



WORKPLACE SAFETY & HEALTH AWARENESS



JUNE 24-25, 2026 | 9AM | FMM EASTERN

OVERVIEW



The Occupational Safety and Health Act and Regulations 1994 (OSHA 514) aim to ensure that workplaces meet the safety, health and welfare needs of all members of a workforce. Good health and safety standards rely on supervisors and employees working together to reduce risks; prevent accidents and ill health arising from work activities. Unfortunately, there are still many who do not consider safety and health an important part of their jobs until after an accident causes a serious injury or illness. This two days programme will assist employer and employee to reduce injury, illness and accidental damage to your company property.

OBJECTIVES

- Understanding employer and employee responsibilities under the OSH Act
- Realize the direct and indirect costs of accidents
- Understand unsafe acts and conditions at workplace
- Identify, evaluate and control workplace ergonomic hazards
- Conduct workplace accident investigation

AUDIENCE

- Employees
- Frontline supervisors
- Safety committee representing workers and contractor's employees



METHOD

- Power point presentation and lectures
- Video clips on industrial accidents



CONTENT HIGHLIGHT

- General Duty Clause
- The Cost (losses) of workplace accident
- Prevention of Workplace Accident
- Ergonomic - Safe Manual Material Handling Techniques
- How to Conduct an Accident Investigation

FEES

Member: RM972

Non-Member: RM1,080
(Inclusive SST 8%)

CLOSING DATE:

JUNE 12, 2026



REGISTER

NOW

CONTACT US

09-560 6554/5224

fmmeastern@fmm.org.my



WORKPLACE SAFETY & HEALTH AWARENESS COURSE OUTLINE



DAY 1

- 8.45AM Registration of Participants
- 9.00AM Unit 1: General Duty Clause
- ▶ Part of the OSHA Act 514
 - ▶ What is state for employers and employees responsibilities
- 10.30AM Morning Tea Break
- 10.45AM Unit 2: The Cost (losses) of Workplace Accident
- ▶ Why emphasize safety and health?
 - ▶ Direct cost of accidents. only the tip of iceberg
 - ▶ Indirect cost. Hidden under the surface
- 1.00PM Lunch Break
- 2.00PM Unit 3: Prevention of Workplace Accident
- ▶ Understanding the term "unsafe acts and conditions"
- 3.30PM Evening Tea Break
- 3.45PM Continue: Unit 3- Prevention of Workplace Accident
- ▶ Understanding workplace fatigue, stress, slips, trips, repetitive motion, hazardous material, toppling objects and collision
- 5.00PM End of programme Day 1

DAY 2

- 8.45AM Registration of Participants
- 9.00AM Unit 4: Ergonomic - Safe Manual Material Handling Techniques
- ▶ Definition of manual material handling
- 10.30AM Morning Tea Break
- 10.45AM Continue Unit 4: Ergonomic - Safe Manual Material Handling Techniques
- ▶ Precautions to take when moving materials manually
 - ▶ Techniques when moving, handling and storing materials
- 1.00PM Lunch Break
- 2.00PM Unit 5: How to Conduct an Accident Investigation
- ▶ Secure and evaluate the accident scene
- 3.30PM Evening Tea Break
- 3.45PM Continue Unit 5: How to Conduct an Accident Investigation
- ▶ Collect evidence and gather facts
 - ▶ Interview witness
 - ▶ Analyse and find the 'root cause'
 - ▶ Report & follow up
- 5.00PM End of Programme Day 2





WORKPLACE SAFETY AND HEALTH AWARENESS

JUNE 24-25,2026 | 9AM-5PM | FMM Eastern Branch

...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : **FMM Institute Eastern**
- MyCoID : **475427W_EASTERN**
- HRD Corp Programme No : **Provided upon registration**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes,

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

ENQUIRIES & REGISTRATION

Ms Wanhui/ Ms Elly
Email : fmmeastern@fmm.org.my
Tel: 09-560 6554/ 5244

Please tick accordingly:

- Fees:** **FMM Member: RM 972.00/pax**
(inclusive of 8% Service Tax)
- Non Member: RM 1,080.00/pax**
(inclusive of 8% Service Tax)

Fees include course materials and Certificate of Attendance

CANCELLATION

- Must be writing with reasons.
- 7 days before the course - No payment charged.
- 3-6 days before the course - 50% payment charged.
- < 3 days before the course - Full payment charged.
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Eastern.
- For **HRD Corp claimable course**, an **attendance of 100% is a must**, in any case, **employers will be billed in full.**

Closing Date
June 12, 2026

REGISTRATION FORM

Dear Sir / Madam, please register the following participant(s) for the above programme.

No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					

(Please attach a separate list if space is insufficient)

We will **be claiming under HRD Corp Claimable Courses (SBL-Khas)** but full payment would be made to FMM Institute in the event that no disbursement from HRD CORP under any circumstances.

We will **NOT BE CLAIMING under training grant from HRD Corp.** Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **MAYBANK Account No. 5560-1106-3275**

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp