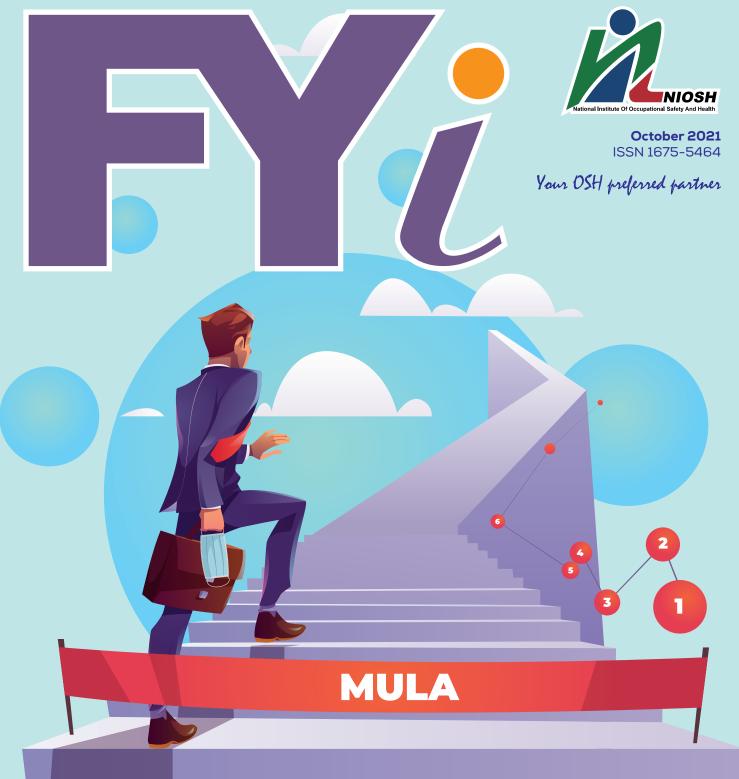
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Executive Director's Note

Assalamualaikum W. B. T.

October is the long-awaited moment everyone has been waiting for, as all economic sectors are lifted and allowed to operate at full capacity with ease restrictions for fully vaccinated individual. Most industry players are confident that reopening the economy will have significant benefits, but some are still concerned about the new normal, the new changes that are integrated into the existing operating system. The world of work has changed dramatically and adjustment can affect the structure of workplaces, thus there is a need for companies to assemble a multidisciplinary team to develop, implement and monitor the return to work plan. A good work environment is important not only for increasing productivity, but also for improving and ensuring the physical health and safety of the employees and promoting employee morale to minimize absenteeism and employee turnover. While many of these risk factors appear to have intangible or marginal effects, evidence points to positive benefits of improving air ventilation, implementing HIRARC safety, managing risk, strengthening standard operating procedures (SOP), enhancing education and training activities, and improving welfare facilities to help create a safer and healthier workplace. Business entities need to train and re-skill employees to enable them to understand and perform safety duties related to their jobs. Safety precautions are usually required at various levels of proficiency, depending on the safe work environment. As part of safety assurance, industry stakeholders should review the return-to-work plan to ensure that the knowledge and skills outlined in the safety policy are met. Every workplace is unique and the requirement will be set according to specific workplace analysis. The more perspectives we have, the better decisions we make. Together with the institute, we could build a better working world through reforms.

"Everything we do before a pandemic will see alarmist. Everything we do after a pandemic will seem inadequate. This is the dilemma we face, but it should not stop us from doing what we can to prepare."— Michael O. Leavitt, U.S. Secretary of Health and Human Services, 2007

JW

Haji Ayop Salleh Executive Director NIOSH

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Preparation for Return to Work (RTW) After the COVID-19 Pandemic

Article written by: **Khong Chooi Yee, Joy** Information Dissemination Division (IDD) National Institute of Occupational Safety and Health, Malaysia

COVID-19 has affected the working population in Malaysia not only due to infections in the workplace but also affecting the entire workforce. According to the latest guidelines set by the National Security Council, most industries have been allowed to function, businesses and companies of essential services are permitted to operate during this period thus with the strong adherence to preventive measures required in the workplace. The Malaysian are ready as the country might just be returning to normal and returning to work (RTW), moving forward from phase one to phase four sooner than expected. RTW has been much debated and creates a real mix of thoughts and feelings about the risk of transmission, as well as the development of risk assessments to help an organization to enhance the existing control measures. The prevailing law under the Occupational Safety and Health Act (OSHA 1994), as well as the Infectious Diseases Prevention and Control Act 1988, outlined the employer and employee's roles and responsibilities to support the RTW with the new workplace settings.

