

**OCCUPATIONAL SAFETY AND HEALTH (OSH) RISK MANAGEMENT – HIRARC**

Remote  
Online  
Training via



**24 – 25 May 2022 (Tuesday - Wednesday)**  
9.00 am – 5.00 pm

10 CEP Points

**Introduction:**

This program provides delegates with an introduction to identify the occupational health and safety hazard of their company's process and workplace, the actual or potential risk and how to minimize risks through systematic approach. Training includes the importance of carrying out HIRARC and when it needs to be conducted.

**Who Should Attend:**

Safety and Health Committee Members, Functional / Departmental Heads, OHSMS Internal Auditors, Engineers, Technicians, Executives and Supervisor.

**Learning Outcomes:**

By the end of this training program, participants should be able to:

- Understand the importance of OSH Risk Management in achieving zero accident and safe work place;
- Learned the elements of an effective hazard identification and control program;
- Understand the steps in the hazard identification and control process;
- Learned the HIRARC samples and the complete hazard identification and control worksheet;
- Understand the concept of OSH Risk Management at workplace; and
- Prepare a HIRA List for an organization.

HRD Corp Claimable  
Under SBL KHAS Scheme\*

**Methodology:**

The program includes combination of theoretical discussions, exercises, case studies, and group Discussion.

**Program Outlines**

Program Time	Topic(s)
<b>Day 1 (24 May 2022)</b>	
9.00 am	Registration   Pre-Test   Program Overview
9.10 am	<b>Basic terminologies that are related with HIRARC processes</b> <ul style="list-style-type: none"> <li>▪ Workers and workplaces</li> <li>▪ Participation and consultation</li> <li>▪ Hazards, injury and ill health, and risks</li> <li>▪ Incident, accident, near-miss and emergency</li> <li>▪ Workshop: spot the hazards</li> </ul>
10.30 am	Morning coffee break
10.45 am	<b>Introduction to HIRARC</b> <ul style="list-style-type: none"> <li>▪ Common names of HIRARC</li> <li>▪ Starting points for HIRARC</li> <li>▪ HIRARC processes in brief</li> <li>▪ Requirements related with communication, participation and consultation</li> </ul>
12.30 pm	Lunch
1.30 pm	<b>Hazard identification</b> <ul style="list-style-type: none"> <li>▪ Identification of occupational health and safety hazards</li> <li>▪ Type of hazards at workplaces and its consequences to health and safety</li> <li>▪ Criteria points on identifying hazards</li> </ul>
3.30pm	Afternoon coffee break
3.45 pm	<b>Exercise: HIRARC</b> <ul style="list-style-type: none"> <li>▪ Determining work activities</li> <li>▪ Identifying hazards</li> </ul>
5.00 pm	Program ends for Day 1

\*Please note that this is a **Public** program. According to HRDF Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under SBL KHAS Scheme.

**Closing date for registration:  
16 May 2022**

flexiEdge Training PLT  
Shoplot No. 9, Ground Floor,  
Hotel Equatorial Penang,  
1, Jalan Bukit Jambul,  
11900 Bayan Lepas, Penang.  
Tel/ Fax: 604-646 8377

Day 2 (25 May 2022)	
9.00 am	Registration <b>Recap day 1 learning</b> ✓ Q&A on day 1 discussion ✓ Review key requirements on day 1 discussion
9.30 am	<b>Assessment for Occupational Health and Safety risks</b> ▪ Risk criteria for determining occupational health and safety risks and opportunities
10.30 am	Morning coffee break
10.45 am	<b>Assessment for Occupational Health and Safety risks and opportunities</b> ▪ Determining risk level and its priority, as well as decision on taking actions to address risks and opportunities  <b>Exercise: HIRARC</b> ▪ Risk Assessment and risk controls
12.30 pm	Lunch
1.30 pm	<b>Assessment for other risks and opportunities to management system</b> ▪ Determining existing control measures that are relevant with determined management system practices ▪ Risk criteria for determining other risks and opportunities to management system ▪ Determining risk level and its priority, as well as decision on taking actions to address other risks and opportunities  <b>Exercise: Other risks and other opportunities</b> ▪ Risk Assessment for other risks and other opportunities
3.30 pm	Afternoon coffee break
3.45 pm	<b>Actions to address risks and opportunities</b> ▪ Processes for eliminating and reducing occupational health and safety risks ▪ Hierarchy of control ▪ Operational control and occupational health and safety objectives
4.50 pm	Post-Test   Training Evaluation
5.00 pm	Program ends for Day 2

