

# ERGOPSY RESOURCES

## YOUR BEST CHOICE IN WORKPLACE ERGONOMICS

We are very passionate to assist you with your workplace ergonomics matters. We'll ensure that no muscles and bones are left unchecked !

## TRAINING PROGRAMS



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## ESSENTIAL OF ERGONOMICS

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### Introduction

**Ergonomics** is the science of making the work environment fit the worker. By understanding the Ergonomics requirements of work, we can avoid work-related illnesses or injuries.

The Knowledge of principle of ergonomic will allow workers to interact safely and efficiently with the machine and the environment thus can save a lot of discomfort and maximize both the productivity and enjoyment.

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### Learning Objective

At the end of this course, participants will be able to:

- Understand the concept of ergonomics and the important of it;
  - Recognize the leading causes/risk factors of ergonomics related injury in the workplace;
  - identify the sign and symptoms of common ergonomics related injuries (musculoskeletal injury); and
  - Take charge through ergonomics best practices.
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### Target Audience

All level

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### Duration

1 day (Virtual / Face to face)  
2 days (Face to Face)

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### HRD Corp Claimable Program No

1 day – 1000149355  
2 days - 1000149427

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## **ERGONOMICS FOR OFFICE STAFF: A GUIDE TO ACTIVE WORKING IN MODERN OFFICE**

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### **Introduction**

**Ergonomics** is the science of making the work environment fit the worker. By understanding the Ergonomics requirements of work, we can avoid work-related illnesses or injuries.

This course will introduce the importance and principles of Ergonomics at workplace. The Knowledge of principle of ergonomic will allow workers to interact safely and efficiently with the computer and the environment, thus can save a lot of discomfort and maximize both the productivity and enjoyment

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### **Learning Objective**

At the end of this course, participants will be able to:

- Understand the concept of ergonomics and the important of it;
  - Recognize the leading causes/risk factors of ergonomics related injury (musculoskeletal disorders) in the office workplace;
  - Understand the common musculoskeletal injuries and other health effect among office workers;
  - Adjust workstation, laptop, computer, and chair based on the checklist to improve the working posture and comfort; and
  - Ergonomics self-management via active work at work.
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### **Target Audience**

Office staff at all level

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### **Duration**

1 day (Virtual / Face to face)

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### **HRD Corp Claimable Program No**

1000144973

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## **CALM YOURSELF!**

### **METHODS AND TECHNIQUES FOR STRESS MANAGEMENT**

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#### **Introduction**

Stress affects individuals from all walks of life but has even greater effects within high-density populations like Malaysia. Although some types of stress actually motivate but too much stress can critically affect your physical, emotional and mental well-being. Positive and negative stress is a constant influence on all of our lives. The trick is to maximize the positive stress and to minimize the negative stress.

The participants will learn to manage stress via practical tools which was adapted from ancient wisdom and modern sciences. This is not an ordinary stress management class because all the methods validated and proven to reduce the stress in people and the good news is all the methods are simple and practical.

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#### **Learning Objective**

At the end of this course, participants learn:

- Root cause for stress;
  - Effect of stress;
  - Techniques and tools for effective stress management using ancient wisdom and modern science (Physical exercise; affirmations; breathing techniques; aromatherapy; music; mind relaxation; diet; sleeping, mindfulness)
  - Reconditioning subconscious mind (SWITCH – NLP);
  - Connection to nature via forest bathing (shinrin-yoku); and
  - Negative Ions and Stress reduction.
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#### **Target Audience**

All level

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#### **Duration**

1 day (Virtual / Face to face)

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#### **HRD Corp Claimable Program No**

1000149356

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## BACK PROTECTION PROGRAM

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### Introduction

Back injuries represent the most common type of workers' compensation claim. Jobs within an organization with high rates of back injuries tend to be those requiring a great amount of manual load handling or those with prolong sitting. Eliminating and/or minimizing back injuries can result in lower workers' compensation costs and promote the well-being of employees.

Back protection program is designed to strengthen the core body and active muscle of workers who are performing manual handling tasks. The program is designed to screen the musculoskeletal issues face by the employee and suitable exercises which can strengthen and condition the muscle with the aim of reducing musculoskeletal injuries.

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### Learning Objective

At the end of this course, participants will be able to:

- Learn the principles of ergonomics and their applications;
  - Understand work related musculoskeletal injuries and the symptoms;
  - Screen the musculoskeletal symptoms and the risk factors; and
  - Learn practical strengthening, conditioning and flexibility exercises to reduce the musculoskeletal and injuries.
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### Target Audience

Manual handling workers  
Office workers

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### Duration

1 day and 2 days (Face to face Training)

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### HRD Corp Claimable Program No

1 day - 10001170911  
2 days - 10001506921

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## MANAGING ERGONOMICS AT WORKPLACE: RISK FACTORS, MSD AND PREVENTION PRINCIPLES

### Introduction

**Ergonomics** is the science of making the work environment fit the worker. By understanding the Ergonomics requirements of work, we can avoid work-related illnesses or injuries.