The COVID-19 has become one of the most challenging issues that safety and health professionals are likely to face nowadays. Employers and employees must know how to deal accurately and professionally with communicable diseases as we are going through the process of transforming the pandemic to an endemic condition. A key concern for safety and health professionals related to COVID-19 is knowing their roles and responsibilities to protect their employees and their business, knowing the standard operating procedures (SOPs) associated with the communicable diseases, understanding the importance of training and education, and knowing how to ease unfounded fears concerning the transmission and taking the correct and appropriate steps to secure all.

Develop a Return-to-Work Plan

Malaysia is expected to achieve 90 percent fully vaccinated population by the end of October this year and move from the COVID-19 pandemic to the endemic phase of recovery. When we discuss returning to work, knowing how and what to prepare for, matters the most for both employers and employees. One example would be the development of a work plan for the prevention and alleviation of COVID-19. We currently follow the standard operating procedures, but what we lack is a comprehensive plan that reduces the risk of infection to optimal levels. The elements that are part of the work plan are the backbone of developing resilient strategies.

Workplaces should develop action plans to prevent and mitigate COVID-19 as part of the business continuity plan and based on the results of the risk assessments carried out in concern with the epidemiological situation. The action plan and preventive measures must be regularly checked, monitored, and updated. Workers and their representatives must be trained in the development, monitoring, and updating of the RTW plan. It is very important to examine the effectiveness of preventive measures, and the compliance of workers, visitors, customers, and contractors with control measures. The plans should be monitored regularly, especially when someone with known or suspected COVID-19 is in the workplace. In the discipline of Occupational Safety and Health, we focus on a risk assessment which includes the process of risk identification, risk assessment, and risk control (HIRARC) to determine preventive measures and develop mitigation strategies in risk reduction. Let's take a look at the SOPs and identify key elements that should be included in a RTW plan as if those parameters could be applied to all premises, inclusive offices and factories.

Relevancy of Safe Work Bubble, HIRARC, and SOPs

Before merging the SOPs into the risk assessment process, one shall also refer to the concept of the Safe Work Bubble set up by MITI to promote and enhance public health measures and empower employers to be accountable for containing the endemic among their employees. To be more precise, the Safe Work Bubble is defined as isolating and grouping workers, mostly in hostels and factories. The purpose of this safe work bubble is to ensure that employees in close contact continue to work at the factory even if test results are not available. Safe@Work should be read along with the general SOPs for manufacturing and related services. This will ensure business continuity even when there are positive cases at the workplace. A clear understanding of HIRARC will support designing the plan or even strengthening the adherence to SOPs that apply to different workplaces inclusive factories and operating offices.

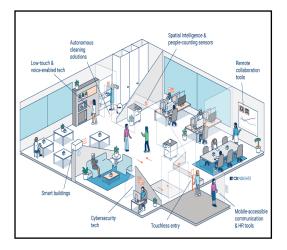
The objectives of the Return to Work (RTW) Plan

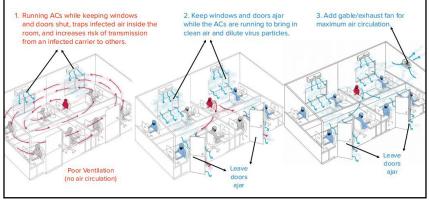
- 1. To assist a company and enhance workplace protocols including disease control and prevention of infection transmission under the standards set forth by the Ministry of Health (MOH).
- 2. To reduce the risk of COVID-19 transmission to a minimum to protect employers, employees, and all other stakeholders.
- To measure parameters and ensure sustainable business operations through innovative strategies for operations, adoption to technological innovation, and formulate feasible OSH solutions to meet the requirement on Occupational Safety and Health.



