 98 | 98 | 96 | 99 |
| Exchanging Knowledge and Practical Experience with OSH Practitioners at Local and National Levels | 84 | 96 | 94 | 98 |
| Exchanging Knowledge and Practical Experience with OSH Practitioners at International Level | 45 | 40 | 65 | 41 |
| Writing OSH Related Journal / Articles | 36 | 25 | 30 | 23 |
| OSH Management System Documentation | 60 | 74 | 72 | 78 |

* Source: Hale and Frank Guldenmund (2006)

Data shows that in Malaysia the role and tasks of emergency procedures and rehabilitation items performance are higher than the developed countries, Table 6.0 is showed all of Malaysia's SHO work exceeds the developed countries' tasks. The tasks of providing company's policy on emergency procedures, and treatment and first aid and design / improve emergency procedures, are better performed by SPs of developed countries compared to Malaysia's. As for the task of establishing an emergency team / fire-fighting team, being a member of the fire / rescue team and providing first aid courses, the percentage of Malaysia's SHO is higher compared to the developed countries (UK, Australia and Singapore). This shows that SP in developed countries focus on the basic development stage and procedure designing.



Table 6.0: Comparison of Role and Tasks Between SHO in Malaysia and SP in Developed Country in terms of Emergency and Recovery Procedures

| Role and Tasks | Malaysia (%) | *Australia (%) | *Singapore (%) | *UK (%) |
|--|--------------|----------------|----------------|---------|
| Provide company policy on emergency procedures, treatments and first aid | 89 | 72 | 73 | 81 |
| Providing company policy on insurance and compensation | 42 | 32 | 22 | 23 |
| Design / improve emergency procedures | 91 | 72 | 84 | 82 |
| Organize emergency procedure practice | 92 | 50 | 80 | 55 |
| Establish an emergency response team / fire-fighting team | 93 | 17 | 54 | 11 |
| Be a member of the fire / emergency team | 87 | 14 | 50 | 8 |
| Provide first aid courses | 75 | 10 | 25 | 7 |
| Advising employer or employee about damage or injury claim | 76 | 57 | 41 | 69 |
| Act as expert witness in law or claim case | 25 | 28 | 17 | 25 |

* Source: Hale and Frank Guldenmund (2006)

Table 7.0 shows the current role and tasks of Malaysia's SHO based on the study conducted. Based on weightage we can see which role and tasks items are focused by each country. For countries in the UK and Australia putting the task of identifying problems and analysis, and training, information and communication are tasks that are prioritized whereas Malaysia and Singapore place priority on training, information and communication.

Table 7.0 Comparison of role and tasks SHO of Malaysia and Developed Country base on weightage

| Role and Tasks Items | Malaysia | UK | Singapore | Australia |
|---|-------------|-------------|-------------|-------------|
| Identifying Problems and Analysis | 13% | 16% | 14% | 16% |
| Develop and Implement Solutions | 15% | 15% | 15% | 15% |
| Training, Information and Communication | 16% | 16% | 16% | 16% |
| Examination and Review | 15% | 14% | 15% | 14% |
| Emergency and Recovery Procedures | 12% | 8% | 10% | 8% |
| Duties Related to Law Development | 4% | 5% | 4% | 5% |
| Knowledge Management | 12% | 14% | 15% | 15% |
| Management and Finance | 13% | 12% | 11% | 11% |
| TOTAL | 100% | 100% | 100% | 100% |

CONCLUSION

The role and tasks of each organization might differ subjected to the current law and regulations of a particular country (Leitão & Greiner, 2017). The current Malaysia SHO role and tasks was based on the OSHA 1994 as they were regulated. In addition, role and tasks of SHO should be designed based on Occupational Safety and Health Master Plan (OSHMP) 2020.

Generally, the implementation of role and tasks of SHO in Malaysia does not have much different than SPs in developed countries. However SHO in Malaysia need to improve the role and tasks of knowledge management for OSH management system documentation. Finally the study showed that there is a clear profession of SHO in Malaysia conforming to international standards. Due to the training requirement, assessment and recognizes course being regulated by government (DOSH), research findings can be used during revise training curriculum development.

