

# HIRARC Risk Management based on the Latest Legal Requirements

**19 - 20 Feb 2025 (Wed & Thurs), 9.00 am – 5.00 pm**  
**Eastern & Oriental (E&O) Hotel, Penang**

## Overview:

Section 15 of Occupational Health and Safety Act states that employer's responsibility is to ensure safe workplace and manage risk as low as tolerable as to prevent injury at workplace. The responsibility of managing risk is crucial and establish as HIRARC safe system of work program is important as it also complying with this section. This program offers a technique of risk management including hazard identification, risk assessment and risk control.

## Who Should Attend:

Safety & Health Officers (SHOs), Safety & Health Committee Members, OSH Practitioners, Directors, CEOs, General Managers, Safety & Health/ Facilities/ Operations Managers, Executives, Officers and those handling OSH matters.

## Learning Outcomes:

Upon completion of program, participants will be able to:

- ✓ State the legal requirement for OSH Risk Management;
- ✓ Explain accident prevention philosophy;
- ✓ Discuss the four (4) elements of OSH Risk Management system;
- ✓ Describe the fundamental of hazard;
- ✓ Explain the risk assessment process;
- ✓ Discuss the risk control process;
- ✓ Explain the content of DOSH HIRARC Guidelines 2008;
- ✓ State the purpose of establishing OHS Risk Management – HIRARC; and
- ✓ Perform HIRARC process and prepare HIRARC register.

**HRD Corp Claimable Course\***

**10 CEP Points according  
to DOSH Guideline of  
CEP Point System**

## Methodology:

This practical workshop will have a combination of slide presentations, case studies, and group discussion.

## **Program Outline**

### **Day 1:**

9.00am	Registration Welcome to the program
9.15am	<b>Module 1: The Legal Requirement for OSH Risk Management</b> <ul style="list-style-type: none"> <li>▪ Factories &amp; Machinery Act 1967 – Section 20 &amp; 22</li> <li>▪ Occupational Safety &amp; Health Act 1994 – Section 15</li> <li>▪ Industry Code of Practice (ICOP) on OSH Risk Management</li> </ul>
10.15am	Morning coffee break
10.30am	<b>Module 2: Review the Industry Code of Practice (ICOP) on OSH Risk Management</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Part 1: Objectives and Scope</li> <li>▪ Part 2: General Requirement</li> <li>▪ Part 3: OSH Risk Management</li> <li>▪ Part 4: Preparation</li> <li>▪ Part 5: Risk Assessment</li> <li>▪ Part 6: Risk Control</li> </ul>

*\*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.*

**Closing date for registration:  
10 February 2025**

**PUBLIC PROGRAM**

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

	<ul style="list-style-type: none"> <li>Part 7: Risk Re-Evaluation</li> <li>Part 8: Implementation</li> <li>Part 9: Review</li> <li>Part 10: Communication</li> <li>Part 11: Record</li> <li>Part 12: Training for Risk Assessor</li> <li>Appendix: 1 to 4</li> </ul>
12.00pm	Lunch
1.00pm	<b>Module 3: The Four (4) Elements OSH Risk Management System</b> <ul style="list-style-type: none"> <li>What is OSH Risk Management</li> <li>Basic Component of OSH Risk Management <ul style="list-style-type: none"> <li>i. Hazard Identification</li> <li>ii. Risk Assessment</li> <li>iii. Risk Control</li> <li>iv. Review</li> </ul> </li> </ul>
3.15pm	Afternoon coffee break
3.30pm	<b>Module 4: Fundamental of Hazard</b> <ul style="list-style-type: none"> <li>What is a "hazard" and "hazard identification"</li> <li>The Common Sources of Hazards</li> <li>The classification of Hazards</li> <li>Method of Identifying Hazards</li> <li>Hazard Identification Process</li> <li>Hazards Evaluation Methodology</li> <li>Group Activity – Exercise on Hazard Identification</li> </ul>
5.00pm	Program ends for Day 1
<b>Day 2:</b>	
9.00am	Registration Recap Day 1 Learning
9.10am	<b>Module 5: RISK ASSESSMENT PROCESS</b> <ul style="list-style-type: none"> <li>What is a "risk" and "risk assessment"</li> <li>Basic Principle of Risk Assessment</li> <li>Why and When to Conduct Risk Assessment</li> <li>Qualitative Risk Table</li> <li>Risk Assessment Process</li> <li>Tolerable Risk</li> <li>5 Steps of Risk Assessment</li> <li>When to Review Risk Assessment</li> <li>Group Activity – Exercise on Risk Assessment and understanding Qualitative Risk Table</li> </ul>
10.15am	Morning coffee break
10.30am	<b>Module 6: Risk Control Process</b> <ul style="list-style-type: none"> <li>Risk Control and Hierarchy of Control Measures</li> <li>Principle of Control</li> <li>Review of the Control Measures Program</li> </ul>
12.00pm	Lunch
1.00pm	<b>Module 7: Purpose of Establishing Risk Management - HIRARC</b> <ul style="list-style-type: none"> <li>Accident Prevention Strategic</li> <li>Hazard and Effect Management Process</li> </ul>
3.15pm	Afternoon coffee break
3.30pm	<b>Module 8: Group Activity</b> <ul style="list-style-type: none"> <li>Perform Hazard Identification at Workplace</li> <li>Prepare HIRARC register</li> </ul>
5.00pm	Training Evaluation Program ends for Day 2