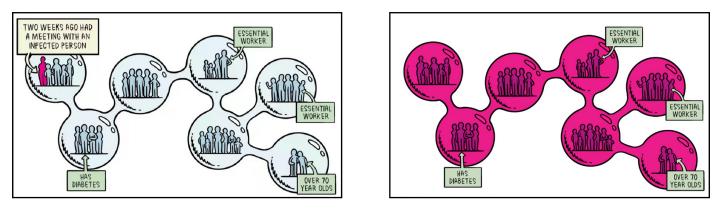
Ventilation: Work Spaces

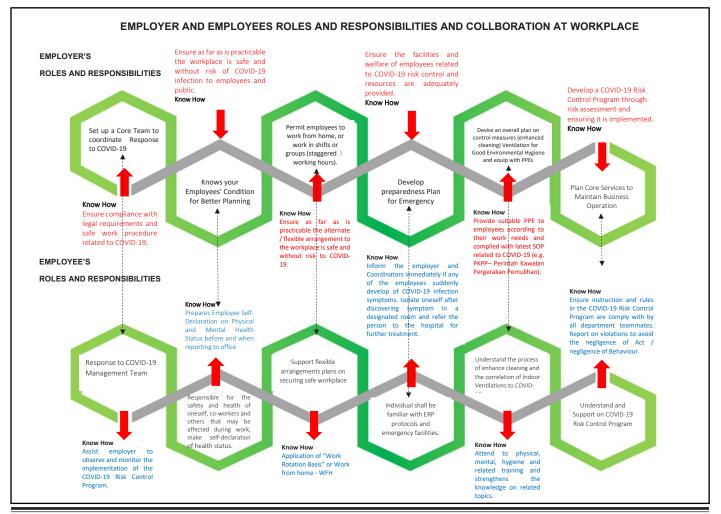
Workplace Settings





COVID-19 Infection Chain





The facts sheet published by World Health Organization is illustrated with important elements in bold to identify risk and determinant factors that should be included when developing a RTW plan.

SCOPE

Risk Boundary

2.

3.

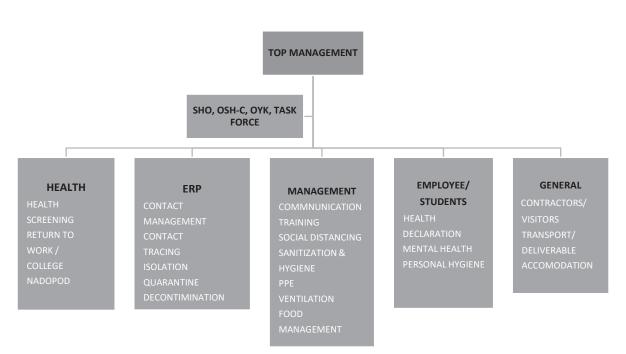
4

RISK FACTORS

- 1. Determine factors for an employer to make decisions on the opening of workplaces Deciding to close or re-open a workplace or suspend or downscale work activities should rely on the risk assessment, the capacity to put in place protective measures and the level of compliance, and recommendations of national authorities.
 - Mode of transmission COVID-19 spreads primarily through respiratory droplets or contact with contaminated surfaces.
 - Exposure can occur at the workplace, while traveling to work, during work-related travel to an area with local community transmission, as well as on the way to and from the workplace.
 - Risk of contracting COVID-19 at the workplace The risk of exposure to COVID-19 in the workplace depends on the likelihood of coming within 1 meter of others, in having frequent physical contact with people who may be infected with COVID-19, and through contact with contaminated surfaces and objects.
- 5. PIC to carry out a risk assessment Employers and managers, in consultation with workers, should carry out and regularly update the risk assessment for work-related exposure to COVID-19, preferably with the support of occupational health services.
- 6. Key consideration for workplace F risk assessment re

For each risk assessment, consider the environment, the task, the threat, resources available, such as personal protective equipment, and the feasibility of protective measures. The risk assessment should also extend to collective accommodation provided by the employer for workers, such as dormitories. Essential public services, such as security and police, food retail, accommodation, public transport, deliveries, water and sanitation, and other frontline workers may be at an increased risk of exposure to occupational hazards for health and safety. Workers who may be at higher risk of developing severe COVID-19 illness because of age or pre-existing medical conditions should be considered in the risk assessment for individuals.

RISK ASSESSMENT



Source: UM Guidance on Workplace Protection and Preparedness for COVID-19

Info

COVID 'Membunuh' Tradisi Rutin Tempat Kerja: Bagaimana Persiapan Kembali Bekerja?

Article written by: **Ts. Shahronizam Noordin** Information Dissemination Division (IDD) National Institute of Occupational Safety and Health, Malaysia

Apabila pandemik semakin reda, pihak organisasi tidak dapat mengharap sepenuhnya 'kehidupan' akan kembali seperti normal sediakala. Tetapi mereka boleh mencipta suasana baru kerja yang akan membuat pekerja lebih rasa gembira dan produktif (Harvard Business School, 2021).

Begitu jugalah berkaitan keselamatan dan kesihatan pekerjaan. Adakah pekerja akan berasa selamat bila kembali di tempat kerja? Bagaimana dengan tradisi operasi rutin sebelum ini? Ditambah lagi dengan 'backlog' kerja yang perlu diselesaikan, ini semua akan mengundang kepada isu-isu keselamatan dan kesihatan di tempat kerja.