ACKNOWLEDGEMENT

This research was funded by the Government of Malaysia under *Rancangan Malaysia ke-11* (RMK-11) and supervised by the Department of Occupational Safety and Health (DOSH) of Malaysia. The authors would also like to thank Professor Andrew Hale for his support in regards to the questionnaire and his article.

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PELUANG PROSPEK KERJAYA SEBAGAI PEGAWAI KESELAMATAN DAN KESIHATAN (SHO)

Tugas pegawai keselamatan dan kesihatan atau safety and health officer (SHO) di Malaysia ialah untuk menasihati majikan atau mana-mana orang yang bertanggungjawab mengenai langkah-langkah keselamatan dan kesihatan di tempat kerja. Antaranya lagi untuk memeriksa tempat kerja, menyasat apa-apa kemalangan, membantu majikan atau jawatankuasa keselamatan dan kesihatan di dalam menganjur dan melaksanakan program keselamatan dan kesihatan pekerjaan (KKP), juga bertindak sebagai setiausaha jawatankuasa, memungut, menganalisa dan menyenggara statistik mengenai kemalangan, kejadian berbahaya, keracunan pekerjaan dan penyakit pekerjaan.

Perincian tugas SHO ini boleh dirujuk di dalam Peraturan-Peraturan Keselamatan dan Kesihatan Pekerjaan (Pegawai Keselamatan dan Kesihatan) 1997. Merujuk kepada peraturan ini juga syarat kelayakan pendaftaran seseorang itu perlu mempunyai diploma KKP atau yang setaraf dengannya dari mana-mana badan profesional atau institusi yang diluluskan oleh Menteri atau menggunakan kelayakan lain seperti telah berjaya menamatkan kursus latihan SHO dan lulus peperiksaan seperti yang dianjurkan oleh Institut Keselamatan dan Kesihatan Pekerjaan Negara (NIOSH).

Peranan SHO ini adalah sangat penting apatah lagi di dalam suasana melawan penularan wabak COVID-19 di tempat kerja. SHO perlu menasihati majikan serta membantu membangunkan prosedur atau garis panduan bagi menghadapi norma baharu pasca perintah kawalan pergerakan bilamana organisasi pekerjaan sudah dibenarkan untuk beroperasi.

Namun bilangan SHO yang berada dipasaran masih belum mampu memenuhi permintaan yang ada. Jika dilihat pada tahun 2016, SHO yang berdaftar dengan Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP) sekitar 5984 orang dan anggaran berdasarkan kiraan kadar pertumbuhan tahunan purata (CAGR) bagi tahun 2020 yang berdaftar dengan JKKP kemungkinan sekitar 6538 orang sahaja (anggaran). Sedangkan anggaran keperluan SHO pada tahun 2020 pula ialah 12,498 orang yang diperlukan untuk mengurus keselamatan dan kesihatan di tempat kerja.

Kiraan ini hanya mengambil industri yang mandatori perlu kepada perlantikan SHO sahaja. Bagaimana dengan industri yang lain? Oleh itu, bagi yang berminat dan ingin membantu bersama-sama menjayakan KKP di Malaysia, ayuh mari bersama terjun ke 'dunia' KKP!

Penulis

Haji Shahronizam bin Noordin

Bahagian Penyebaran Maklumat (IDD)

NIOSH

UNJURAN KEPERLUAN PEGAWAI KESELAMATAN DAN KESIHATAN (SHO) 

| BIL. | JENIS INDUSTRI <i>Seperti di dalam Perintah Keselamatan dan Kesihatan Pekerjaan (Pegawai Keselamatan dan Kesihatan)</i> | KRITERIA PERLANTIKAN SHO | ANGGARAN BILANGAN PROJEK & PEKERJA PADA TAHUN 2020 (B1) | ANGGARAN KEPERLUAN SHO BERDASARKAN B1 | JUMLAH ANGGARAN KEPERLUAN SHO PADA TAHUN 2020 BERDASARKAN B1 |
|------|--|---|---|---|--|
| 1 | (a) dan (b) | Berdasarkan kriteria projek melebihi RM20 Juta | 1522* | 1522 | 12,498 |
| 2 | (c) hingga (i) | Berdasarkan kriteria melebihi 100 pekerja | 652,889** | 6,539 | |
| 3 | (j) | Berdasarkan kriteria melebihi 500 pekerja | 2,218,862** | 4,437 | |

