

OSHA at Workplace (Office Environment)



20 & 26 APRIL 2022
• 9AM-5PM •

**UCSI EMPLOYEES ARE
ENCOURAGED TO ATTEND**

Safety is an operational function, while an accident is an operational failure. Unsafe working conditions, unsafe acts of personnel or a combination of both causes most of all accidents and injuries. An unsafe condition is created by improper control of the physical, mechanical, and environmental exposures of the workplace. An unsafe act is a violation of an accepted work practice or method. Careful control of conditions and acts will prevent accidents and injuries and improve operational efficiency. Therefore, this training will outline minimum standards for the Occupational Safety and Health for workers in the office. The purpose of this guide is to provide practical advice on the principal office hazards that should be controlled in order to prevent accidents and work-related disease. It is important to create a comfortable working environment so that workers feel less exhausted and stressed in places where they have to spend long hours. Creation of a comfortable working environment is also believed, will enable workers to put their abilities to use more effectively and revitalize workplaces.

PROGRAMME OBJECTIVES

1. Participant should know how to identify the hazard and know how to do report when they see the hazard
2. To understand the types of incidents in the workplace
3. To understand the method to prevent accident at the workplace

PROGRAMME OUTLINES

1. Introduction to Occupational Safety and Health in the Office
2. Hazard in the workplace (Office Environment)
3. Types of accident in the workplace (Office Environment)
4. Risk Control to prevent the accident from happening

ENGR. TS. MOHD NORFAIZAL MOHAMED SAAD

A BIT ABOUT ME



He has than 16 years of working experience inexperience in industry of Quality, Safety , Health, Environment, Social & Governance (QHSESG) practitioner, Safety and health Officer (SHO) / Project Manager / Engineer covering Construction, Oil & Gas refinery plant, Oil & Gas fabrication yard, utilities and aviation industries

Some of his credentials are listed as per below,

- conducted more than 200 COMPANIES third party certification audit in Malaysia, QATAR, SINGAPORE, and VIETNAM.
- conducted More than 2000 MAN/DAYS 3rd Party certification audit (OHSAS 18001, MS 1722, ISO45001, ISO 14001, ISO 9001)