MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

WORK SAFELY & FOLLOW WHS POLICIES & PROCEDURES (WORKPLACE SECTOR)

"Building a Culture of Safety by Empowering Workers with Practical WHS Competence"

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

This course provides comprehensive training on workplace safety, focusing on understanding and applying Work Health and Safety (WHS) policies and procedures. It is designed for workers across industries who need to work safely, identify hazards, and operate in compliance with workplace safety standards. Participants will develop the knowledge and skills to contribute effectively to a safe and legally compliant workplace environment.

Objectives

Upon completion, participants will be able to:

- Understand the framework of WHS legislation and worker responsibilities
- Follow workplace procedures for hazard control and incident reporting
- Implement safety measures and use personal protective equipment (PPE)
- Communicate safety information and report unsafe conditions
- Participate in workplace health and safety improvement initiatives

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Why Attend

- Fulfill employer and legislative requirements
- Be more confident working in safety-conscious environments
- Help reduce workplace injuries and incidents
- Enhance your value and employability in any industry

Target Audience

- New employees and apprentices
- Contractors, laborers, and site workers
- Administrative and support staff
- Anyone needing a WHS induction or refresher training

Individual Benefits

- Gain essential safety awareness for any workplace
- Boost your confidence in responding to hazards and incidents
- Improve your communication with supervisors and team members on safety matters

Organizational Benefits

- Create a proactive safety culture
- Reduce the risk of accidents, fines, and legal consequences
- Ensure compliance with WHS laws and best practices

Instructional Methodology

- Interactive lectures and discussions
- Group activities and visual demonstrations
- Hazard identification exercises
- Workplace simulations and case studies
- Written and practical assessments

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules ☕ **Coffee Breaks:** 09:30 & 11:15 | ◫ **Lunch Buffet:** 01:00 – 02:00

Day 1: WHS Legislation and Responsibilities

- Module 1: Introduction to WHS Acts, Regulations, and Codes (07:30 – 09:30)
- Key legal obligations and safety frameworks
- Module 2: Roles and Responsibilities in the Workplace (09:45 – 11:15)
- Duties of PCBU, supervisors, and workers
- Module 3: Safety Rights and Reporting Procedures (11:30 – 01:00)
- How to report hazards, near misses, and unsafe behavior
- Module 4: Case Study – WHS Compliance Scenario (02:00 – 03:30)

Day 2: Hazard Identification and Risk Management

- Module 1: Common Workplace Hazards (07:30 – 09:30)
- Physical, chemical, ergonomic, biological, and psychosocial hazards
- Module 2: Risk Assessment Process (09:45 – 11:15)
- Steps to assess and control risk
- Module 3: Control Measures and the Hierarchy of Controls (11:30 – 01:00)
- Module 4: Group Exercise – Risk Assessment and Control Planning (02:00 – 03:30)

Day 3: WHS Communication and Consultation

- Module 1: Effective Safety Communication (07:30 – 09:30)
- Safety signage, symbols, and safety data sheets
- Module 2: Toolbox Talks and Safety Meetings (09:45 – 11:15)
- Module 3: Roles of Health and Safety Representatives (HSRs) (11:30 – 01:00)
- Module 4: Simulated Toolbox Meeting and Hazard Discussion (02:00 – 03:30)

Day 4: Using PPE and Workplace Safety Procedures

- Module 1: Introduction to PPE Types and Uses (07:30 – 09:30)
- Selection, maintenance, and limitations
- Module 2: Manual Handling and Ergonomic Practices (09:45 – 11:15)
- Module 3: Housekeeping and Workplace Cleanliness (11:30 – 01:00)
- Module 4: PPE Practical Application and Walkthrough (02:00 – 03:30)

Day 5: Emergency Response & Course Assessment

- Module 1: Workplace Emergencies and Evacuation Plans (07:30 – 09:30)
- Alarm systems, fire safety, and first aid basics
- Module 2: Reporting Injuries and Incidents (09:45 – 11:15)
- Module 3: Written Knowledge Assessment (11:30 – 01:00)
- Module 4: Final Review, Feedback & Certificate Distribution (02:00 – 03:30)

Certification

Certificate of Completion: Work Safely & Follow WHS Policies & Procedures (Workplace Sector) Aligned with national WHS standards and best practices

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Why Choose MAWA Events

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