



OSHA NEW AMENDMENTS (2022) & ITS IMPACT

HRD Corp Claimable Courses

Duration

2 days

Time

9.00am to 5.00pm

COURSE OVERVIEW

With the enforcement of the new amended Occupational Safety & Health Amendment Act A1648 and the repeal of Factory & Machinery Act 1967, effective 1st June 2024, it is very important for all business owners and organisation to understand and learn how to implement and comply. Business owners and organisation needs to conduct general OSH training to prepare employees on Risk Assessment. Upon completion of this training, organisation needs to identify one OSH Coordinator to attend mandatory programme with DOSH.

In the workplace, safety and health regulations are essential to the well-being of the employees and the employer. Employers must understand that a safe workplace with healthy environment is the key point to develop a positive business culture among employees. It is the employers' responsibility to ensure their employees are safe from current hazards that could occurred in their work environment. Here is some importance of Safety and Health in the Workplace such as: But it isn't the only reason:

- *Prevent Illness and Injury*
- *Increase Productivity*
- *Increase Public Perception*
- *Avoid from Huge Loss in Business*
- *Minimize Legal Liabilities*

COURSE OBJECTIVES

At the end of this module, the participant will be able to:

- Learn the new amendments of the OSHA Amendment 2022 Act A1648
- Understand the responsibility of the employer and employee
- Know the requirements to establish a Safety & Health Committee
- Know the requirement to have a Safety Personnel for the organisation
- Identify the core elements of an effective safety and health management system
- Relate how to manage the Policy, Procedure and Programme of HSE
- Describe the major hazards related to the industry and potential at workplace
- Use HIRADC in a simpler way to manage the potential hazards
- Know the controls and measure to mediate the hazards

COURSE OUTLINE

Day One (1)

09.00 am

1. OSH Act 1994 (with latest amendment)

- Background and Objectives of Occupational Safety & Health
- Differences between Act, Regulations, Order, Codes of Practice & Guidelines
- Evolutions of OSH – Globally & in Malaysia
- The new 2022 OSHA Amendments and the impact
- References towards crucial amendments of the OSHA

2. Obligation of an employer

- The Obligations: The changes in terms of references
- Employer vs Principal, and why these matters
- Importance of complying with the amendments
- What are the penalties and the increase amount of 2022 vs 1994

10.30 am Morning Break

3. Responsibilities of an employee

- The MUST DO, what are the responsibilities of employees
- What happens, if employees do not comply to the act
- Employees can be prosecuted and can get penalties too

Lunch Break: 1.00 pm – 2pm

4. Rights of an employee

- Right to Report Imminent Danger at workplace
- Right to be Member of Safety & Health Committee (SHC)
- Right to perform duty as a SHC Member

5. Safety & Health Committee (SHC)

- How to form a Safety & Health Committee
- The composition of a Safety & Health Committee
- The crucial 4 functions of a SHC
- Continuous improvement initiatives

Day Two (2)

09,00 am -1030am

6. Safety & Health Officer (SHO) & OSH Coordinator

- Does your company need a SHO or OSH Coordinator
- What is the Act advising about these roles
- Roles & Responsibilities of OSH Coordinator
- Documentation and Record Keeping by OSH Coordinator

7. Safety Management System

- Importance of an organisation to establish OSH Policy for the stakeholders
- Conducting Risk Assessment and defining critical operations
- Establish OSH procedures for high potentials and critical operations
- Planning, Organising and Evaluating OSH programmes at workplace

Morning Break 10.30 am -1045 am

8. Accidents and Its Effects

- The common misconception of employer when comes to OSH accidents
- Insured VS Uninsured; what you see can be deceiving
- Sources of Accidents; what can cause Accidents at workplace
- Effects of Accidents to Organisation; the loss of money and reputation

Lunch 1.00 pm – 2pm

10. HIRADC made easy for everyone

- Hazard Identification; the types of hazards at workplace and how to identify it
- Risk Assessment; understanding the term Probability vs Severity
- Determine Control; introduction to the OSH Control Measures

11. Control Measures to mediate and manage hazards

- Applying the systematic OSH Control Measures
 1. Eliminate
 2. Isolate
 3. Substitute
 4. Engineering Control
 5. Training & Administration
 6. Personal Protective Equipment (PPE)
- Understanding the importance of following the Control Measure sequence
- The Swiss Cheese method in managing Hazards at Workplace

End Day 2

TARGET AUDIENCE:

Open to business owners, new HSE Practitioners, newly appointed Safety Committee Members, Supervisors, or any employee who needs HSE Awareness

COURSE METHODOLOGY:

- Experiential learning techniques
- Case Studies
- Video presentation
- Hazard Hunts
- Brainstorming activities
- Role play
- Games
- Notes and handouts

COURSE DURATION

2 days

TRAINER PROFILE

SHEYMA

Sheyma started as a HR practitioner and worked her way up to be a HR Manager within 6 years upon her graduation from National University of Malaysia with a very reputable Multinational Organisation Worldwide. She has also successfully completed her

MBA in Strategic Management from Tbilisi Teaching University of Gorgasali. In the year 2018, Sheyma was among the 20 trainers appointed by HRDF for the Entrepreneurship Mentors for SME and underwent a complete 1-month programme of Fostering Innovation

& Refuelling Entrepreneur (FIRE) programme with Entrepreneurship Development Institute of India (EDII) in Gujarat.

During her 24 years of experience as a HR practitioner, she was exposed to many areas of Human Capital Development, Safety, Health & Environment (SHE) activities which involves shop floor employees' right up to the Senior Management Team.

Over the years, she has been highly involved in training and mentoring fellow employees in various areas of soft skills and Human Resource. Her last assignment was as the Head of HR for Manipal International University.

Her interest in HSE brought her to complete the NIOSH Safety Officer Programme and later pursue her career as a Safety Training Officer for ExxonMobil Drilling Division and was placed at the gas production rigs in Terengganu. It was an amazing experience and a breakthrough for a women to work as a Safety Training Officer in the Oil & Gas industry being offshore assigned in Malaysia.

Her key area of specialization includes, developing safety culture in organisations, managing and facilitating Quality Control Circles(QCC), 7 QC Tools, 5'S' at Workplace, HSE Documentation & Internal Audit, General Safety Awareness Programme, Safety & Health Committee, Office Safety, Communication and Business Writing Skills, Customer Service, Effective Time Management, Problem Solving & Decision Making, 8D Systematic Problem Solving Techniques, Convergent Divergent Thinking, Professional Office Management, Coaching, TNA also Planning & Executing Effective Training Programme for Companies.

As of to date, Sheyma has trained more than few thousand participants in various areas of soft skills and technical skills in different industries including Electronic and Electrical manufacturing MNCs, FMCG, Healthcare, Oil & Gas, Energy, Financial, Banking, Insurance, Hospitality & Tourism, Academic Institutions, GLCs, SMEs, Property & Real Estate, Logistics and many more.

Participation Registration & Fee

PUBLIC TRAINNG SERIES

Participation Fee: **RM 3,376.00** per person. For latest fees, please call or email us directly.

(Fees inclusive of certificate of attendance, welcome morning coffee, 2-tea break and 1-luncheon.)

IN HOUSE TRAINNG SERIES

Participation Fee: **RM 20,400.00** per group of recommended 10 participants per group. For latest fees, please call or email us directly.

To register, email to marketing department at mytrain2@mytrainingmalaysia.com

Registration via online can be done thru our website at www.eliteedge.com.my

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