*Sumber: Lembaga Pembangunan Industri Pembinaan Malaysia, OIB, 2017
**Sumber: Noorashah Sulaiman, 2017

PENCEGAHAN DAN PENGAWALAN COVID-19 DI SEKOLAH: PERANAN PENTADBIR, GURU DAN KAKITANGAN

Boleh dikatakan setiap hari kita semakin belajar bagaimana COVID-19 menjejaskan orang ramai. Warga tua dan mereka yang mempunyai masalah penyakit kronik seperti diabetes, penyakit jantung, darah tinggi adalah lebih berisiko dan boleh membawa maut. Virus baru ini juga boleh menjejaskan dan menjangkiti kanak-kanak. Oleh itu institusi pendidikan seperti sekolah perlu mengambil serius di dalam mencegah dan mengawal penularan jangkitan COVID-19 ini.

Mengikut data Kementerian Pendidikan Malaysia (KPM) pada tahun 2019 sahaja, enrolmen murid seluruh Malaysia berjumlah 4,939,959 orang yang terdiri daripada murid peringkat prasekolah, rendah dan menengah. Manakala bilangan sekolah pula berjumlah 10,208 buah yang merangkumi sekolah rendah dan menengah.

Maka di sini peranan pentadbir, guru dan kakitangan sangat penting di dalam memastikan penularan COVID-19 ini dapat dicegah dan dikawal di sekolah. Antara prinsip asas yang boleh membantu bagi menghentikan penyebaran penyakit ini ialah :

- murid, guru dan kakitangan yang sakit (tidak sihat) hendaklah tidak hadir ke sekolah.
- sekolah perlu melaksanakan aktiviti mencuci tangan dan sanitasi permukaan yang kerap disentuh (seperti tombol pintu) secara berkala setiap hari.
- sekolah perlu menyediakan kemudahan mencuci tangan dan pengurusan sanitasi serta pembuangan sampah mengikut prosedur yang betul.
- sekolah perlu mempromosi pelaksanaan penjarakan sosial.

Selain itu pihak pentadbir juga perlu sentiasa cakna terhadap fakta terkini berkaitan Covid-19. Juga memastikan operasi sekolah selamat dilaksanakan, membangunkan prosedur mengurus murid yang tiba-tiba sakit di sekolah, sentiasa berkongsi maklumat atau garis panduan terkini dari Kementerian Kesihatan Malaysia (KKM) dan KPM. Menggunakan polisi 'work from home' bagi keadaan yang tertentu, memantau kehadiran pelajar, guru dan kakitangan di sekolah, merancang kesinambungan pembelajaran seperti kelas atas talian, melaksanakan taklimat pendidikan kesihatan berkaitan COVID-19 dan juga mengurus dan cakna terhadap kesihatan mental.

Semoga peranan yang dimainkan nanti mampu memberi kebaikan kepada semua pihak termasuk institusi pendidikan, masyarakat dan negara. Kita jaga kita!

Yang Benar,

Bahagian Penyebaran Maklumat (IDD), NIOSH
#Staysafe #stayhealthy #stayathome



PERKHIDMATAN PERPUSTAKAAN NIOSH



U mumnya mengetahui bahawa perpustakaan ialah sebuah bangunan yang menyimpan pelbagai koleksi sumber maklumat dan menyediakan perkhidmatan tertentu, diuruskan untuk digunakan, dan diuruskan oleh perbadanan awam (kerajaan), institusi mahupun persendirian. Jika dahulu perpustakaan digunakan untuk menyimpan pelbagai koleksi bahan bercetak seperti buku dan majalah, tetapi disebabkan kepesatan dunia maklumat, perpustakaan kini dijadikan gudang yang menghimpunkan juga pelbagai sumber yang bersifat bahan bercetak, elektronik, mahupun bahan bukan cetakan. Malah, kebanyakan perpustakaan hari ini juga menyediakan perkhidmatan internet untuk kegunaan umum.