Companies are in business to bring a product or service to market, and anything that makes it more difficult for employees to perform their jobs is likely to affect productivity—and productivity is money. A mismatch between the physical requirements of the job and the physical capacity of the worker can result in musculoskeletal disorder (MSDs). This issue should be addressed appropriately in line with the organizational safety and health policy as well as the requirement stipulated in the Section 15 and 24 of the Occupational Safety and Health Act 1994. Efforts to reduce the incidence and severity of musculoskeletal disorders (MSDs) could provide a number of financial and productivity benefits to the organization as well as leading to an early reporting and injury avoidance.

This course will introduce the importance and principles of Ergonomics at workplace. The Knowledge of principle of ergonomic will allow workers to interact safely and efficiently with the machine and the environment thus can save a lot of discomfort and maximize both the productivity and enjoyment.

### Learning Objective

At the end of this course, participants will be able to:

- Introduction and explanation of ergonomics;
- Ergonomics Risk Factors;
- Musculoskeletal Disorders at Workplace; and
- 12 Ergonomics Principle.

### Target Audience

All level

### Duration

1 day (Virtual / Face to face)

### HRD Corp Claimable Program No

1000149429



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## ERGONOMICS AND MANUAL HANDLING

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### Introduction

**Ergonomics** is the science of making the work environment fit the worker. By understanding the Ergonomics requirements of work, we can avoid work-related illnesses or injuries.

This course will introduce the importance and principles of Ergonomics at workplace, manual handling task, and the correct way of manual handling to reduce injuries. The Knowledge of principle of ergonomic will allow workers to interact safely and efficiently with the machine and the environment thus can save a lot of discomfort and maximize both the productivity and enjoyment.

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### Learning Objective

At the end of this course, participants will be able to:

- Learn the principles of ergonomics, manual handling and their Applications;
  - Understand good working practices;
  - Identify work tasks that may lead to pain or injury and the effect of wrong manual handling; and
  - Learn practical ergonomics solutions for work and life.
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### Target Audience

All level

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### Duration

1 day (Virtual / Face to face)

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### HRD Corp Claimable Program No

10001156235

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## INITIAL ERGONOMICS RISK ASSESSMENT TRAINING

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### Introduction

**Ergonomics** is the science of making the work environment fit the worker. By understanding the Ergonomics requirements of work, we can avoid work-related illnesses or injuries.

Companies are in business to bring a product or service to market, and anything that makes it more difficult for employees to perform their jobs is likely to affect productivity—and productivity is money. A mismatch between the physical requirements of the job and the physical capacity of the worker can result in musculoskeletal disorder (MSDs). Efforts to reduce the incidence and severity of musculoskeletal disorders (MSDs) could provide a number of financial and productivity benefits to the organization as well as leading to an early reporting and injury avoidance.

This course will introduce the importance and principles of Initial Ergonomics Risk assessment at workplace as per the Guidelines on Ergonomics Risk Assessment at Workplace 2017. The participants will be exposed with step by step to perform the initial ERA until the preparation of report.

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### Learning Objective

At the end of this course, participants will be able to:

- Initiate Initial ERA based on triggering factors;
  - Plan and conduct Initial ERA if there is need for it;
  - Use the following checklist:
    - Employee Self-Assessment (App 1)
    - Discomfort Complaint Form (App 2)
    - Body Symptom Survey (App 3)
    - Initial ERA Checklist (App 6)
  - Make decision for need of Advanced ERA based on the Initial ERA.
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### Target Audience

All level

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### Duration

2 days (Virtual / Face to face)

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### HRD Corp Claimable Program No

2 days – 1000152418

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## ADVANCED ERGONOMICS RISK ASSESSMENT TRAINING

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### Introduction

**Ergonomics** is the science of making the work environment fit the worker. By understanding the Ergonomics requirements of work, we can avoid work-related illnesses or injuries.

Companies are in business to bring a product or service to market, and anything that makes it more difficult for employees to perform their jobs is likely to affect productivity—and productivity is money. A mismatch between the physical requirements of the job and the physical capacity of the worker can result in musculoskeletal disorder (MSDs). This issue should be addressed appropriately in line with the organizational safety and health policy as well as the requirement stipulated in the Section 15 and 24 of the Occupational Safety and Health Act 1994. Efforts to reduce the incidence and severity of musculoskeletal disorders (MSDs) could provide a number of financial and productivity benefits to the organization as well as leading to an early reporting and injury avoidance.

This course is the sequence of Initial Ergonomics Risk Assessment training. This course will give participants the insight of reporting ergonomics risk assessment based on each of the significant risk factors. This course will be exposed participants with specific ergonomics risk assessment methods for various risk factors.