Oleh kerana kita boleh mencipta suasana baru di tempat kerja, maka persiapan kembali bekerja perlu diatur dengan sebaik mungkin. Berikut adalah perkara yang disarankan oleh Pertubuhan Kesihatan Sedunia (WHO) :

a. Sediakan pintu/laluan masuk yang bersih.

Sediakan dispenser pensanitasi tangan dilaluan atau pintu masuk, keluar dan di sepanjang kawasan yang strategik di tempat kerja.

b. Tempat kerja yang bersih adalah tempat kerja yang sihat.

Pastikan semua permukaan yang kerap disentuh seperti stesen kerja, meja, telefon atau tombol pintu sentiasa dibersih dan disinfeksi.

c. Berkomunikasi dengan cara kekal selamat.

Paparkan bagaimana pekerja dapat kekal selamat dan sihat, termasuk kebersihan tangan dan etika batuk/bersin yang betul. Termasuk polisi bersalaman atau bersentuhan. d. Aturkan mesyuarat yang selamat.

Elakkan perhimpunan besar, pastikan penjarakan fizikal dan gunakan teknologi untuk kekal berhubung. Bagi mewujudkan suasana tenang dan produktif untuk kembali bekerja, majikan juga perlu mempertimbang pendekatan hibrid yang fleksibel bagi setiap program seperti mesyuarat, latihan dan sebagainya.

e. Kekal sihat dan aktif.

Kekal sihat dan aktif secara fizikal di tempat kerja. Jika boleh gunakan tangga dan elakkan penggunaan lif.

f. Kekal aktif semasa waktu rehat dan makan tengahari.

Pergi berjalan atau kekal aktif secara fizikal semasa anda berehat. Cuba menikmati udara segar sebagai sebahagian daripada strategi keseluruhan anda untuk menjaga dan meningkatkan kesihatan.

g. Pastikan persekitaran yang selamat dan sihat.

Pastikan mengambil kira persekitaran dari sudut psikologi dan fisiologi pekerja. Tunjukkan rasa belas kasihan di tengah-tengah tekanan menyelesaikan 'backlog' tugasan. Peka dengan trauma dan kelesuan serta pimpin dengan penuh rasa empati.

h. Alirkan udara segar.

Pastikan kualiti udara dalaman sentiasa berada dalam standard yang selamat dan sihat.

Akhirnya, diharap saranan ini mampu dijadikan panduan untuk menangani isu persiapan kembali bekerja. Walaupun kita tahu bahawa COVID telah 'membunuh' sebahagian tradisi rutin kerja!





Return to the Office with the Right Mentality and Attitude

Article written by: Yeap Ming Liong Programme Development Division, National Institute of Occupational Safety and Health, Malaysia

Employees all over Malaysia are preparing to return to the office as we edge closer to normalcy. The government's recent announcement that 90 percent of the adult population have been fully vaccinated against the COVID-19 virus is pleasing and serves as a confidence boost to the economic sectors as well.

Interstate travel is now allowed for the fully vaccinated and there is no need for individuals to apply for police permits to travel across state lines. Now, with the reduction in bureaucracy it means better business for everyone with strict adherence to the Standard Operating Procedures, SOPs.

The Work from Home (WFH) concept has proven to be possible and even plausible. The use of software to host meetings became the new norm during the Covid-19 pandemic to keep up with the demands and operations of the office.

I cannot deny that it took a bit of getting used to and for some it might even be a hassle to keep up with the technological demands. This, as one needed the right hardware, internet connection and above all patience to familiarise with the new way of doing things.

However, time took its course and one might assume it is safe to say that most office wallahs have gotten used to the concept and some have even fell in love with it. Some have even toyed with the idea that there is no need to be physically in the office to get the job done (depending on the job scope).

However, the days of post pandemic is vast approaching with the imminent and impending transition from the pandemic to endemic stage. We must all understand that it might not be sustainable for the country and individuals to remain locked down for extended periods of time.

There will come a time and perhaps the time is now where life will return to the pre-pandemic stage. However, this does not call for festivities and liberation. In my humble opinion, the COVID-19 pandemic taught us to value life even more.

I can safely say that we all know of someone, who lost their battle against the COVID-19 virus. This, while tragic serves as a grim reminder to all of us that it is so important to adhere to the SOPs.

The office environment is likened to our second family. We see our colleagues and managers on a daily basis. This does not mean that we can throw all caution to the wind. It will be a grave mistake to make if that mindset continues. Yes, there is still a need for physical distancing and the wearing of face masks in the office.