Perpustakaan NIOSH pula merupakan satu-satunya perpustakaan yang gedungnya dipenuhi dengan bahan berkaitan keselamatan dan kesihatan pekerjaan (KKP). Terdapat bahan seperti buku, jurnal, poster, brosur, CD-ROM, tesis/kertas kerja, majalah, keratan akhbar, NIOSH Research, laporan tahunan dan 'program book'. Sehingga kini perpustakaan NIOSH mempunyai sebanyak 12,000 koleksi di mana hampir 80% bahan koleksinya berkaitan keselamatan dan kesihatan pekerjaan.

Selain itu perpustakaan NIOSH juga menyediakan perkhidmatan menjual bahan penerbitan seperti buku akta, peraturan dan garis panduan berkaitan KKP serta buku penerbitan NIOSH sendiri. Disamping itu juga perpustakaan NIOSH memberi khidmat nasihat secara umum berkaitan masalah dan isu berkaitan KKP. Selaras dengan perkembangan teknologi dan pengurusan terkini maka pihak perpustakaan NIOSH juga merangka ke arah 'Smart Digital OSH Library'.

Oleh itu jadikanlah perpustakaan NIOSH sebagai 'rakan karib' kita. Wujudkan dan bentuklah budaya ilmu dalam kalangan pengamal keselamatan dan kesihatan pekerjaan!

#staysafe #stayhealthy #stayathome

SEMINAR NIOSH SECARA ONLINE SEPANJANG PERINTAH KAWALAN PERGERAKAN BERSYARAT (PKPB) 2020



Pasca COVID-19 di negara telah memberi kesedaran kepada masyarakat dalam menjalani kehidupan secara norma baharu yang lebih tertumpu kepada penjagaan kesihatan diri seperti pemakaian penutup mulut dan hidung, cecair sanitasi dan sebagainya. Namun begitu, kesedaran dalam penjagaan keselamatan diri juga perlu diberi perhatian oleh semua orang terutamanya dalam tempoh PKP yang mengutamakan penjarakan sosial. Pengetahuan mengenai asas pertolongan cemas (*Basic First Aid*) haruslah dititikberatkan oleh setiap individu memandangkan keadaan telah berubah di mana sebarang kecederaan boleh sahaja berlaku khususnya di rumah iaitu lokasi yang lebih ramai keberadaan orang pada masa ini.

Pada 4 Jun 2020 (Khamis) telah berlangsung seminar secara atas talian bertajuk 'Asas Pertolongan Cemas di Rumah (*BFA AT HOME*)' yang telah disampaikan oleh Dewiillah Sapriah Yosof (*Occupational Health Nurse NIOSH*). Seminar tersebut bersiaran secara langsung melalui persidangan video : Jitsi

Meet (Jitsi.org) di Facebook NIOSH pada pukul 11.00 pagi - 1.00 tengah hari. Seminar berbayar sebanyak RM53.00 ini mendapat sambutan yang menggalakkan dari orang ramai kerana pengetahuan ini dapat membantu mereka sekiranya berlaku sebarang kecederaan di rumah semasa perintah kawalan pergerakan pemulihan (PKPP) ini.

AYUH, SERTA KAMI, KEKAL BERSAMA NIOSH

#NIOSH #onlineseminar
#yourOSHpreferredpartner
#staysafestayhealthy
#staywithus

TAKLIMAT KESELAMATAN DAN KESELAMATAN KESIHATAN PEKERJAAN (KKP) BERSAMA UNIVERSITI TEKNOLOGI MARA (UiTM), MACHANG, KELANTAN.



Pada 10 Jun 2020 (Rabu), buat pertama kalinya, NIOSH bersiaran secara langsung memberi taklimat menerusi perisian *Google Meet* bersama para pelajar ijazah yang berada di Universiti Teknologi Mara (UiTM), Machang, Kelantan.