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### Learning Objective

At the end of this course, participants will be able to:

- Perform postural analysis using REBA and RULA;
  - Perform force assessment using RAPP and MAC;
  - Perform repetitive analysis using ART;
  - Perform office workstation analysis using ROSA;
  - Assess the changes in exposure to musculoskeletal risk factors using Quick Exposure Checklist (QEC); and
  - Prepare Advance Ergonomics Risk Assessment report.
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### Target Audience

All level

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### Duration

4 days (Face to face)

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### HRD Corp Claimable Program No

4 days – 10001169679

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## EMPOWERING SAFETY AND HEALTH COMMITTEE

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### Introduction

The “Occupational Safety and Health Act 1994” has made it mandatory for workplaces with forty or more employees to have a Safety and Health Committee. Following that, Occupational Safety and Health (Safety and Health Committee) Regulations 1996 was promulgated and these had been enforced effective January 1, 1997. With this enforcement, employers are required to reorganise the existing safety and health committee in accordance with these regulations. This programme is specially designed to help participants set up a safety committee or reorganise the existing ones in compliance with the regulatory requirements.

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### Learning Objective

At the end of this course, participants will be able to:

- Explain the basic requirement of Occupational Safety and Health Act 1994;
  - Determine the provisions of the Safety and Health Committee Regulations 1996;
  - Determine efficient committee management;
  - Determine techniques of workplace safety inspections as committee duty; and
  - Accident Investigation.
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### Target Audience

All level

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### Duration

1 day (Virtual / Face to face)

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### HRD Corp Claimable Program No

10001168657

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Your Best Choice in Workplace OSH and Ergonomics!

## CHEMICAL HANDLING AWARENESS

### Introduction

Hazardous chemicals are substances that can harm people, property and the environment. They include many common industrial, commercial, pharmaceutical, agricultural and domestic chemicals. Hazardous chemicals must be treated as a risk in the workplace. This includes storing, handling and managing them correctly to prevent occupational diseases, injuries and fatalities from hazardous chemicals and to avoid harm to workers, members of the public, property and the environment.

Due to industrial development, many chemical substances and products are in Malaysia.

Occupational Safety and Health Act 1994 (OSHA) and its Regulations having adequate general provisions for managing chemicals in the workplace. This 1day program attempts to give some exposures on chemicals handling at the workplace to ensure a safe, healthy and conducive working environment for everyone.

### Learning Objective

At the end of this course, participants will be able to:

- Outline TWO legal requirements on chemical management;
- State at least FIVE chemical management concepts;
- Explain at least THREE content of safety data sheet; and
- Discuss at least THREE PPE management concepts.

### Target Audience:

All level

### Duration

1 day (Face to face)

### HRD Corp Claimable (Program No)

10001197230

**CHEMICAL HANDLING AWARENESS** © ErgoPsy Resources

PT 12905-C, 3rd Floor, Jalan BBN 1/7F, Putra Indah, Putra Nilai, 71800 Nilai, Negeri Sembilan  
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Your Best Choice in Workplace Safety and Ergonomics!

## **FORKLIFT OPERATOR TRAINING**

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### **Introduction**

This is a 1-day program specially tailored for participants who wish to enhance their skill, knowledge and competency in handling Forklift Truck. In order to minimize the hazard and risk during handling forklift truck competency in skill & knowledge of the forklift operator is very important. Participants will learn about the relationship between hazard, risk and control of hazard during forklift handling. There are also required to comply to legal requirement.

Participants will have the opportunity to carry out exercise to lift with high lifting good identify the hazard and risk during handling forklift, there are also will undergone theory test and practical as well as part of competency review.

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### **Learning Objective**

At the end of this course, participants will be able to:

- Understand the safety and legal requirement to the operation of forklift truck.
  - Explain the safe operation of forklift truck on site
  - Identifying the hazard and risk during operating forklift truck.
  - Implement risk control measures during forklift truck operation.
  - Understand the hazard and risk for high lifting good practices.
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### **Target Audience**

All level

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### **Duration**

1 day (Face to face)  
2 days (Face to Face)

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### **HRD Corp Claimable (Program No)**

1 day (10001200265)  
2 days (10001200208)

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## ESSENTIAL FIRST AID TRAINING

### Introduction

The 1 day Essential First Aid training will provide essential knowledge and skill in basic life support skill such as managing different types of wounds & bleeding and technique of dressing and bandaging. This training is customized for people who do not want to participate in a competency program; hence, there is no assessment in this training. A simulation/ mock-drill has been included in this program to accelerate participant's understanding about managing an accident scene.

### Learning Objective

At the end of this course, participants will be able to:

- Assess an emergency situation and describe the priorities in emergency planning
- Describe the correct procedure to summon assistance, including EMS (Ambulance Service)
- Demonstrate a basic understanding of emergency action principles
- Demonstrate knowledge and practice of basic life support skills, including of respiratory and Choking
- Demonstrate the management of bleeding and wounds

### Target Audience

All level

### Duration

1 day (Face to face)

### HRD Corp Claimable (Program No)

10001231512

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## OSH AWARENESS AND BEHAVIOR BASED SAFETY

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### Introduction

The main objective of OSHA 1994 is to secure the safety, health & welfare of employees at work against any workplace hazard& risk-activities involved. It is the requirement of the employer to ensure that there is an effective system in-place, employee's participation & continual improvement in the management of OSH.

