



OCCUPATIONAL SAFETY AND HEALTH IN THE OFFICE

3 MAC 2026 | 9.00AM - 5.00PM
MEF ACADEMY CENTER, PJ

Course Overview

Are you aware of the risks that exist in your workplace? We can assist you with our extensive OSH in the Office training program! You will acquire a thorough awareness of the dangers of office work in a single day, including manual handling problems and computer-related injuries. Additionally, you will learn how to recognize office equipment that could endanger health and safety and indoor air quality.

You'll be equipped with the knowledge to create a safer, healthier workplace through engaging lectures, demonstrations, and exercises. Don't miss out on this opportunity to enhance your office safety skills

Who Should Attend

- Office occupants

Methodology

- Lectures
- Demonstration
- Exercise

Learning Objectives

- Understanding the hazard and risk associated to the office environment
- Be aware of injuries related to computer works and manual handling
- Identify office appliance that may compromise health and safety of workers

Course Registration



Early Bird/Group of 3 Paxs
(1 month before the training date)

RM900

Normal Price

RM1000

(Price Inclusive of 8% SST)

HRDC Claimable*

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



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

PROGRAMME

Time	Outline
8:30 – 9:00	Registration
9:00 – 10:30	<ul style="list-style-type: none"> - Introduction to office safety and health - Work related risk factors in the office
10:30 – 10:45	Break
10:45 – 13:00	Ergonomics stressors associated to office workstation
13:00-14:00	Lunch
14:00-15:30	Manual handling activities in the office
15:30-15:50	Break
15:50-17:00	<ul style="list-style-type: none"> - Maintaining good housekeeping - Indoor air quality in the office
17:00	Closing

Trainer Profile



Jerson Jerome, OSH Consultant

A 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.

He is a Master's of Environmental Management (Development Planning) degree holder in OSH management awarded by University Malaysia Sarawak. 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.