Selaras dengan norma baharu ini, NIOSH mengambil inisiatif memberi taklimat Keselamatan dan Kesihatan Pekerjaan (KKP) kepada pelajar ijazah dari UiTM Machang Kelantan secara atas talian. Sesi taklimat bermula jam 9.00 pagi – 10 pagi disampaikan oleh Haji Sharonizam bin Noordin, pengurus Bahagian Penyebaran Maklumat (IDD), NIOSH. Topik yang disampaikan pada pagi itu berkaitan dengan kepentingan Keselamatan dan Kesihatan di tempat kerja.

#staysafe #stayhealthy #stayathome

SEMINAR NIOSH SECARA ATAS TALIAN SEPANJANG PERINTAH KAWALAN PERGERAKAN PEMULIHAN (PKPP) 2020



Walaupun fasa Perintah Kawalan Pergerakan Pemulihan (PKPP) dikuatkuasakan oleh kerajaan bagi pemulihan pelbagai aspek yang melibatkan sosial masyarakat dan ekonomi negara, penjagaan sendiri seperti pematuhan *Standard Operating Procedure (SOP)* di lokasi yang kita berada seharusnya diamalkan oleh setiap individu.

Begitu juga ketika seseorang yang berada atau bekerja di sesebuah makmal bahan kimia, bagi membantu menjamin keselamatan dan kesihatan seseorang individu atau pekerja itu, langkah berjaga-jaga dan pengendalian yang selamat terhadap bahan-bahan kimia sewajarnya diambil serius terutamanya bahan kimia yang berbahaya yang boleh mengakibatkan kecederaan yang tidak diingini.

Untuk itu, sertai kami dalam seminar khas bertajuk 'Pengendalian Bahan Kimia Yang Selamat dari Perspektif KKP' yang telah disampaikan oleh Mohd Norhafsam Maghpor (Pakar Teknikal NIOSH) pada 26 Jun 2020 (Jumaat) melalui perisian persidangan video: Jitsi Meet (Jitsi.org). Seminar berbayar sebanyak RM53.00 ini bermula pada pukul 10.00 pagi - 12.00 tengah hari.

AYUH, SERTA KAMI, KEKAL BERSAMA NIOSH

#NIOSH
#onlineseminar
#yourOSHpreferredpartner
#staysafe #stayhealthy

Bermula norma baharu sepanjang Perintah Kawalan Pergerakan Pemulihan (PKPP), pada 11 Jun 2020 (Khamis) Bahagian Komunikasi Strategik Latihan (TSCD), NIOSH telah menganjurkan siri seminar online bertajuk *Introduction to NIOSH Skill Competencies Programme* yang telah disampaikan oleh Mohd Hairi Mustafa, Resident Trainer NIOSH pada jam 11.00 pagi - 12.30 tengah hari.

Seminar atas talian itu berlangsung secara 'live streaming' khas buat anda yang terus komited membantu dan bekerjasama dalam usaha memutuskan rantaian wabak COVID-19 di Malaysia. Marilah bersama-sama menimba pengetahuan OSH melalui sesi perkongsian ilmu oleh tenaga pengajar NIOSH yang berpengalaman. Seminar yang dianjurkan boleh layari secara *Live* di

<https://www.facebook.com/nioshmalaysia/>

LUANGKAN MASA ANDA, STAY WITH US



#staysafe
#stayhealthy
#staywithNIOSH
#onlineseminar
#NIOSH
#YourOSHpreferredpartner

BUAL BICARA KKP DAN OSH TALK SECARA ATAS TALIAN SEPANJANG PERINTAH KAWALAN PERGERAKAN PEMULIHAN (PKPP) 2020

NIOSH membawa perkongsian secara atas talian Bual Bicara KKP di Facebook NIOSH (FB Live). Bual bicara ini berlangsung pada 25 Jun 2020 (Khamis) jam 10.00-11.00 pagi. Topik yang dibicarakan berkaitan "Total Wellness Health Program (TWHP)" yang disampaikan oleh Dr. Muhamad Ariff Muhammad Noordin, Pakar Teknikal NIOSH dan Nur Alyani Fahmi Salihen Eksekutif Kesihatan Pekerja, NIOSH.

