



OCCUPATIONAL SAFETY AND HEALTH IN THE OFFICE TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

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



+603 8022 8330



+603 8022 8201



info@mtbmgroup.com



mtbmgroup.com

Course Title: Occupational Safety and Health in the Office Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION:

This training provides participants with comprehensive knowledge on managing safety and health risks in an office environment. Although offices are considered low-risk workplaces, numerous hazards exist including ergonomics issues, indoor air quality, electrical risks, slips and falls, stress, and emergency preparedness gaps. The programme aims to enhance awareness, strengthen hazard identification skills, promote good housekeeping practices, and align office safety measures with OSHA 1994 (Amendment 2022), DOSH guidelines and ISO 45001 principles.

OBJECTIVE(S):

- Understand OSH responsibilities within an office workplace.
- Identify common office hazards and apply risk control measures.
- Implement ergonomic solutions to prevent musculoskeletal disorders.
- Improve safety practices related to electrical equipment, housekeeping and workstations.
- Strengthen emergency preparedness and response knowledge.
- Promote psychological health, stress management and well-being.
- Enhance hazard reporting, safety communication and worker participation.

TARGET GROUP(S):

- Admin, HR & Office Personnel
- Supervisors & Line Leaders
- Office-based Executives & Managers
- Safety and Health Committee Members
- Any employee working in an office environment

ENTRY REQUIREMENT(S):

- Able to read and communicate in Malay/English
- No specific OSH background required

TOPIC(S):

1. Introduction to Office OSH Requirements
2. OSHA 1994 & Amendment 2022 – Office Compliance Overview
3. Office Hazard Identification & Risk Assessment (Slips, Trips, Falls)
4. Ergonomics & Workstation Assessment
5. Indoor Air Quality, Lighting & Thermal Comfort
6. Electrical Safety, Equipment Handling & Housekeeping
7. Fire Safety, Evacuation & Emergency Preparedness
8. Psychological Health, Stress & Well-Being
9. Incident Reporting & Basic First Aid Awareness
10. Case Studies, Practical Assessment & Interactive Exercises

LIST OF REFERENCE BOOK(S):

- OSHA 1994 & OSHA (Amendment) Act 2022
- DOSH Guidelines on Office Safety & Ergonomics
- Industry Code of Practice on Indoor Air Quality (ICOP IAQ)
- ISO 45001:2018 (OSH Management System Requirements)

LIST OF TEACHING AID(S):

- LCD projector
- Ergonomics tools (posture charts, workstation examples)
- Sample inspection checklists
- Case study sheets
- Flip chart / whiteboard

METHODOLOGY(S):

- Interactive lecture
- Group discussion
- Case studies
- Practical assessment
- Scenario-based exercises

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 10:15 am	Topic 1: Introduction to Office OSH Requirements
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: OSHA 1994 & Amendment 2022 – Office Compliance Overview
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: Office Hazard Identification & Risk Assessment
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Ergonomics & Workstation Assessment

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: IAQ, Lighting & Thermal Comfort
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Electrical Safety & Housekeeping in Office
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7–8: Fire Safety, Emergency Preparedness & Stress Management
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 9–10: Incident Reporting, First Aid Awareness & Interactive Exercises