

# REGISTRATION FORM

## Ergonomics And Manual Handling In The Workplace

Monday - Tuesday \* June 22 - 23, 2026 \* FMM Institute Malacca

**FMM Institute Malacca (475427-W)**  
D3-4, Plaza Jayamuda,  
Jalan Pelanduk Putih, 75300 Melaka  
**TIN Number : C10626805080**  
**SST Number : W10-1901-32000105**

Please register the following participant(s) for the above programme:

1 Name \_\_\_\_\_ Designation \_\_\_\_\_

Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

2 Name \_\_\_\_\_ Designation \_\_\_\_\_

Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

*(If space is insufficient please attach separate list)*

Please Tick (✓) if your company

will be claiming under SBL-Khas Scheme

will not be claiming under SBL-Khas Scheme

vegetarian \_\_\_\_\_ pax

Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the

**“FMM Institute”**

Submitted by

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

FMM Membership No. \_\_\_\_\_ PSMB MyCodeID No. \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

E-mail Address \_\_\_\_\_



# Ergonomics And Manual Handling In The Workplace

**June 22 - 23, 2026**

**SBL-KHAS SCHEME**



**FMM Institute Malacca Branch**

*Centre for Professional Development*

The purpose of this course is to create awareness on the importance of ergonomics in the workplace. Knowingly or not, ergonomics has attained high visibility in our country. Since ergonomics related injuries are chronic rather than acute in nature, detection of human disorders are only noticed when the damage is already done. In many case the injuries are irreversible, and as such, the sufferer is permanently disabled. This has created lower morale among the employees, higher medical costs and higher turnover.

## CONTENTS

### DAY 1

- Introduction To Occupational Safety And Health Management
- Elements And Components Of Occupational Safety And Health Management
- What Is Ergonomics
- What Are The Leading Factor In Ergonomics
- Why Ergonomics Is Important In The Workplace
- The Importance Of An Effective Occupational Safety And Health Committee

### DAY 2

- How To Create A Ergonomic Programme
- Practical Exercise Of Standing And Sitting At Work
- Practical Exercise Of Manual Handling
- Benefits In Adhering To Ergonomics Principles
- Summary And Assessment

### Objectives

At the end of the programme, participants will be able to:-

- The responsibility of the employers and the employees
- Understand the important provisions of the OSH Act
- What is ergonomics
- Why ergonomics is important in the work place
- Demonstrate to the participants on the importance of an effective ergonomics programme in the workplace
- Guidelines on standing and sitting in the workplace
- Guidelines on using ergonomics when using computers
- How to draw out a ergonomics programme in the workplace
- The benefits of the ergonomics programme

### Trainer

#### DR MOORTHY KASINATHAN

holds an MBA and is a competent Occupational Safety And Health Officer registered with DOSH. He holds several Certificates relating to Occupational Safety And Health. He has more than 31 years of working experience in a multinational organization. Moorthy had been invited speaker for several National and Regional Safety and Health conference. He is an OHSAS 18000 as well as ISO 9000 Lead Auditor. He has also provided Safety and Health trainings and EHS consultancies for several multinational companies not only in Malaysia but also in Indonesia, Singapore and Thailand. He is also a part time Safety lecturer in two local universities and trainer for the Certificate for Occupational Safety and Health Officer (NIOSH programme) in a National Industrial Organizations.

### Who Should Attend

This course is tailor made for Management and Supervisory Staff, Ergonomic Teams Members, Occupational Safety and Health Managers / Officers, Safety committee members and employees involved in manual handling etc.

### Administrative Details

**Date** : June 22 – 23, 2026 (Mon-Tues)

**Time** : 9.00am - 5.00pm

**Venue** : FMM Institute Malacca

D3-4, Plaza Jayamuda  
Jalan Pelanduk Putih  
75300 Melaka

**Fees** (Inclusive of 8% SST) :

FMM Members **RM864** per participant

Others **RM972** per participant

*(Fees include course materials, lunch and refreshments)*

Registration forms must be completed and returned to FMM Institute Malacca Branch by **June 15, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. **CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH.** Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

*For further enquiries, please contact:*

Ms Chloe Leong / Ms Yvonne Gan

**FMM Institute Malacca Branch**

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siew\_kim@fmm.org.my

**SBL-KHAS SCHEME**