Semoga program yang dijalankan ini dapat memberi manfaat berguna kepada masyarakat disamping dapat mengetahui lebih mendalam dalam bidang Keselamatan dan Kesihatan Pekerjaan (KKP) melalui sesi perkongsian ilmu pengetahuan oleh tenaga pengajar NIOSH yang berpengalaman sepanjang tempoh Perintah Kawalan Pergerakan Pemulihan (PKPP).



akan dilaksanakan oleh kerajaan untuk mengawal penularan COVID-19. Diharap warga Malaysia dapat mematuhi fasa Perintah Kawalan Pergerakan Pemulihan (PKPP) ini supaya kes-jangkitan dapat dikawal dan dibendung sepenuhnya. Kita semua tidak mahu lagi melalui fasa yang menakutkan seperti sebelum ini yang terpaksa berkurung di rumah disebabkan virus COVID-19 telah menyerang seluruh dunia.

Sejak PKP dan PKPB dilaksanakan kadar jangkitan COVID-19 di negara kita menunjukkan trend yang semakin menurun. Ini menunjukkan Malaysia telah berjaya membendung penularan COVID-19 dengan berkesan dan kini sedang memasuki fasa pemulihan dan ini tidak bermakna tiada lagi apa-apa sekatan yang

Moga perkongsian ilmu dalam bidang KKP ini bermanfaat kepada semua dan...Jom sertai kami di <https://www.facebook.com/nioshmalaysia>.

#staysafe #stayhealthy #stayathome



NIOSH membawa perkongsian secara atas talian OSH TALK di Facebook NIOSH (FB Live). OSH TALK ini berlangsung pada 30 Jun 2020 (Selasa) jam 11 pagi. Topik yang dibicarakan ialah *Unmasking the Truth About Masks* yang disampaikan oleh Baderin Osman, Pakar Teknikal Bahagian Perundingan, Penyelidikan dan Pembangunan (CRD), NIOSH.

Semoga seminar yang dijalankan ini dapat memberi manfaat berguna kepada masyarakat disamping dapat mengetahui lebih mendalam dalam bidang Keselamatan dan Kesihatan Pekerjaan (KKP) melalui sesi perkongsian ilmu pengetahuan oleh tenaga pengajar yang berpengalaman sepanjang tempoh Perintah Kawalan Pergerakan Pemulihan (PKPP) ini.

Sertai kami di <https://www.facebook.com/nioshmalaysia>

#Staysafe #stayhealthy

Pada 23 Jun 2020 (Selasa), NIOSH membawa perkongsian secara atas talian *OSH Talk* di Facebook NIOSH (FB Live). OSH TALK ini berlangsung pada jam 10 pagi- 12.00 tengah hari yang disampaikan oleh Ruzita Mohd Shariff, Pakar Teknikal Bahagian Education and Training Department (ETD), NIOSH. Topik yang dibicarakan ialah bertajuk *Train The Trainer: Competency Framework*.

Semoga seminar yang dijalankan ini dapat memberi manfaat berguna kepada masyarakat disamping dapat mengetahui lebih mendalam dalam bidang Keselamatan dan Kesihatan Pekerjaan (KKP) melalui sesi perkongsian ilmu pengetahuan oleh tenaga pengajar yang berpengalaman sepanjang tempoh Perintah Kawalan Pergerakan Pemulihan (PKPP) ini.

Dalam kesibukan kita melakukan aktiviti harian, jangan lupa kita masih berada dalam tempoh

Perintah Kawalan Pergerakan Pemulihan yang berkuat kuasa dari 10 Jun -31 Ogos 2020. Elakkan 3C iaitu *Crowded places*, *Confined spaces* dan *Close conversation*. Sentiasa amalkan 3W iaitu *Wash*, *Wear* dan *Warn*. Sentiasa mengamalkan penjarakan sosial dan juga tahap kebersihan diri yang tinggi. Bersama kita jayakan perang menentang COVID-19.

Ingat ya, walau di mana kita berada, amalkan kebiasaan baharu kehidupan dan patuhi semua arahan *Standard Operating Procedure (SOP)* yang telah ditetapkan agar rantaian penularan wabak COVID-19 dapat diputuskan.

