



OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)



Date: 13, 14, 15 October, 2025
(Mon-Wed)

Time: 9.00 am—5.00 pm

Venue :



INTRODUCTION

In line with the Strategy 6 SME 2020, to enhance the number of Occupational Safety and Health practitioner, each of SMEs Company is required to appoint at least one employee as a **“Trained Person for Occupational Safety and Health Coordinator (OSH Coordinator)”**.

OSH (Amendment) Act 2020 Section 29A Occupational Safety And Health Coordinator:

Subsection (1) An employer whose place of work is not included in any class or description of place of work as published in the Gazette under subsection 29(1) shall appoint one of his employees to act as an occupational safety and health coordinator if he employs five or more employees at his place of work.

Subsection (4) An employer who contravenes subsection (1) shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding fifty thousand ringgit or to imprisonment for a term not exceeding six months or to both.

OBJECTIVES

- Provide in-depth professional knowledge of the purpose, objective and importance of OSH Coordinator in an organisation
- Enhance the legal knowledge pertaining to OSH Coordinator and be acquainted with necessary know-how and techniques for performing duties as OSH Coordinator
- Create and promote the safety culture in the work place, and provide the knowledge pertaining to OSH compliance and
- Provide the knowledge to manage and maintain the Occupational Safety and Health documents

COURSE CONTENTS

- Topic 1 - Reality of Small and Medium Industries in Malaysia
- Topic 2 - Introduction to Role and Function of the Department
- Topic 3 - Basic Management of OSH SMIs
- Topic 4 - Chemical Management
- Topic 5 - Introduction to Occupational Diseases
- Topic 6 - Work Related Road Safety (WRRS)
- Topic 7 - Hazard Identification, Risk Assessment and Risk Control
- Topic 7.1 - Practical Exercise on HIRARC
- Topic 8 - Material Storage and Handling
- Topic 9 - Work Station Design & Lighting
- Topic 10 - Productive Machine Safety
- Topic 11 - Premises and Work Related Facilities



**Accredited
by DOSH**



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OCCUPATIONAL SAFETY AND HEALTH COORDINATOR (OSH-C)

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Venue: Royale Chulan Seremban

Registration & Payment

PARTICULARS	PARTICIPATION FEE	
	Member	Non-Member
Inclusive of SST at 8%	RM 1,247.40 / pax	RM 1,409.40 / pax
HRDCorp Registered Employer	Claimable under HRDCorp SBL-Khas Scheme • No payment to FMM Institute • Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient • Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances.	
HRDCorp NON-Registered Employer	Cheque or online transfer made payable to FMM Institute	

- Registration is on a **first-come-first-serve basis**. Upon faxing/mailling the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- All registration together with the payment should be made **before the event date**. Certificate will only be issued upon full payment.
 - **Malayan Banking Berhad A/C No: 505176 510352**
 - **FMM INSTITUTE SST Registration No: W10-1901-32000105**
- For SBL-KHAS, **grant approval must be provided to FMM at least 3 days** before the event. An attendance of 100% is a must, otherwise employers will be billed in full.

Who Should Attend

Safety and Health members, Human Resource Officers and Supervisors from various sectors of industries

Trainer

Konasaigran holds a master's degree from New Zealand. He has since worked in the local university embarked on research projects funded by the International Tin Council. He left in 1985 to join a leading multi national glass manufacturer and over the past twenty five years has worked in the production encompassing productivity/process improvements, safety, TPM, waste elimination activities, quality, procurement. Konasaigran has vast hands-on experiences conducting in-house training programmes. He has attended extensive TPM, Quality, Productivity and Safety programmes and workshops both locally and overseas. Konasaigran is also a certified Safety Officer registered with DOSH Malaysia.

Replacement / Cancellation

- Must be made in writing with reasons to FMM Institute
- Full payment fee will be charged by FMM Institute for cancellation within 2 days prior to the programme.
- 50% payment charged for cancellation between 3-6 days.
- No payment charged for cancellation within 7 days prior to the programme.
- Participants who did **not turn-up will be charged full payment**.
- Replacement can be accepted at no additional cost. FMM reserves the right to cancel or reschedule the program.

**Closing Date:
10 October, 2025**

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

<u>Name</u>	<u>Designation</u>	<u>Email</u>	<u>I.C Number / Passport Number</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Payment:

Full payment of RM _____ will be made via ☐ SBL-Khas ☐ Cheque ☐ Direct bank-in

Please Tick (/)

☐

FMM Member

Membership No : _____

☐

NON- Member

Submitted By:

Name : _____

Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____

Email : _____

Company Stamp