

Occupational Safety & Health Coordinator (OSH-C)

HRD Corp registered training program ID: 10001668006



Safety First, Productivity Always



Face to face
Instructor-Led Training



13, 14 & 15
MAY 2026
(WED-FRI)



9:00 AM
5:00 PM



Jazz Hotel,
Penang



Register Now!



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*"Commit to Safety,
Commit to Excellence"*

HEALTH
AND
SAFETY

Course Overview

Small and Medium Industries (SMI) play a vital role in Malaysia's economic development. However, many organisations continue to face challenges in managing Occupational Safety and Health (OSH) effectively due to limited resources, insufficient technical knowledge, and increasing regulatory requirements. Workplace accidents, occupational illnesses, and unsafe working conditions remain key concerns, particularly in smaller workplaces where structured safety management systems may not yet be fully implemented.

In response to these challenges, the Malaysian government has strengthened the regulatory framework to improve workplace safety standards. **Under the Occupational Safety and Health Act 1994, as amended by the Occupational Safety and Health (Amendment) Act 2022, employers who employ five or more employees are required to appoint at least one employee to act as an Occupational Safety and Health Coordinator (OSH-C).** This requirement, stipulated under Section 29A, aims to strengthen workplace safety oversight by designating a competent person to assist employers in coordinating OSH matters, monitoring safety performance, and promoting a positive safety culture within the organisation. Failure to comply with this requirement may result in penalties, including fines or imprisonment as prescribed under the legislation.

This training programme is designed to equip participants with the essential knowledge and practical understanding required to perform the role of an OSH Coordinator effectively. The course provides an overview of the regulatory framework administered by the Department of Occupational Safety and Health Malaysia (DOSH) and introduces the fundamental principles of occupational safety and health management applicable to SMI environments.

Participants will be introduced to key workplace safety topics including hazard identification and risk assessment (HIRARC), safe chemical handling, machine safety, material storage and handling, workstation ergonomics, and workplace welfare facilities. The programme also addresses occupational health considerations and work-related road safety to provide a comprehensive understanding of common workplace risks.

Through a combination of theoretical learning and practical discussions, participants will gain the knowledge and awareness necessary to support their organisations in implementing effective safety practices and maintaining compliance with national OSH legislation.



Learning Outcomes

By the end of this workshop, participants will be able to:

- Describe the key safety and health challenges faced by Small and Medium Industries (SMI) and understand their impact on workplace safety performance.
- Explain the roles and functions of the Department of Occupational Safety and Health (DOSH) and outline the key legislative requirements under the Occupational Safety and Health Act 1994 and its amendments.
- Understand the basic principles of Occupational Safety and Health (OSH) management systems and their application within SMI workplaces.
- Identify common chemical hazards in the workplace and apply safe handling, storage, and control practices to reduce chemical-related risks.
- Recognise common occupational health hazards and occupational diseases, and understand preventive measures to protect workers' health.
- Explain the principles of Work-Related Road Safety (WRRS) and identify strategies to manage risks associated with work-related driving activities.
- Apply the Hazard Identification, Risk Assessment and Risk Control (HIRARC) methodology to systematically identify workplace hazards and implement appropriate control measures.
- Demonstrate safe practices for material storage and handling, including proper manual handling techniques and safe use of handling equipment.
- Understand the importance of ergonomic workstation design and adequate workplace lighting in reducing workplace injuries and improving productivity.
- Identify common hazards associated with machinery and production equipment and apply basic machine safety principles to prevent accidents.
- Explain the importance of safe workplace premises and adequate welfare facilities in maintaining a safe, healthy, and compliant working environment.



Course Benefits

This programme equips participants with practical knowledge to manage workplace safety and health effectively. Participants will learn to identify hazards, conduct risk assessments, and control common workplace risks. The training also supports organisations in promoting a positive safety culture, improving operational safety practices, and ensuring compliance with the Occupational Safety and Health Act requirements.

Who Should Attend?

This programme is suitable for employees appointed or intending to be appointed as OSH Coordinators, as well as supervisors, safety and health committee members, and personnel responsible for workplace safety, compliance, and operational oversight within organisations, particularly in Small and Medium Industries (SMI).

Training Methodology

The programme is delivered through a combination of interactive lectures, group discussions, practical exercises, case studies, and guided learning activities to enhance participants' understanding and application of occupational safety and health principles in the workplace.

Training Duration

Full 3 days training (9:00 am-5:00 pm)

HRD Corp Registered Program ID Nos

10001668006

Public Program Course Fee

Single Registration – RM 2,250.00 nett per participant

Group Registration – RM 1,700.00 nett per participant
(Minimum 4 participants from the same organisation)

(The fee covers training materials, lunch, coffee/tea, snacks, supplementary notes, a detailed training report with assessment and a Certificate of Completion and OSH-C competency badge)



In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at sales@progresslink.com.my

or to speak to our Sales Consultant at +604- 297 6881 or 011-1289 6881

For public program schedules, please visit our website: www.progresslink.com.my/events/

Register
TODAY
TRAINING FEES ARE ELIGIBLE FOR
HRD CORP CLAIMABLE COURSE SCHEME.



