

Work health & safety duties



With the intent to ensure safety, health and welfare of all persons at all places of work, OSHA was promulgated based on the self regulation concept with the primary responsibility of ensuring safety and health at the workplace lying with those who create the risks and work with the risks.

The Five S programs focus on having visual order, organization, cleanliness and standardization. The results you can expect from a Five S program are: improved profitability, efficiency, service and safety.

Day 1

OCCUPATIONAL SAFETY & HEALTH ACT 1994 (OSHA)

Day 2

5S PRACTICE AT WORKPLACE

OCCUPATIONAL SAFETY & HEALTH ACT 1994 (OSHA)

OBJECTIVES

- ✓ Understand the self-regulatory concept
- ✓ Explain the requirements and provisions under the Act
- ✓ Comply to the duties and responsibilities of the employers, self-employed persons, manufacturers, designers and suppliers
- ✓ Confirm to the duties and responsibilities of employees
- ✓ Implement safety and health organisations, notifications of accidents, dangerous occurrence, poisoning and diseases
- ✓ Understand the liability for offences

COURSE OUTLINES

- ✓ Historical perspective of OSH Legislation
- ✓ Important OSH Definitions
- ✓ General duties of employers and self-employed persons
- ✓ General duties of employees
- ✓ Safety and health organisations
- ✓ Notification of accidents, dangerous occurrence, occupational poisoning and occupational diseases and inquiry
- ✓ Liability for offences
- ✓ Regulations

TARGET AUDIENCE

Human resource managers, safety and health supervisors, safety and health committee members, safety and health practitioner.

January

2012

26 & 27 March 2012 (Mon & Tues) **TIME** 9am - 5pm **VENUE** Eastin Hotel, Petaling Jaya

5S PRACTICE AT WORKPLACE

COURSE SYNOPSIS

To provide management and employees on the 5s concept at workplace for effective and efficient management waste and maximize the use of work related tools and minimize waste elimination.

OBJECTIVES

- To provide participants with the basic understanding of 5s concepts and model.
- To enable participants to apply the 5s practice at workplace. To instill participants the proper way to conduct 5s practice at workplace.

COURSE OUTLINES

- Introduction to 5s concept and principles
- 5s – SEIRI, SEITON, SEISO, SEIKETSU & SHITSUKE - Its meaning and role
- 5s application and practice –procedures and process
- 5s elements- Self discipline, Standardization, Scrubbing, Systematic organization and Sorting
- 5s TAG for waste management control and good safety practice
- 5s implementation plan
- 5s committee – role and responsibilities.

TARGET AUDIENCE

All those who are involved in workplace operations.



TRAINER'S PROFILE

DR. S. DEV ANAND has B.A. (Hons) from University Malaysia majoring in ANSOS. He obtained his Masters in HRM at University of Newcastle (Australia) and went on to complete his Doctorate (Phd) at University of Columbia (USA). He is a member of MIHRM and MSTD /MIHRM and a panel consultant and facilitator for MEF. He is also a Certified Hospitality Trainer (AHLA - USA) and a Certified Workplace Trainer (SIT - Malaysia).

Dr. Dev Anand is a certified trainer and consultant. He has 20 years experience as HR practitioner, consultant, advisor and trainer. He has worked in various industries such as manufacturing, services, education, IT and construction providing skills, expertise and knowledge in HR related areas such as payroll, manpower management, staff development and retention, competency development, HR systems integration, compensation and benefits management, staff welfare and support and workplace safety and health control and prevention management.

He is currently working as a trainer for various organisations such as MEF, Sabah Skills Training Centre, OUM and PKNS. He is also a facilitator for Executive Diploma/Degree in HRM and Business Administration for OUM. Dr. Dev Anand has also written articles for NST appointment column on HR issues between years 2000 - 2001 and has authored a book titled "HRM - Made Simple".

Being a certified trainer, he has also conducted various training program for local organizations and MNC's. The clients who have benefited from his training are AEON, C (M) Bhd, MEMC (M) Sdn Bhd, PNMB, KWSP, Trensmark Corporation, Dome's Cafe, Stamford College Bhd, Syarikat Bekalan Air Johor, Integrated Logistics, Telekom Malaysia Bhd and Motorola (Sg. Way, Petaling Jaya) and many others.

Register Online

Download Registration Form

COURSE FEES

RM 750.00 per person per course

RM 1,350.00 per person for both courses

Includes Lunch, Tea-Breaks, Course Notes & Certificate



ORGANISER / CONTACT PERSON

Malaysian Export Academy
306, Block C, Glomac Business Centre,
Jalan SS 6/1, Kelana Jaya,
47301 Petaling Jaya, Selangor

Tel: **03 7880 0413**

Fax: **03 7880 2817**

Email : shaf@exportersclub.biz
Contact Person : Shafinaah