Sertai kami di <https://www.facebook.com/nioshmalaysia>

#Staysafe #stayhealthy

MAJLIS MENANDATANGANI MEMORANDUM PERSEFAHAMAN (MoU) ANTARA NIOSH DAN MITSUBISHI MOTORS MALAYSIA SDN BHD



Majlis menandatangani Memorandum Persefahaman (MoU) antara NIOSH dan Mitsubishi Motors Malaysia Sdn Bhd telah berlangsung pada 25 Jun 2020 di Bilik Pameran, Menara NIOSH, NIOSH Bangi, Selangor jam 3.00 petang. Majlis dimulakan dengan bacaan doa dan taklimat keselamatan dan majlis bermula dengan ucapan aluan yang disampaikan oleh Pengarah Eksekutif NIOSH iatu Tuan Haji Ayop Salleh.

Pada pukul 3.15 petang ucapan daripada Naib Presiden Kanan Mitsubishi Motors Malaysia Sdn Bhd - Arba bin Abd Rahman. Selepas tayangan video, sesi menandatangani memorandum persefahaman diadakan dan diakhiri dengan sesi bergambar dan penyampaian cenderahati dari kedua-dua pihak.

KUNJUNGAN HORMAT KE PEJABAT TIMBALAN KETUA MENTERI MERANGKAP MENTERI INFRASTRUKTUR DAN PEMBANGUNAN PELABUHAN SARAWAK



KUCHING (27 JUN 2020) – Institut Keselamatan Dan Kesihatan Pekerja Negara (NIOSH), telah mengadakan kunjungan hormat ke Pejabat YB Tan Sri Datuk Amar Dr. James Jemut Anak Masing, Timbalan Ketua Menteri merangkap Menteri Infrastruktur dan Pembangunan Pelabuhan Sarawak.

Delegasi NIOSH di ketuai oleh Pengerusi NIOSH, YB Datuk Wilson Ugak Anak Kumbong yang juga Ahli Parlimen bagi kawasan Hulu Rajang, Sarawak. Turut serta bersama rombongan NIOSH adalah Naib Pengerusi, YB Datuk Senator T. Mohan; Pengarah Eksekutif, Hj Ayop Salleh; Setiausaha Eksekutif, Hj Mejar Hanif Maidin serta beberapa orang pegawai.

Kunjungan hormat ini bertujuan untuk memperkenalkan NIOSH kepada YB Tan Sri dan memaklumkan bahawa NIOSH bersedia untuk bekerjasama dengan kerajaan negeri dalam memastikan pengurusan keselamatan dan kesihatan di tempat kerja.



MENGHADIRI MAJLIS AMANAT MENTERI SUMBER MANUSIA



Pengarah Eksekutif NIOSH, Tuan Haji Ayop Salleh bersama Datuk Wilson Ugak Kumbong, Pengerusi NIOSH menghadiri Majlis Amanat YB Datuk Seri M.Saravanan, Menteri Sumber Manusia dan YB Tuan Haji Awang Hashim, Timbalan Menteri bertempat di Kementerian Sumber Manusia, Parcel D Putrajaya.



FACE MASK HANDLING



BEFORE DONNING



Wash your
hands



Make sure the
metal piece is
on the top side



Ensure the layer with
the downward fold is
facing outwards

3 PLY FACE MASK

DISPOSABLE RESPIRATOR

DONNING



Place over the nose,
mouth & chin



Secure on head with
ties or elastic



Adjust to fit



Avoid touching the
mask while donning



Separate the two
headbands



Cup the respirator to the
face and pull the
headbands over the crown
of the head



Position the lower
headband at the base
of the neck



Press firmly on both
sides of the nosepiece
to create a secure,
comfortable fit



If necessary, make
minor adjustments
until the respirator fit
feels secure



Avoid touching the
mask while
donning

DOFFING & DISPOSING



Remove the face mask
from behind the ears
or head



Fold the face mask
inwards neatly and tie
it using the strap

Discard it immediately
after used into a
domestic bin storage
(preferably closed bin)



Wash your hands after
removing and
disposing a face mask



Remove the face mask
from behind the ears
or head



Keep the face mask
away from you or any
surfaces

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