### Course Leader

**Mr Oon Soon Seng** is a full-time Consultant and Trainer. He provides training and management consultancy in the areas of ISO 9001, ISO 14001, ISO 45001, Chain of Custody Management System (based on FSC and PEFC) and other professional services. He is responsible for developing and managing major clients' relationship throughout Malaysia, Thailand and Singapore market. He has worked extensively with many multinational corporations, local companies, and governmental agencies in the Asia Pacific region.

Mr Oon has extensive experiences in professional training and consulting services. He worked in an international consulting organization providing training and management consultancy in the areas of Problem Solving and Decision Making, Project Management, Skill development (Train the Trainer), Performance Improvement Consulting project and other professional services on various countries include Malaysia, Singapore, Taiwan, China and Thailand. Mr Oon has a Bachelor degree with honors in Economics through local university and obtained Diploma in Engineering for Electrical and Electronics on 2002. He is exceptional business acumen with solid interpersonal skills, decision-making and follow through that him successful dealing with customers.

Mr Oon also a certified IRCA (International Register of Certificated Auditors) ISO 14001 Environmental Management System Auditor (No 01195018), member of MRCA (Malaysia Register of Certificated Auditors) and IQA (Institute of Quality Malaysia).

### Investment / Participation Fees



#### Category 1:

**Safety & Health Officers (SHOs):**

**RM 371.00 per participant**

*\*inclusive of 6% SST*



#### Category 2:

**Normal Rate**

**RM 424.00 per participant**

*\*inclusive of 6% SST*



under **SBL-Khas**  
Scheme

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**REGISTRATION FORM**

**OCCUPATIONAL SAFETY AND HEALTH (OSH) RISK MANAGEMENT – HIRARC**

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24 – 25 May 2022, 9.00 am – 5.00 pm

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No.	Details of Participant(s)	Designation	Category 1 (please tick ✓)	Category 2 (please tick ✓)	*Self-Sponsored? (please tick ✓)
1	Name:				
	MyKad No.:				
	SHO Registration No.:				
2	Name:				
	MyKad No.:				
	SHO Registration No.:				
3	Name:				
	MyKad No.:				
	SHO Registration No.:				

**Registration Submitted By:**

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

**Registration Process & Payment Method:**

- Please note that this program is registered under **SBL-KHAS** Scheme. **Participation fees will be deducted from employer's HRD Corp account and paid directly to flexiEdge Training PLT.**
- Employer/ Company to fill up and complete the registration form and email to Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at **administrator@flexiedge.com.my**
- flexiEdge Training PLT will email the confirmation notification to Employer/Company.
- Employer/Company needs to submit training grant application to HRD Corp before program date. Once approved by HRD Corp, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration).
- Employer/ Company and flexiEdge Training PLT to chop-sign the JD/14 form and return to flexiEdge Training PLT for claim submission purpose.

**For Self-Sponsored Participants\*:**

Enclosed herewith Cheque/ Bank Draft (No. \_\_\_\_\_) amounting to RM \_\_\_\_\_ for ( ) participant(s), crossed and made payable to "**flexiEdge Training PLT**" OR Bank in / IBG transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip/ payment advice.

*\*For self-sponsored participant(s), registration will only be guaranteed if full payment is received before program.*

**Terms and Conditions**

- Fees are inclusive of soft copy program materials (in pdf) and e-certificate of attendance.
- Program confirmation will be given through email before the program date.
- (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged.  
(b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, **only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day shall be fully billed. No refund if participant/ replacement does not turn up on the training day.**
- flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

Visit us at [www.flexiedge.com.my](http://www.flexiedge.com.my)

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