



JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN

SENARAI SEMAK
MODUL LATIHAN KURSUS PENGURUSAN ERGONOMIK
ERGONOMICS MANAGEMENT COURSE TRAINING MODULE CHECKLIST

SILA SUSUN DOKUMEN PERMOHONAN SEPERTI BERIKUT: (tanda ✓ jika ada)
PLEASE ARRANGE THE APPLICATION DOCUMENTS AS FOLLOW: (tick ✓ if any)

1	Introduction to Ergonomics	
	<i>Definition of Ergonomics</i>	
	<i>Principle of Ergonomics</i>	
	<i>Types of Ergonomics</i>	
	- <i>Physical Ergonomics</i>	
	- <i>Cognitive Ergonomics</i>	
	- <i>Organizational Ergonomics</i>	
	<i>Important of Ergonomics in workplace</i>	
2	Ergonomic Risk Factors	
	<i>Types of Ergonomics Risk Factors</i>	
	<i>10 principle of Ergonomics</i>	
	<i>Risk of Injuries & OMSD</i>	
3	Provision of Safety and Health Act on Ergonomics	
	<i>Relevant provisions in OSHA 1994</i>	
	<i>Objective of OSHA</i>	
	<i>General duties / Duty of employers</i>	
	<i>Duty of employee</i>	
	<i>Relevant Guidelines</i>	
	<i>Relevant Safety & Health Representative</i>	
4	Introduction of Guidelines ERA	
	<i>Purpose</i>	
	<i>Objectives & Benefits</i>	
	<i>Scope and application</i>	
	<i>Planning and conducting Ergonomics Risk Assessment</i>	
5	Planning and conducting ERA	
	<i>Initiating an ERA How</i>	
	<i>How to start?</i>	
	<i>Where to start?</i>	
	<i>Who the relevant Safety & Health Representative?</i>	
	<i>Strategic Plan</i>	

6	Ergonomics Control Measure	
	<i>Implementation of ergonomic improvements</i>	
	<i>Ergonomic process intervention</i>	
	<i>Hierarchy Ergonomic Improvements</i>	
	<i>Examples of ergonomic improvements</i>	
7	Process for Initial ERA	
	<i>Musculoskeletal Assessment</i>	
	<i>Description of how Musculoskeletal Assessment is conducted</i>	
	<i>Use of the Nordic and Cornell Questionnaires</i>	
	<i>Ergonomics Risk Factors Assessment</i>	
	<i>Result of Initial ERA</i>	
	<i>Content of Initial ERA Report</i>	
	<i>Group discussions and presentations</i>	
8	Process for Advanced ERA	
	<i>Step 1- Review Initial ERA and Adequacy of Existing Control Measures</i>	
	<i>Step 2 – Gather Additional Information</i>	
	<i>Step 3a – Assess Ergonomics Risk Level</i>	
	<i>Step 3b – Assess Workstation Configuration</i>	
	<i>Step 4 – Summarize the ERA</i>	
	<i>Step 5 - Set Priority for Ergonomics Improvements</i>	
8.1	Assessment Methods – Advanced ERA	
	<i>Posture (please specify the requested method)</i>	
	<i>Forceful Exertion (please specify the requested method)</i>	
	<i>Repetitive Motion (please specify the requested method)</i>	
	<i>Workstation Design (please specify the requested method)</i>	
	<i>Environmental (please specify the requested method)</i>	
8.2	Content of Advanced ERA Report	
9	Review of Assessment	
10	Record Keeping	
11	Evaluation Process	
	<i>Course participant evaluation methods include written tests and report assignments</i>	
	<i>Distribution of evaluation marks</i>	
	<i>Assessment questions and answers</i>	
12	Case Study	
	<i>Case studies for each ergonomic methods Advanced ERA</i>	
13	Sample Report (Initial & Advanced) ERA	
14	Example of Certificate of Attendance and Certificate of Passing (Initial & Advanced)	