

OCCUPATIONAL SAFETY AND HEALTH COORDINATOR TRAINED PERSON

FREE ADMISSION

First Come, First Served!
**(Exclusive to MEF Members &
Limited to 1 Representative
per Company)**

INTRODUCTION

Small and medium-sized industries (SMI) and enterprises (SME) are currently getting attention due to issues related to Occupational Safety and Health (OSH). With the increased number of SMEs in the Malaysian business landscape, Malaysia is facing greater challenges in monitoring OSH requirements, workers' safety, and health issues. In view of this, the Department of Occupational Safety and Health (DOSH) under the OSH Master Plan 2025 (OSHMP25), through the strategic thrust 5, aims to enhance OSH compliance in the SME sector. As such, Section 29A of the Occupational Safety and Health Act 1994 (OSHA1994) makes it mandatory for employers to appoint a trained OSH Coordinator at their respective workplaces. This program will be delivered theoretically and practically.



PERSEKUTUAN MAJUKAN-MAJIKAN MALAYSIA
MALAYSIAN EMPLOYERS FEDERATION



Safety. Health.
Wellbeing.



DATE: 12, 13 & 14 August 2025

TIME: 9.00am – 5.00pm

**VENUE: MEF Training Room,
Melaka**



Inquiries on Registration :

- Ms Anis
nur.anis@mef.org.my
06-540 2220
- Ms Nisa
khairunnisa@mef.org.my
03-7498 7278

<https://forms.office.com/r/V9GksrVcUF>

*The registration link will be closed once the maximum number of participants has been reached.

By the end of the session, the Trained OSH Coordinator will be able to :

- Explain the purpose, objective and importance of OSH-Coordinator in an organization.
- Perform duties as OSH-Coordinator in an organization.
- Understand the requirement of OSHA 1994 and Factories Machinery Act.
- Promote safety culture at the workplace and take reasonable action pertaining to OSH compliance.
- Manage and maintain OSH documents

TARGET AUDIENCE

- Malaysian Citizen
- Any personnel to be appointed as an OSH Coordinator in the workplace



COURSE MODULE - DAY 1

9.00 am - 9.30 am (0.5 hour)

Topic 1 : Challenges and Realities in Small and Medium Size Industries

9.30 am - 10.30 am (1.0 hour)

Topic 2 : Introduction to the Department of Occupational Safety and Health & The Occupational Safety & Health Act 1994 (Akta Keselamatan dan Kesihatan Pekerjaan (AKKP) 1994)

10.30 am - 10.45 am (15 minutes)

Tea Break

10.45 am - 12.45 am (2.0 hours)

Topic 3 : Basic Management of OSH in Small and Medium Industries

12.45 pm - 1.45 pm (1.0 hour)

Lunch Break

1.45 pm - 3.45 pm (2.0 hours)

Topic 4 : Chemical Management

3.45 pm - 4.00 pm (15 minutes)

Tea Break

4.00 pm - 5.30 pm (1.5 hours)

Topic 5 : Introduction to Occupational Disease

COURSE MODULE - DAY 2

9.00 am - 10.00 am (1.0 hour)

Topic 6 : Introduction to Work-Related Road Safety (WRRS)

10.00 am - 10.30 am (3.0 hours)

Topic 7 : Hazard Identification, Risk Assessment and Risk Control (HIRARC) - Theory

10.30 am - 10.45 am (15 minutes)

Tea Break

10.45 am - 1.15 pm (3.0 hours)

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

1.15 pm - 2.15 pm (1.0 hour)

Lunch Break

2.15 pm - 3.30 pm (3.0 hours)

Topic 7.1 : Hazard Identification, Risk Assessment and Risk Control (HIRARC) - Practical Session

3.30 pm - 3.45 pm (15 minutes)

Tea Break

3.45 pm - 5.30 pm (3 hours)

Topic 7.1 : Hazard Identification, Risk Assessment and Risk Control (HIRARC) - Practical Session (cont.)

COURSE MODULE - DAY 3

9.00 am - 10.30 am (1.5 hours)

Topic 8 : Material Storage and Handling

10.30 am - 10.45 am (15 minutes)

Tea Break

10.45 am - 12.15 pm (1.5 hours)

Topic 9 : Work Station Design and Lighting

12.15 pm - 1.15 pm (1.0 hour)

Lunch Break

1.15 pm - 3.15 pm (2.0 hours)

Topic 10 : Productive Machine Safety

3.15 pm - 3.30 pm (15 minutes)

Tea Break

3.30 pm - 4.30 pm (1 hour)

Topic 11 : Premises and Work Related Welfare Facilities

4.30 pm - 5.00 pm (30 minutes)

Q & A



SPEAKERS' PROFILES



Mr Anis Fahmy bin Pauzi

Mr Anis Fahmy bin Pauzi, A master's of science degree holder in OSH management awarded by Universiti Utara Malaysia. He started his career with NIOSH Malaysia. His job description includes training, audits, consultancy for industries, private sectors and government agencies. In 2003 he joined Malaysian Employers Federation as an Associate Consultant-OSH and was entrusted to advice member companies of the Federation on OSH legal compliance. His main function includes representing MEF in various technical committee in the Industrial Safety Standard Committee, Department of Standard Malaysia.

For the last 22 years he is a member of the technical committee for safety of machinery technical committee for ergonomics and technical committee occupational setting. He was involved in various publication such as Guidelines on Occupational Safety and Health Act 1994 – published by the DOSH, “Garispanduan Keselamatan dan Kesihatan Pekerjaan” – Ministry of Health, Malaysian Standard on Occupational Health and Safety Management Systems ISO 45000 and various industrial standard related to OSH.

Mr Jerson Jerome

Mr Jerson Jerome, OSH Consultant at MEF, is an HRDC Accredited Trainer, NIOSH-certified trainer and a DOSH-registered Safety and Health Officer (OYK-SHO). He has made significant contributions across multiple industries, including manufacturing, forest operations, and palm oil plantations. Jerson's expertise is demonstrated through his leadership in crucial safety initiatives, such as the SOHELP program, where he effectively implemented safety measures across three mills, and his contribution to the SOLVE4SME program, which aimed to improve safety standards in small and medium enterprises.

His dedication to enhancing safety in the forestry sector led him to develop the Train-The-Trainer module specifically tailored for forestry operations in Sarawak, ensuring that industry professionals are well-equipped with the knowledge and skills necessary for maintaining high safety standards. Jerson's influence extends beyond industry practice; he actively bridges the gap between academia and industry as a member of the Industry Advisory Board for the Bachelor of Science (Health, Safety, and Environment) program at Curtin University Malaysia. Currently he serve MEF by providing advisory services to MEF members in OSH legal requirement and best practices.