PROGRESS LINK TRAINING & CONSULTANCY SDN BHD (880988-H)

Address: C-3-1, Vantage Desiran Tanjung, Jalan Tanjung Tokong,
10470 Tanjung Tokong, Penang, Malaysia.

Tel : +6 04- 297 6881 Fax : +6 04- 297 6882

Email: sales@progresslink.com.my

Website: www.progresslink.com.my

COURSE MODULE

DAY ONE- OSH Framework and Safety Management for SMI

Session 1: Challenges and Realities in Small and Medium Industry

- OSH needs and challenges in SMI
- Importance of OSH coordination in the workplace
- Roles and responsibilities of the OSH Coordinator

Session 2: Introduction to the Department and Overview of Basic OSH Regulations

- Role of DOSH in Malaysia
- Basic OSH legal framework
- Key regulations related to workplace safety and health

Session 3: Fundamentals of Occupational Safety and Health Management for SMI

- Key elements of OSH policy
- Functions of the Safety and Health Committee
- Accident reporting and emergency action planning

Session 4: Safe Chemical Handling and Management Practices

- Chemicals and safe handling methods
- Basic concept of chemical life cycle
- Good practices in chemical management

Session 5: Introduction to Occupational Health and Workplace Health Hazards

- Introduction to occupational health
- Duties of DOSH relating to occupational disease
- Occupational disease trends in Malaysia

COURSE MODULE

DAY TWO- Workplace Risk Identification and Assessment

Session 6: Introduction to Work-Related Road Safety (WRRS) Practices

- Factors contributing to road accidents
- Importance of WRRS management
- Introduction to the industry code of practice for road transport activities

Session 7: Hazard Identification, Risk Assessment and Risk Control (HIRARC) - Theory

- Hazard identification methods
- Risk assessment using risk matrix
- Hierarchy of control and HIRARC preparation

Module 7.1: Hazard Identification, Risk Assessment and Risk Control (HIRARC) - Practical Session

- Practical HIRARC exercise
- Group or individual assignment
- Presentation and discussion of findings

COURSE MODULE

DAY THREE - Workplace Safety Control Measures

Session 8: Safe Storage and Handling of Materials

- Manual handling hazards
- Safe lifting techniques
- Storage safety practices

Session 9: Workstation Design and Workplace Lighting Considerations

- Basic ergonomics principles
- Workstation layout and posture
- Adequate lighting for workplace safety

Session 10: Machine Safety in Production and Operational Environments

- Common machine hazards
- Machine guarding and protection systems
- Safe operating procedures

Session 11: Workplace Premises Safety and Employee Welfare Facilities

- Workplace layout and housekeeping
- Ventilation, sanitation and welfare facilities
- Maintaining a safe working environment

PROGRESS LINK

REGISTRATION FORM

OCCUPATIONAL SAFETY & HEALTH COORDINATOR (OSH-C)

13th, 14th & 15th May 2026 (WED, THU & FRI)

The Manager
PROGRESS LINK TRAINING & CONSULTANCY SDN BHD
C-3-1, Vantage Desiran Tanjung, Tanjung Tokong, 10470 Tanjung Tokong, Penang, Malaysia.
Tel: 04-297 6881; Fax: 04-297 6882
Email: sales@progresslink.com.my

Dear Sir/Madam,

Please register the following participant(s) for this program as follows:-

Course Title: OCCUPATIONAL SAFETY & HEALTH COORDINATOR (OSH-C)

Venue: JAZZ HOTEL, PENANG

Date: 13th, 14th & 15th MAY 2026

Registration (Please tick (✓) accordingly)

Single registration (1 x participant) = RM2,250.00 2 x participants = RM4,500.00 3 x participants = RM6,750.00

Group registration discount (Minimum 4 participants or more from the same organisation)

No. of participants _____ x RM 1,700.00 per pax = Total RM _____

Payment Method (Please tick (✓) accordingly)

Claim under HRD Corp Claimable Courses scheme (Program ID: 10001668006 - Public)

Enclosed cheque nos. _____ being payment made in favour of "PROGRESS LINK TRAINING & CONSULTANCY SDN BHD"

Online transfer / Direct bank-in to PUBLIC BANK BERHAD account number 3194 100 708 (please email us the bank-in slip)

Requested by:

Name: _____

Designation: _____

Email: _____

Company name: _____

Address: _____

Tel No.: _____ Mobile No.: _____ Fax No.: _____

Signature: _____

Date: _____

Company Stamp

Terms & Conditions:-

Kindly forward the payment to us at least one week before the commencement of the program. A completed registration form submitted by fax, mailed, or e-mailed to Progress Link & Consultancy Sdn Bhd would be confirmed. All cancellations must be made in writing. There will be no charge for cancellations received 14 or more working days before the start of the program. Cancellation received between 7 - 13 working days before the start of the program is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the program is subject to a full 100% cancellation fee of the course fees. If the full course fees are payable if the participant fails to attend the program. However, a replacement may be accepted at no additional cost, subject to approval. Progress Link Training & Consultancy Sdn Bhd reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes. Should the program be cancelled or postponed, Progress Link Training & Consultancy Sdn Bhd is not responsible for covering airfare, hotel, other travel costs, or any additional costs incurred by the participants.

1. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

2. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

3. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

4. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

5. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

(If there are more participants, please attach a separate list)