The primary and foremost step is to ensure that general employees are aware and appreciate the benefits of OSH as a working culture. This course is customised to effectively ensure the elevated interest& participation of employees, towards making their workplace more conducive and accident-free through behaviour-based safety.

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### Learning Objective

At the end of this course, participants will be able to:

- Explain the importance of Occupational Safety and Health issues to themselves and also at the workplace.
- Promote safety and health awareness at workplace
- Observe and identify unsafe worksite behaviors
- Describe the importance of individual accountability regarding safety procedures

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### Target Audience

All level

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### Duration

1 day (Face to face)

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### HRD Corp Claimable (Program No)

10001245220

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## BASIC FIRST AID, CPR & AED TRAINING PROGRAM

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### Introduction

First aid is the first most emergency responses that is important in the chain of survival. Understanding and knowing how to respond in emergency situation can indeed save life and minimize the severity of an injury.

This course will introduce the importance and principles of first aid at workplace. Participants will be trained to manage workplace injuries and perform high quality CPR (Cardio Pulmonary Resuscitation). The knowledge of first aid will allow workers to interact and respond safely, efficiently and in timely manner.

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### Learning Objective

At the end of this course, participants will be able to:

- To be able to respond to emergencies – wound bleeding, choking, unresponsive casualty, fractures, minor injuries, perform CPR & etc.
  - Self-manage workplace injuries by providing first aid.
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### Target Audience

All level

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### Duration

2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001254526

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## SAFE HANDLING OF CHEMICALS TRAINING

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### Introduction

Hazardous chemicals are substances that can harm people, property and the environment. They include many common industrial, commercial, pharmaceutical, agricultural and domestic chemicals. Hazardous chemicals must be treated as a risk in the workplace. This includes storing, handling and managing them correctly to prevent occupational diseases, injuries and fatalities from hazardous chemicals and to avoid harm to workers, members of the public, property and the environment.

Occupational Safety and Health Act 1994 (OSHA) and its Regulations having adequate general provisions for managing chemicals in the workplace. This programme designed to provide overall understanding of chemical safety concepts and policies, proper methods to handling chemicals, effective prevention methods and establishing good hazard communication standards.

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### Learning Objective

At the end of this course, participants will be able to:

- Legal requirements (CLASS 2013 & USECHH 2000);
  - Chemical Management & Cradle to grave concept;
  - Classifications of Chemicals;
  - Chemical Inventory and Registration;
  - Effective Chemical Safety Management;
  - Emergency Preparedness Action Plans;
  - Industrial Hygiene Program;
  - Hazard Identification, Hazard Evaluation & Hazard Control;
  - Introduction to Hazard Communication (HAZCOM);
  - Components of HAZCOM;
  - Health Effect and Toxicology of chemical;
  - Routes of Chemical Entry into Human Bodies;
  - Safety Data Sheet (SDS);
  - Medical Surveillance Program;
  - Emergency & First Aid Measures;
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### Target Audience

All level

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### Duration

2 days (Face to face)

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### HRD Corp Claimable (Program No)

10001199495

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**SAFE HANDLING OF CHEMICALS TRAINING** © ErgoPsy Resources

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## BASIC LIFE SUPPORT (BLS) TRAINING

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### Introduction

The Basic Life Support (BLS) Training Course is designed to provide participants with the knowledge and skills necessary to recognize and respond to life-threatening emergencies, including cardiac arrest, respiratory distress, and choking. This one-day course will teach participants how to perform cardiopulmonary resuscitation (CPR) in order to provide basic life support to individuals in need.

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### Learning Objective

At the end of this course, participants will be able to:

- Recognize signs and symptoms of a heart attack, stroke, and cardiac arrest
  - Perform high-quality CPR on an adult
  - Recognize and respond to respiratory distress and choking
  - Understand the importance of early defibrillation in cardiac arrest
  - Work effectively in a team during an emergency situation
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### Target Audience

All level

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### Duration

1 day (Face to face)

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### HRD Corp Claimable (Program No)

10001292161

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**BASIC LIFE SUPPORT (BLS) TRAINING** © ErgoPsy Resources

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## DEFENSIVE DRIVING TRAINING FOR TRUCK DRIVERS

### Introduction

Defensive driving for truck drivers is a set of skills, techniques, and strategies designed to minimize the risk of accidents and promote overall road safety. It involves being proactive and vigilant, anticipating potential hazards, and taking preventive measures to avoid accidents or mitigate their impact.

Key aspects of defensive driving training for truck drivers consists of few modules such as anticipating road hazards, maintaining safe following distances, adhering to speed limits, effective space management, managing fatigue, use of mirror and signals, adapting to weather conditions, and emergency response preparedness. By incorporating these principles into their driving practices, truck drivers can contribute to a safer road environment, reduce the likelihood of accidents, and protect themselves, their cargo, and other road users.