*\*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.*

**Closing date for registration:  
10 February 2025**

**PUBLIC PROGRAM**

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

#### Course Leader

**Mr. Mohd Noor Bin Abdul Majid** is a certified Safety & Health Officer by National Institute of Occupational Safety & Health (NIOSH), a Master holder in Occupational Safety & Health Management from Northern University Malaysia (UUM), In-House Diploma holder of ASIA PACIFIC Leadership Program, HRDC Certified Trainer and Certified Training Professional (CTP) under Asian Regional Training and Development Organization International (ARTDO). He is a highly qualified trainer with more than 16 years of industrial experience in the manufacturing environment. He is also University Malaya's lecturer for OSH program and trainer for Safety and Health Officer's program for NIOSH certification.

Mohd Noor has conducted numerous in-house and public training on Safety & Health related courses, to name a few: Setting Up an Effective Safety & Health Committee, Safety & Health Management in Manufacturing, Chemical Management, Chemical Spill Response Procedures, Accident Prevention & Investigation, HIRARC, Teambuilding, Leadership program and many others. He is also Certified Assessor for Recognition Prior Learning (RPL) for The Great Britain College Consortium. He has undergone the Pull Forward program under Dupont Malaysia for Mindsets & Behavior Champion at Kunshan China for 6 months and its orientation program in Wilmington USA. His expertise is drawn from numerous years of hands-on experience in the various aspects of Occupational Safety and Health Management. His last position before be a full-time trainer and consultant was Training, Development and Employee Relations Manager in an established manufacturing organization.

Mohd Noor has obtained his Master Degree in Safety and Health with UUM/NIOSH and has involved in the Food Safety & OSH Management system auditing as an Internal Auditor for GMP & AIB for Food Safety, HACCP, OHSAS 18001, ISO 14001, and ISO 9001. He has also attended Exploring Leadership program under Danisco Leadership Academy based in Denmark in Goa, India, Kuala Lumpur & Shanghai, China and successfully obtain the In-House Diploma.

#### Investment / Participation Fees

**RM 1,620.00 (inclusive 8% SST) per participant**

#### REGISTRATION FORM



### HIRARC Risk Management based on the Latest Legal Requirements

**19 - 20 February 2025 (Wed & Thurs), 9.00 am - 5.00 pm**

**Eastern & Oriental (E&O) Hotel, Penang**

No.	Name of Participant(s)	NRIC No.	*Self-Sponsored? (please tick ✓)	Vegetarian? (please tick ✓)
1				
2				
3				
4				
5				

**Registration Submitted By:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*\*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.*

**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 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](mailto: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 sign and stamp 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](mailto:administrator@flexiedge.com.my)

For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at  
Tel: 04-656 7488/ 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](http://www.flexiedge.com.my)