



<b>COURSE TITLE</b>	: Ergonomic Trained Person for Initial Ergonomics Risk Assessment	<b>COURSE CODE</b>	: ERA1
<b>COURSE DURATION</b>	: 2-day(s) / 12.25-hour(s)	<b>COURSE LEVEL</b>	: Basic
<b>COURSE CATEGORY</b>	: Competency		
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM972.00 (inclusive of 8% SST)	<b>EXAMINATION FEE</b>	: RM100.00
<b>TOTAL FEE</b>	: RM1,072.00 (inclusive of 8% SST)		

**1. OBJECTIVE(S):**

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

- i. Understand the fundamental of ergonomics assessment method corresponding to each ergonomics risk factor.
- ii. Conduct survey of ergonomics-related injuries or musculoskeletal disorders among employees.
- iii. Conduct ergonomics risk factors assessment of workers for each work activity at workplace based on DOSH ERA Guidelines at Workplace.
- iv. Prepare initial ergonomics risk assessment report.

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

- i. Safety and Health Committee.
- ii. Safety and Health Officers / Executives.
- iii. Safety, Health and Environment Officers/ Executives.
- iv. OSH/ Ergonomics Consultant.
- v. Academician / Researcher.
- vi. Occupational Health Practitioners.
- vii. Ergonomics Team Members/ Focal Persons.

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

- i. Able to read and write in Malay/ English.

**4. TOPIC(S):**

- i. Background of ERA Guidelines.
- ii. Introduction to Ergonomics.
- iii. Ergonomics Risk Factors.
- iv. Provision of Safety & Health Act on Ergonomics.
- v. Planning and Conducting ERA.
- vi. How to Use Checklist.
- vii. Initial ERA Report.



- viii. Ergonomics Control Measures.
- ix. Overview of Advanced ERA.

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



- i. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.
- iii. Guidelines on Ergonomics Risk Assessment at Workplace 2017.

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

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. Speakers.
- vi. Videos.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Discussion.
- iii. Case study.
- iv. Group presentation.

 	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>		
	COURSE SCHEDULE		
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**COURSE TITLE: ERGONOMIC TRAINED PERSON FOR INITIAL ERGONOMICS RISK ASSESSMENT**

**DAY ONE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 1000	1.00	Background of ERA Guideline	
1000 - 1030	0.50	Introduction to Ergonomics	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1130	0.75	Continuation	
1130 - 1230	1.00	Ergonomic Risk Factors	
1230 - 1300	0.50	Provision of Safety & Health Act on Ergonomics	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Planning and Conducting ERA	
1500 - 1530	0.50	How to Use Checklist	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	<b>6.50</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 0930	0.50	Initial ERA Report	
0930 - 1030	1.00	Ergonomics Control Measures	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Initial ERA Practical Exercise and Report Preparation - (Group)	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Initial ERA Practical Exercise (Group Presentation)	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1630	0.75	Written Assessment (Video – Use of Checklist)	ECD
1630 - 1700	0.50	Overview of Advanced ERA & Closing	
	<b>5.75</b>	<b>END OF THE COURSE</b>	