This course will refresh the principles of defensive driving and create road work-related road safety awareness at the workplace as per the Code 6 in Industry Code of Practice (I.C.O.P.) for Licensed Operators of Goods Vehicle Services 2015. The participants will be exposed to various scenarios of road safety hazards and practical solutions that will be handy in real life scenarios.

### Learning Objective

At the end of this course, participants will be able to:

- Identifying road hazards
- Understand driver's management.
- Understand vehicle dynamics and handling.
- Perform vehicle management and surrounding safety.
- Manage journey and driving fatigue.
- Adapt to real world challenges.
- Make decisions to enhance situational awareness

### Target Audience

Truck Drivers

### Duration

1 Day (Face to face training)

### HRD Corp Claimable (Program No)

10001373101



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## PROMOTING MENTAL HEALTH AT WORKPLACE

### Introduction

The "Promoting Mental Health in the Workplace" training is a comprehensive course designed to equip participants with the knowledge and strategies to foster a mentally healthy work environment. The training covers various aspects of mental health, including understanding common mental health disorders, recognizing signs and symptoms in employees, creating a supportive workplace culture, providing support and resources, and emphasizing self-care. By the end of the course, participants will have gained valuable insights into promoting mental well-being in the workplace and will be equipped with practical tools to support their employees' mental health.

### Learning Objective

At the end of this course, participants will be able to:

- Understand the importance of mental health in the workplace and its impact on productivity and employee well-being.
- Recognize signs and symptoms of common mental health issues in employees.
- Identify stressors and triggers in the workplace that contribute to mental health challenges.
- Create a supportive work environment that encourages open communication and reduces stigma surrounding mental health.
- Build personal and organizational resilience to effectively cope with workplace challenges.
- Initiate conversations with employees and provide appropriate support for their mental health needs.
- Connect employees with available resources and professional help.
- Encourage self-care practices for employees to maintain their mental well-being.

### Target Audience

All level

### Duration

1 day (Face to face);  
2 days (Face to face)

### HRD Corp Claimable (Program No)

10001301133



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## OVERHEAD CRANE TRAINING

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### Introduction

Overhead crane training is designed to provide participants with the knowledge and skills necessary to safely and effectively operate an overhead crane. Overhead cranes are essential in many industries for lifting and moving heavy loads, but they can also pose significant safety risks if not operated properly.

During an overhead crane training, participants will learn about the different types of overhead cranes, their components, and the safety hazards and risks associated with their operation. They will also receive training on pre-operation inspections, maintenance requirements, load chart interpretation, safe lifting practices, communication with signal persons and ground crew, and emergency procedures.

The training typically includes both classroom instruction and hands-on practical exercises to ensure that participants have a thorough understanding of the concepts and can apply them in real-world situations. At the end of the training, participants may be required to take a written or practical assessment to evaluate their knowledge and skills.

Overhead crane training is important for anyone who operates, works with, or around overhead cranes, including crane operators, maintenance personnel, supervisors, and safety professionals. By completing the training, participants will be better equipped to prevent accidents and injuries, and to ensure that work is conducted safely and efficiently.

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**Learning Objective**

The objective of overhead crane training is as below:

Understanding the components and types of overhead cranes: Participants will learn about the different types of overhead cranes and their components, including hoists, trolleys, and bridges.

- Learning the safety hazards and risks associated with overhead crane operation: Participants will learn about the safety hazards and risks associated with overhead crane operation, such as crane collapse, electrocution, and load drops.
  - Identifying the pre-operation inspections and maintenance requirements: Participants will learn about the pre-operation inspections and maintenance requirements for overhead cranes, including checking for damaged or worn parts, lubrication, and testing safety features.
  - Practicing safe lifting practices: Participants will learn how to safely and efficiently lift and move loads with an overhead crane, including proper rigging techniques, load control, and communication with signal persons and ground crew.
  - Understanding emergency procedures and response plans: Participants will learn about emergency procedures and response plans, including evacuations, fire prevention, and first aid.
  - Improving workplace safety: By completing overhead crane training, participants will be better equipped to identify and mitigate safety hazards associated with overhead crane operation, leading to a safer workplace for all employees.
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**Target Audience**

All level

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**Duration**

1 day (Face to face training)

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**HRD Corp Claimable  
(Program No)**

10001290266

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**OVERHEAD CRANE TRAINING** © ErgoPsy Resources

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## INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH AT WORKPLACE AND COMPLIANCE (2 DAYS)

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### Introduction

The "Introduction to Occupational Safety and Health at the Workplace" training is designed to provide participants with a comprehensive understanding of workplace safety and health practices in the context of Malaysia. The course aims to equip individuals with the necessary knowledge and skills to promote a safe and healthy working environment, comply with legal requirements, and prevent occupational hazards and accidents.

