



# OSH AT THE WORKPLACE

22-23 SEPT 2026 | 9.00AM -  
5.00PM | MEF ACADEMY CENTER, PJ

## Course Overview

The course aims to equip employees with essentials of OSH knowledge and skills that can reduce the risk of incident at the workplace. Overall, the course will cover essentials OSH practical safety and essential knowledge. It will incorporate general concepts of which all employees should be aware and will equip employees with the safe system of work to ensure specific risk such as chemical hazards, working at height, manual handling, slip trip and fall are controlled. The entire course adapts the recommended training content and methodology as advocated by the International Training Centre of the ILO methodologies and materials.

## Who Should Attend

Employees, Safety & Health Committee Members and Emergency response team members

## Learning Objectives

By the end of the two days' session the participants would be able to learn:

- The Occupational Safety, Health Act 1994;
- About the specific hazards and control at the workplace; and
- To promote effective safety and health practices at the workplace

## Course Registration



<https://forms.cloud.microsoft/r/Ex2BL25KVX>

**RM1800**  
(Price Inclusive of 8% SST)  
HRDC Claimable\*



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## Course Structure

| TIME          | DAY1                                                                                                                                                                                                                                                               | DAY2                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00          | Introduction to Workplace Safety and Health.                                                                                                                                                                                                                       | Trip, Slip, and Fall Hazards                                                                                                                                                                                                                                                                                                                                           |
| 10:00         | Overview of the Occupational Safety and Health Act 1994 <ul style="list-style-type: none"> <li>Objects OSHA 1994</li> <li>Duties of Employers</li> <li>Duties of Employees</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>Common causes</li> <li>Preventive measures and workplace housekeeping practices</li> <li>Safe footwear and slip-resistant surfaces</li> <li>Fall prevention systems (guardrails, warning signs)</li> </ul>                                                                                                                      |
| 10:30         | BREAK                                                                                                                                                                                                                                                              | BREAK                                                                                                                                                                                                                                                                                                                                                                  |
| 11:00         | Overview of the Occupational Safety and Health Act 1994 <ul style="list-style-type: none"> <li>Duties of Employees</li> </ul>                                                                                                                                      | Working at Heights <ul style="list-style-type: none"> <li>Definition of "working at height" under OSHA</li> </ul>                                                                                                                                                                                                                                                      |
| 11:30         | Handling Hazardous Substances <ul style="list-style-type: none"> <li>Types of hazardous substances (chemical, physical...)</li> <li>Reading and interpreting Safety Data Sheets (SDS)</li> <li>Classification, labelling, and safe storage of chemicals</li> </ul> | <ul style="list-style-type: none"> <li>Fall protection systems (harnesses, lifelines, fall arrest systems)</li> <li>Use of ladders, scaffolds, and mobile elevated platforms (MEWP)</li> <li>Pre-use inspection and maintenance of equipment</li> </ul>                                                                                                                |
| 13:00         | LUNCH                                                                                                                                                                                                                                                              | LUNCH                                                                                                                                                                                                                                                                                                                                                                  |
| 14:00         | Handling Hazardous Substances <ul style="list-style-type: none"> <li>Selection and correct use of Personal Protective Equipment (PPE)</li> <li>Emergency response for chemical spills</li> </ul>                                                                   | Conducting Workplace Safety Inspections <ul style="list-style-type: none"> <li>Purpose and benefits of regular safety inspections</li> <li>Using a safety inspection checklist</li> <li>Identifying unsafe acts and unsafe conditions</li> <li>Reporting findings and follow-up actions</li> </ul> <p>Practical session – conducting safety and health inspection.</p> |
| 15:30         | BREAK                                                                                                                                                                                                                                                              | BREAK                                                                                                                                                                                                                                                                                                                                                                  |
| 15:45 – 17:00 | Manual Handling and Ergonomics <ul style="list-style-type: none"> <li>Proper lifting techniques and posture</li> <li>Risks associated with poor manual handling</li> <li>Ergonomic principles to reduce musculoskeletal disorders (MSDs)</li> </ul>                | Group Work <ul style="list-style-type: none"> <li>Discussion on safe system of Work</li> <li>Presentation on Action Plan</li> </ul>                                                                                                                                                                                                                                    |

## Trainer Profile



**ANIS FAHMY BIN PAUZI**  
**Senior Consultant - OSH**

A master's of science degree holder in OSH management awarded by Universiti Utara Malaysia. He started his career with NIOSH Malaysia in 1998. His job description includes training, audits, consultancy for industries, private sectors and government agencies. In 2003 he joined Malaysian Employers Federation as an Associate Consultants-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 and 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, "Garis Panduan 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. He is a master trainer for the Essential OSH training awarded by the International Training Centre of the ILO.

