



MANAGING SAFETY IN THE WORKPLACE

29-30 January 2024 (Monday-Tuesday), 9.00 am – 5.00 pm
Olive Tree Hotel, Penang

Overview:

Managing Safety in the Workplace is the responsibility of everyone in an organization. Companies have legal obligations to meet certain safety requirements, but only some go further than the minimum obligations. Safety standards and procedures must be put in place, and everyone needs to follow the standards for them to be effective.

Managing Safety in the Workplace program will be instrumental in reviewing common hazards, Safety techniques, Safety Management, Safety Trends and after completion, the participants will have the tools to help them create a Safety platform for the work place. By identifying and anticipating hazards, employers can prevent injuries and keep employees safe.

Who Should Attend:

- HODs/ Managers
- Safety and Health Managers
- OSH Practitioners, Safety and Health Officers
- Safety and Health Committee Members
- Safety Supervisors

10 CEP Points according to
DOSH Guideline of
CEP Point System

Learning Outcomes:

Upon completion of program, participants will be able to understand:

- ✓ the essentials that stakeholders need to know to effectively manage safety in the workplace;
- ✓ roles and responsibilities of stakeholders in ensuring compliance with safety standards and procedures;
- ✓ the importance of inculcating safety culture and awareness towards prevention of injuries in work-safe environment.

Methodology: Lectures / Group Discussions / Real Case Studies.

HRD Corp Claimable Course*

Program Outline

Day 1:

9.00 am	Module 1: - Introduction to Managing Safety in the Workplace - Safety Plan - Business Partners - Line Management
10.15 am	Morning coffee break
10.30 am	Module 2: - Training Need Analyses / Annual Training Plan - Roles & Responsibilities Matrix - Budgeting OPEX Vs Capex /Assumptions
12.00 pm	Lunch
1.00 pm	Module 3: - Developing Frontline Safety Team - Total Employee Involvement - Empowerment
3.15 pm	Afternoon coffee break
3.30 pm	Module 4: - Role and Responsibilities of Effective Safety and Health committees - Minimum Safe Behaviour - Inherited Problems
5.00 pm	Program ends for Day 1

**Closing date for registration:
19 January 2024**

flexiEdge Training PLT
Suite 034, Ground Floor,
Kompleks Eureka, USM,
Jalan Sungai Dua,
11800 Gelugor, Penang.
Tel/ Fax: 604-656 7488

Program Outline	
Day 2:	
9.00 am	Module 5: - Analytical Accident Data - Goals /KPI - Legal Register - Behaviour Safety Observation - Rewards and Recognition
10.15 am	Morning coffee break
10.30 am	Module 6: - Passion for Safety - Inculcating Safety Culture - Benchmarking
12.00 pm	Lunch
1.00 pm	Module 7: - Coaching and Mentoring - Inspection versus Audit/ Social Compliance Audits - Gap Analysis
3.15 pm	Afternoon coffee break
3.30 pm	Module 8: - Managing other responsibilities than Safety - Management Skills - Competency - Qualifications-Pre-requisite requirements
5.00 pm	Program ends for Day 2
Course Leader	
<p>Mr. Muhamad Nurman Karthikasan is an accomplished practitioner in Safety and Health, Environmental, Security and HR for the past 28 years. He has vast experience working in American MNC companies, Baxter Healthcare, Cardinal Health, Jabil Colgate Palmolive. Pure Circle Emery Oleo chemicals and Teleflex Medical. In his working experience, he has Managed CIMAH (Control of Industrial Major Accident Hazards) plant. Handling chemicals, Chlorine, Methanol etc. Setting up new plants in Malaysia and Thailand and decommissioning plants. In his regional role, he has managed Malaysia and Thailand plants.</p> <p>Education:</p> <ul style="list-style-type: none"> ➤ Masters in Science (Safety and Health) from Camden University, USA, ➤ Advanced Safety Certificate from National Safety Certificate, USA ➤ Certificate in Industrial Security Management from NSSDC/MALSEC, Malaysia. ➤ Basic Certificate in Management – USM (off Campus) ➤ Certified Train the Trainer -HRDF ➤ Basic Train the trainer -NIOSH, Malaysia. ➤ Certified Train the Trainer Safe Start -Behavior Based Safety – DUPONT ➤ Registered SHO (Green Book) with the DOSH 1998 -2017 <p>Skills and Expertise:</p> <ul style="list-style-type: none"> ✓ Managed CIMAH Plant ✓ Managed Regional Sites- Malaysia and Thailand ✓ Accident Investigation – RCA ✓ OSHAS 18001/ 14001 ✓ Ergonomics ✓ HIRARC ✓ EHS Legal Compliance Audit, Gap Analysis Audit ✓ Commissioning and decommissioning Plants ✓ Hot Work ✓ Permit To Work ✓ Lock Out Tag out 	

*Please note that this is a **Public** program. According to HRD Corp Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under HRD Corp Claimable Courses.

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- ✓ Behavior Based Safety
- ✓ Security Management
- ✓ Halal / Kosher Certification
- ✓ Food Safety
- ✓ New Facility set up EHS Management System
- ✓ Basic Fire Fighting
- ✓ Frontline Safety Supervisory Training
- ✓ Emergency Response Team – Set up
- ✓ Contractor Safety Program
- ✓ Office Safety

Investment / Participation Fees

RM 1,272.00 (inclusive 6% SST) per participant

REGISTRATION FORM



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No.	Name of Participant(s)	NRIC No.	*Self-Sponsored? (please tick ✓)
1			
2			
3			

Registration Submitted By:

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

Registration Process & Payment Method:

- (1) Please note that this program is registered under **HRD Corp Claimable Course (SBL-Khas)**. **Participation fees will be deducted from employer's HRD Corp account and paid directly to flexiEdge Training PLT.**
- (2) Employer/ Company has 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
- (3) flexiEdge Training PLT will email the confirmation notification to Employer/Company.
- (4) Employer/Company needs to submit training grant application to HRD Corp before program date commencement. 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 Form).
- (5) 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 confirmed if full payment is received before commencement of program.**

Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at administrator@flexiedge.com.my

For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at
Tel: 04-646 8377/ 012-479 8377/ 013-588 3355

Terms and Conditions

1. Registration/ Participation fees are inclusive of hard copy program materials, refreshments, lunch, and certificate of attendance.
2. Program confirmation will be given through email before the program date.
3. (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(s) shall be fully billed. No refund if participant/ replacement does not turn up on the training day(s).**
4. 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