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### Learning Objective

At the end of this course, participants will be able to:

- Understand the concept and importance of occupational safety and health.
  - Identify common workplace hazards and perform risk assessments.
  - Comprehend the legal framework and regulatory bodies related to occupational safety and health in Malaysia.
  - Demonstrate knowledge of effective occupational safety and health management systems.
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### Target Audience

All level

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### Duration

2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001318458

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Your Best Choice in Workplace Ergonomics!

## HEARING CONSERVATION PROGRAM

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### Introduction

This course provides training on hearing conservation program and awareness at workplace. The training content encompasses introduction to noise, regulations on noise exposures, hearing mechanism and its effects, hearing conservation program management, personal hearing protection (PHP) and audiometric testing. During this program, group discussion also be conducted.

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### Course Outline

At the end of this course, participants will be able to:

- Identification of Excessive noise
  - Evaluation and measurement of noise exposure
  - Noise reduction measures
  - Audiometric testing and medical evaluation
  - Employee training and information
  - Record keeping and program review
- 

### Target Audience

All level

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### Duration

1 day (Face to face training)

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### HRD Corp Claimable (Program No)

10001328180

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## INITIAL ERGONOMICS RISK ASSESSMENT TRAINING - AWARENESS

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### Introduction

Ergonomics is the science of making the work environment fit the worker. By understanding the Ergonomics requirements of work, we can avoid work-related illnesses or injuries.

Companies are in business to bring a product or service to market, and anything that makes it more difficult for employees to perform their jobs is likely to affect productivity—and productivity is money. A mismatch between the physical requirements of the job and the physical capacity of the worker can result in musculoskeletal disorder (MSDs). This issue should be addressed appropriately in line with the organizational safety and health policy as well as the requirement stipulated in the Section 15 and 24 of the Occupational Safety and Health Act 1994. Efforts to reduce the incidence and severity of musculoskeletal disorders (MSDs) could provide a number of financial and productivity benefits to the organization as well as leading to an early reporting and injury avoidance.

This course will introduce the importance and principles of Initial Ergonomics Risk assessment at workplace as per the Guidelines on Ergonomics Risk Assessment at Workplace 2017.

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### Learning Objective

At the end of this course, participants will be able to:

- Initiate Initial ERA based on triggering factors
  - Plan and conduct Initial ERA if there is need for it
  - Understand the framework of ERA
  - Use the checklist
- 

### Target Audience

All level

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### Duration

2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001364658

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Your Best Choice in Workplace OSH and Ergonomics!

## UNDERSTANDING, EVALUATING, AND IMPLEMENTING EFFECTIVE HAZARD IDENTIFICATION RISK ASSESSMENT RISK CONTROL (HIRARC) AT WORKPLACE

---

### Introduction

The "Understanding, Evaluating, and Implementing Effective Hazard Identification, Risk Assessment, and Risk Control (HIRARC) at Workplace" training is designed to provide participants with a comprehensive understanding of HIRARC at workplace safety and health practices in the context of Malaysia. The course aims to equip individuals with the necessary knowledge and skills to implement HIRARC at the workplace.

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### Learning Objective

At the end of this course, participants will be able to:

- Understand the concept and importance of HIRARC.
  - Able to recognize hazards, assess them, and propose risk control.
  - Demonstrate knowledge of understanding, evaluating, and implementing HIRARC at the workplace.
- 

### Target Audience

All level

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### Duration

1 days (Face to face training)  
2 days (Face to face training)

---

### HRD Corp Claimable (Program No)

10001393126 – 1 day  
10001455683 – 2 days

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## FIRE SAFETY TRAINING

---

### Introduction

Fire safety training is essential in this fast-changing technology world. Each of us should concern with the methods of handling unfortunate situation like fire or any other emergency to stay alive.

This one-day course begins by explaining Fire Science. Next, the course turns to the chemistry of fire and how it can spread. This allows delegates to have a rigorous scientific understanding of how fire can be produced, which in turn helps to avoid fires starting in the first place. Most fires are preventable and can be avoided by individuals adopting the correct procedures and behaviours.

The remaining hours of the course concern the actions that individuals should take when fires occur. Training covers evacuation, fire extinguishers, and fire-fighting. The very last section there will be practical session for fire extinguisher.

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### Learning Objective

At the end of this course, participants will be able to:

- Understand different types of fire extinguisher
  - Demonstrate the use of the fire extinguisher promptly
  - Demonstrate the ability to manage small fire, safely and effectively
  - Understand Evacuation & Emergency response procedures
  - Lead and contribute directly in the event of emergency
- 

### Target Audience

All level

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### Duration

2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001434478

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## ISO 14001:2015 ENVIRONMENTAL ASPECTS-IMPACTS RISK ASSESSMENT TRAINING

---

### Introduction

The training module for ISO 14001 environmental aspects-impacts risk assessment is an essential resource for organizations looking to effectively manage their environmental performance. This module provides comprehensive guidance on identifying and evaluating environmental aspects and their associated impacts, as well as assessing the associated risks.

