



<b>COURSE TITLE</b>	: Understanding, Evaluating and Implementing Effective HIRARC at Workplace (Remote Learning)		
<b>COURSE DURATION</b>	: 3-day(s) / 20.50-hour(s)	<b>COURSE CODE</b>	: UIH-RL
<b>COURSE CATEGORY</b>	: Non-Competency	<b>COURSE LEVEL</b>	: Basic
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM648.00 (inclusive of 8% SST)		

**1. OBJECTIVE(S):**

At the end of the course, the participant will be able to:

- i. Explain the multiple approach in implementing HIRARC at workplace.
- ii. Analyse workplace risk through HIRARC.
- iii. Recommend appropriate control measures in managing risks at workplace.
- iv. Perform effective HIRARC at workplace.

**2. TARGET GROUP(S):**

- i. Managers / Executives.
- ii. Safety and Health Officers.
- iii. Site Safety Supervisor.
- iv. OSH Coordinator.
- v. Safety and Health Committee Members.
- vi. Auditors.
- vii. Risk Officer.
- viii. Other OSH Practitioner and / or Professional.

**3. ENTRY REQUIREMENT(S):**

- i. Must have device (Computer, Laptop or Tablet) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- ii. Must have good internet connection; **AND**
- iii. Zoom account registered with personal email.

**4. TOPIC(S):**

- i. Topic 1 - Principle of HIRARC.
- ii. Topic 2 - Hazard Identification (Description, Type, Classification and Category) and its Techniques.
- iii. Topic 3 - Risk Assessment Methodology & Risk Assessment Matrix (RAM).
- iv. Topic 4 - Risk Control Plan & Risk Action Plan.
- v. Topic 5 - HIRARC Documentation & Reporting.



**5. LIST OF REFERENCE BOOK(S):**

- i. Benjamin O. Alli (2008). Fundamental Principles of Occupational Health and Safety. Second Edition. International Labour Organization Publisher. Geneva.
- ii. Department of Occupational Safety and Health (2004). Guidelines on Occupational Safety and Health in Logging Operations. Putrajaya.
- iii. Department of Occupational Safety and Health (2004). Guidelines for Hazard Identification, Risk Assessment and Risk Control (HIRARC). Putrajaya.
- iv. Destruction of Disease-Bearing Insects Act 1975 (Malaysia) (Act 154).
- v. Factory and Machinery Act 1967 (Malaysia) (Act 139).
- vi. International Organization for Standardization. (2016). Occupational Health and Safety Management System - Requirements with Guidance for Use (ISO/ DIS Standard No. 45001).
- vii. Malaysian Timber Certification Council (2015). The Malaysian Timber Certification Scheme (MTCS) and Implementation Arrangement. Kuala Lumpur.
- viii. Mohd Rafee Baharudin (2013). Practical Guide to OSH Risk Management: Understanding, Evaluating and Implementing Effective HIRARC at the Workplace. National Institute of Occupational Safety and Health (NIOSH), Bandar Baru Bangi.
- ix. Occupational Safety and Health Act 1994 (Malaysia) (Act 514).
- x. Prevention and Control of Infectious Diseases Act 1988 (Malaysia) (Act 342).

**6. LIST OF TEACHING AID(S):**

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. Laser pointer.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Classroom exercise / HIRARC Exercise.
- ii. Individual / Group presentation.

**COURSE TITLE: UNDERSTANDING, EVALUATING AND IMPLEMENTING EFFECTIVE HIRARC AT WORKPLACE (REMOTE LEARNING)**

**DAY ONE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration & Safety Briefing	NIOSH
0900 - 1030	1.50	Topic 1 - Principle of HIRARC	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Topic 2 - Hazard Identification (Description, Type, Classification and Category) and its Techniques	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	BREAK	
1545 - 1645	1.00	Continuation	
1645 - 1715	0.50	HIRARC Exercise 1: Hazard Identification (Individual)	
1715 - 1730	0.25	Summary and Q&A	
	<b>7.00</b>	<b>END OF DAY ONE</b>	

### DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Topic 3 - Risk Assessment Methodology & Risk Assessment Matrix (RAM) <ul style="list-style-type: none"> <li>• Qualitative</li> <li>• Semi-Quantitative</li> <li>• Quantitative</li> </ul>	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1530	1.50	Topic 4 - Risk Control Plan & Risk Action Plan <ul style="list-style-type: none"> <li>• Risk Control</li> <li>• Risk Action Plan</li> </ul>	
1530 - 1545	0.25	BREAK	
1545 - 1645	1.00	Topic 5 - HIRARC Documentation & Reporting	
1645 - 1715	0.50	HIRARC Exercise 2: Hazard and Risk Register (Group)	
1715 - 1730	0.25	Summary and Q&A	
	<b>7.00</b>	<b>END OF DAY TWO</b>	

### DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	HIRARC Exercise 3 & 4: Perform HIRARC & Risk Control – 4 Activities <ul style="list-style-type: none"> <li>• Schedule class (Video Site Visit)</li> <li>• Inhouse class (Site Visit/ Workplace Exercise)</li> </ul>	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Continuation	
1245 - 1400	1.25	LUNCH BREAK	
1400 - 1500	1.00	Group Presentation (Based on Site Visit Exercise)	
1500 - 1515	0.25	BREAK	
1515 - 1700	1.75	Continuation	
	<b>6.50</b>	<b>END OF THE COURSE</b>	