We need to always be on our guard to protect ourselves and the people around us. The vaccine, face masks, Rapid Test Kits (RTK) and Polymerase Chain Reaction (PCR) tests are only tools to help us. Having the right mentality and attitude is key to



winning this battle as a true Malaysian Family.

Now, returning to the office also gives us the chance to practise the soft skills and awareness our respective companies have offered during the lockdown period. Here at the National Institute of Occupational Safety and Health (NIOSH), Malaysia various awareness talks and sharing sessions were introduced to not only its staff, but to the general public.

This includes sharing sessions by the Consultation, Research and Development Department (CRD) on ergonomics while working from home. The aims of these sharing sessions were for participants to understand the proper and right posture to work comfortably and safely. NIOSH also conducted sharing sessions with regards to Mental Health during the lockdown period for its staff and the general public to better cope with the eventuality of such issues.

As we shift the focus back to the employee. He or she is now equipped with perhaps a range of awareness and understanding of topics such as those mentioned above. Employees are able to put to practise the knowledge obtained by their respective employers for use while at work. Fully utilise the knowledge and skills provided maximise efficiency and productivity. It can be seen as ways you can give back to the company you work for.

The concept of second family was mentioned earlier and as we all return to the office to see colleagues and workmates. The idea of second family is as its namesake - only secondary. The true spirit of Keluarga Malaysia or Malaysian Familly must be adopted. The COVID-19 pandemic while tragic brought out the best in Malaysians. We took care of each other. This is evident in help rendered through food pantries around the country for example.

In light of embracing the concept of the Malaysian family, it is high time we as employees give back and appreciate the employer. The COVID-19 pandemic has taken its toll on businesses around Malaysia. It is not unusual to see austerity measures being executed. Some companies do it while some do not. One is fortunate to remain in employment during these troubling times.

Let us bear in mind the importance of productivity and efficiency. Let's help heal the economic wounds brought about by the pandemic. Being a responsible, dedicated and committed employee are ways we can help the nation get back on track and flourish to reaching the Asian Tiger Economy status.

We are not clear of danger just yet with regards to the COVID-19 pandemic. We must never let our guard down in the fight against the virus. Strict adherence to the SOPs, having the right mentality and attitude coupled with our unity as one will ensure our triumph.

We are all family and this is our Malaysia.





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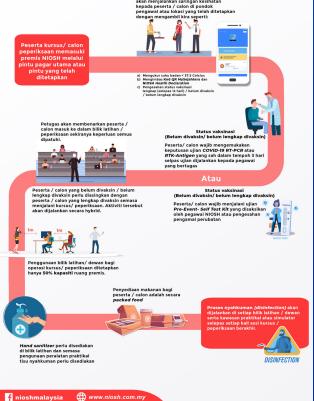
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Pada 01-10 Oktober 2021 Karnival Sukan NIOSH 2021 (KSN21) telah diadakan bersempena sambutan Hari Sukan Negara (HSN) yang berlangsung di seluruh negara. Perlaksanaan Karnival Sukan NIOSH 2021 pada kali ini telah diadakan secara hibrid iaitu menggabungkan perlaksanaan aktiviti secara bersemuka dan secara maya. Selain menjadi program yang menyokong serta menggalakkan gaya hidup sihat dan aktif di kalangan kakitangan, program ini juga dapat mengeratkan hubungan antara kakitangan NIOSH dan *NIOSH Certification* (NCSB). Terdapat 5 acara sukan yang telah dipertandingkan iaitu *Virtual Run (Fun Run 5KM*), Karom, Congkak, Badminton *dan Fitness Challenge dan telah disertai oleh 153 peserta yang terdiri daripada kakitangan daripada seluruh Malaysia*.



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15 Oktober 2021: Sambutan Program Maulidur Rasul merupakan salah satu aktiviti rasmi yang dijalankan di Institut Keselamatan dan Kesihatan Pekerjaan Negara (NIOSH) dibawah anjuran Kelab Kebajikan dan Sukan NIOSH (KKSI). Maulidur Rasul atau dikenali dengan hari kelahiran Rasulullah SAW adalah satu peristiwa penting bagi seluruh umat Islam di dunia ini. Satu Ceramah Perdana bertajuk "Meneladani Keperibadian Rasulullah SAW" telah disampaikan oleh Al-Fadhil Ustaz Mohammad Rozie bin Mohd Rejab secara dalam talian melalui Aplikasi Zoom yang dihadiri oleh 187 kakitangan.





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