The module covers the key steps involved in conducting a thorough environmental risk assessment, including identifying potential hazards, assessing the likelihood and severity of impacts, and determining risk levels. It also provides practical tools and techniques for prioritizing risks, developing effective controls and mitigation measures, and monitoring and reviewing the effectiveness of these measures.

---

### Learning Objective

At the end of this course, participants will be able to:

- Able to implement the environmental aspects-impacts risk assessment based on the ISO 14001:2015 perspective.
  - Enhance understanding of effective environmental performance monitoring through the concept of risk-based thinking and life-cycle perspective.
  - Enable the organization to prioritize risks, effective control measures, and mitigation plans to empower the environmental improvement objective
- 

### Target Audience

All level

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### Duration

1 day (Face to Face training)  
2 days (Face to face training)

---

### HRD Corp Claimable (Program No)

10001454482 – 1 day  
10001454529 – 2 days

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### ISO 14001:2015 ENVIRONMENTAL ASPECTS-IMPACTS RISK ASSESSMENT TRAINING © ErgoPsy Resources

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## **FITNESS FOR WOMEN: PRODUCTIVITY VIA PHYSICAL & PSYCHOLOGICAL FITNESS**

---

### **Introduction**

One of the key aspects in ensuring workforce's productivity is fitness; both physically and psychologically. Fitness is defined as the individual's ability to perform daily activities with optimal performance, endurance, and strength while managing psychological stress and reducing sedentary behaviour. This is vital in an organization, whilst generally holds a critical relevance for every working adult.

---

### **Learning Objective**

At the end of this course, participants will be able to:

- To discuss the close association between workforce's physical fitness towards the increase in productivity, the overall positive mental health, and the subsequent organizational growth
  - To enhance workforce's health and well-being by improving physical health and reduce risks associated with sedentary behavior while promoting mental well-being through physical activity and stress management in pre-, during pregnancy and postpartum for women.
  - To promote a supportive work environment by offering tools and resources for women incorporating fitness into the workday.
- 

### **Target Audience**

All level

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### **Duration**

1 days (Face to face training)

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### **HRD Corp Claimable (Program No)**

10001457009

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## **FITNESS FOR WOMEN: PRODUCTIVITY VIA PHYSICAL & PSYCHOLOGICAL FITNESS**

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## OCCUPATIONAL PSYCHOLOGICAL FIRST AID (OPFA)

---

### Introduction

First aid is the first most emergency responses that is important in the chain of survival. Understanding and knowing how to respond in emergency situation can indeed save life and minimize the severity of an injury.

This course will introduce the importance and principles of first aid at workplace. Participants will be trained to manage workplace injuries and perform high quality CPR (Cardio Pulmonary Resuscitation). The knowledge of first aid will allow workers to interact and respond safely, efficiently and in timely manner.

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### Learning Objective

At the end of this course, participants will be able to:

- To be able to respond to emergencies – wound bleeding, choking, unresponsive casualty, fractures, minor injuries, perform CPR & etc.
  - Self-manage workplace injuries by providing first aid.
- 

### Target Audience

All level

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### Duration

1 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001482622

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Your Best Choice in Workplace Ergonomics!

## NOISE EXPOSURE, SAFE CHEMICAL HANDLING AND ERGONOMICS AWARENESS TO SUPERVISORS & LEADERS

---

### Introduction

In today's dynamic work environment, the health and safety of employees are paramount to maintaining a productive and efficient workforce. Supervisors and leaders play a crucial role in ensuring these standards are met by fostering a culture of safety and awareness. The "Noise Exposure, Safe Chemical Handling, and Ergonomics Awareness" program is designed to equip supervisors and leaders with the knowledge and skills necessary to protect their teams from common workplace hazards.

This comprehensive program addresses three critical areas of workplace safety:

1. **Noise Exposure:** Prolonged exposure to high noise levels can lead to irreversible hearing damage and other health issues. This section of the program provides in-depth insights into identifying sources of harmful noise, implementing effective control measures, and promoting hearing conservation practices among employees.
2. **Safe Chemical Handling:** Chemicals are an integral part of many industrial and laboratory processes, yet they pose significant risks if not handled properly. Participants will learn about the properties of hazardous chemicals, the importance of proper labelling and storage, and emergency response procedures to prevent and manage chemical incidents.
3. **Ergonomics Awareness:** Poor ergonomic practices can lead to musculoskeletal disorders, which are among the most common workplace injuries. This module focuses on creating ergonomically sound workstations, promoting good posture, and implementing practices that minimize the risk of strain and injury.

Through a combination of theoretical knowledge and practical applications, this program aims to empower supervisors and leaders to create safer work environments, thereby enhancing overall employee well-being and productivity.

