

ONLINE REGISTRATION

Please click link

<https://forms.office.com/r/heAngNn9E6>

OR

Scan QR Code



For further inquiries & registration

MEF Academy Sdn Bhd
3A06 – 3A07, Block A, Pusat Dagangan Phileo Damansara II,
No.15, Jalan 16/11, 46350 Petaling Jaya, Selangor.

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Tel No: 03 - 7955 7778 ext: 137 /144



TRAINING ON OSH IN THE OFFICE



Date : 27 January 2022; Thursday

Method : Online via MS Teams

Time : 9.00 am – 5.00 pm



LEARNING OBJECTIVES

Participants will be able to:

- Understand the hazard and risk associated to the office environment;
- Understand the legal requirements on OSH related to the office setting; and
- Implement intervention to improve work performance and comfort in the office.



WHO SHOULD ATTEND?

Office occupants, Safety and Health Committee members and procurement officers.



FEE RATES

- RM700 per person
*** inclusive SST 6%

PAYMENT

- Payments must be made in full by all participants before the event
- A copy of transfer slip & Invoice number should be emailed to kenix@mef.org.my

CANCELLATION AND SUBSTITUTIONS

- An administration fee of RM 150 will be charged for cancellations received 3 days before the event.
- No refund will be made for cancellation within 3 days of the event.
- Substitutions are allowed for registered participants.

HRDF CLAIMABLE

This training is HRDF-SBL claimable, subject to the approval of HRDF. To apply, the company must submit the application to Pembangunan Sumber Manusia Berhad (PSMB) / HRDcorp

TRAINING OUTLINE

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|----------------------|---|
| 9:00 – 10:30 | <ul style="list-style-type: none"> • OSH macro systems • OSH Act 1994 • Safety and Health Committee • Office environment and health • Office accidents |
| 10:30 – 10:45 | Break |
| 10:45- 13:00 | <ul style="list-style-type: none"> • Work risk factors in the office • Ergonomics stressors associated with office workstation • Understanding the Workstation |
| 13:00 – 14:00 | Break |
| 14:00 – 15:30 | <ul style="list-style-type: none"> • Manual handling • Housekeeping and physical arrangement • Emergency response plan |
| 15:30 – 15:45 | Break |
| 15:45 – 17:00 | <ul style="list-style-type: none"> • Safety inspection |
| 17:00 | Closing |

TRAINER'S BRIEF PROFILE

ANIS FAHMY PAUZI, OSH Consultant of MEF has been an active player in the field of OSH for the last 23 years. Currently he represents MEF in various technical committees under the purview of National Standard Committee - Standard Malaysia. He started his career with a stint at NIOSH as a Training officer in 1998. For the last 18 years he has been a member of the National Standard Committee i.e., Technical Committee for Safety of Machinery, Safety system of work and practices in occupational setting and Ergonomics. He has also served as an OSH lead auditor for the prestigious Malaysian Society for OSH Award for almost 18 years. Ultimately, he also sits in the Examination Panel Review Committee of NIOSH Certification Sdn Bhd. He had contributed in the drafting of many publications such as the Guidelines on Occupational Safety and Health Act 1994 by DOSH and the “Garis panduan Keselamatan dan Kesihatan Pekerjaan” by the Ministry of Health and MS ISO 45001: 2018.