



ERGONOMICS AWARENESS TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Ergonomics Awareness Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training aims to raise awareness about workplace ergonomics, focusing on identifying and mitigating ergonomic risks that can lead to discomfort, injuries, and decreased productivity. Participants will learn practical strategies to improve workplace ergonomics and promote health and well-being.

OBJECTIVE(S):

- Increase understanding of ergonomics and its importance in workplace health and safety.
- Identify ergonomic hazards and assess associated risks.
- Learn best practices and solutions for minimizing ergonomic risks.
- Promote a culture of safety and health in the workplace.

TARGET GROUP(S):

- Office workers
- Supervisors and managers
- Safety and health officers
- Employees in manual handling or repetitive tasks

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Workplace Ergonomics
2. Common Ergonomic Hazards and Risk Assessment
3. Practical Solutions for Ergonomic Improvements
4. Regulatory Requirements and Best Practices

LIST OF REFERENCE BOOK(S):

- Occupational Safety and Health Act 1994 (OSHA)
- Guidelines on Ergonomics Risk Assessment (DOSH Malaysia)

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Practical demonstration

TRAINING SCHEDULE

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Introduction to Workplace Ergonomics
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 2: Common Ergonomic Hazards and Risk Assessment
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 3: Practical Solutions for Ergonomic Improvements
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 4:45 pm	Topic 4: Regulatory Requirements and Best Practices
4:45 pm - 5:00 pm	Closing and Q&A Session