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### NOISE EXPOSURE, SAFE CHEMICAL HANDLING AND ERGONOMICS AWARENESS TO SUPERVISOR & LEADERS © ErgoPsy Resources

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---

**Learning Objective**

At the end of this course, participants will be able to:

- Interpret the elements of the hearing conservation program as stipulated in the OSH (Noise Exposure) Regulations 2019.
  - Promote the safe use of hazardous chemicals through hazard identification and communication.
  - Understand chemical labelling requirements as stipulated in the Classification, Labelling & Safety Data Sheet (CLASS) Regulations 2013.
  - Develop awareness and understanding of ergonomic principles to identify, assess, and mitigate workplace ergonomic hazards effectively.
- 

**Target Audience**

All level

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**Duration**

1 days (Face to face training)

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**HRD Corp Claimable  
(Program No)**

10001440703

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**NOISE EXPOSURE, SAFE CHEMICAL HANDLING AND ERGONOMICS AWARENESS TO  
SUPERVISOR & LEADERS** © ErgoPsy Resources

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## SCHEDULED WASTE MANAGEMENT AWARENESS TRAINING

---

### Introduction

The training module on scheduled waste management aims to create awareness about the importance of managing scheduled waste to prevent adverse effects on public health and the environment. It covers legal aspects related to waste management, including the Environmental Quality (Amendment) Act 2012 and the EQ (Scheduled Waste) Regulations 2005. The module also includes topics such as spill or accidental discharge regulations, training requirements, and compounding of offenses. The course emphasizes core duty of care requirements, managing hazardous waste, checking public registers, waste hierarchy, and recording waste movement. Additionally, it addresses technical, environmental, social, financial, and institutional aspects of waste management in low-middle-income countries

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### Learning Objective

At the end of this course, participants will be able to:

- Understand the implications of exposed to scheduled waste to public health and environment
  - Understand the legal responsibilities of both employers and employees in handling of scheduled waste
  - Acquire knowledge on how to appropriate label, storage and inventory recording the generated scheduled waste
  - Acquire knowledge on the needs to develop onsite and offsite emergency response plan on scheduled waste spillage.
  - Acquire knowledge how to select and disposal of generated scheduled waste to DOE approved prescribed premises
- 

### Target Audience

- Workers that handling scheduled waste
  - Safety officer, engineer, executive, and manager
  - Facility and Utility officer, engineer, and manager
  - Safety and health committee members
- 

### Duration

1 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001455064

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## HUMAN FACTORS IN CONSTRUCTION INDUSTRY

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### Introduction

Workplace safety is a continuous process that requires commitment from all levels of the organization. This is achievable via a successful Engineering Management practice that foster a proactive safety culture, providing necessary training, and maintaining a safe work environment i.e., an Engineering Management practice that prioritizes Ergonomics.

Ergonomics is defined as removing barriers to quality, productivity and safe human performance by fitting products, tasks, and environments to people (physical, physiological and psychological). Simply put, the human (the workforce) is placed at the centre of the organizational operation. Thus, the organization is capable in protecting the workforce, thus, enhancing the overall level of productivity.

---

### Learning Objective

At the end of this course, participants will be able to:

- The attendees are able to improve their knowledge on the fundamentals of Human Factors/Ergonomics in the construction industry
  - The attendees are able to comprehend the importance of Human Factors/Ergonomics in the construction industry towards profit making and excellence
  - The attendees are able to bridge the gap between Human Factors and the construction industry
- 

### Target Audience

All level

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### Duration

1 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001458889

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Your Best Choice in Workplace Ergonomics!

## **MOTORCYCLE ERGONOMICS: TECHNICAL MODIFICATIONS IN MINIMIZING HUMAN ERROR & OTHER ERGONOMICS RELATED ISSUES**

---

### **Introduction**

Keith Code – a globally renowned motorcycling expert; has noted that motorcycle road accidents are always due to human error. Indeed, the leaps and bounds of technologies such as the anti-locking braking system (ABS), variable traction control settings and even alternative engine mappings may aid in minimizing human error. However, the decision-making system – the elementary action and reaction still lies on the motorcyclist. Therefore, there is an existing link between motorcycle road accidents and motorcyclist. Scientifically, motorcycling human error could be minimized via good implementation of motorcycle ergonomics.

---

### **Learning Objective**

At the end of this course, participants will be able to:

- To give introduction on ergonomics and motorcycle ergonomics
  - To provide the understanding on the human-motorcycle-environment relationship on overall motorcycling ergonomics
  - To suggest modifications and setups which could better complement the individual motorcyclist's ergonomics requirements in minimizing human error
  - To promote on safe motorcycling activities and the minimization of motorcycle road accidents which stems from human error.
- 

### **Target Audience**

General public, motorcyclist, motorcycle distributors, motorcycling attire distributors.

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### **Duration**

1 days (Face to face training)

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### **HRD Corp Claimable (Program No)**

10001458900

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**MOTORCYCLE ERGONOMICS: TECHNICAL MODIFICATIONS IN MINIMIZING HUMAN ERROR & OTHER ERGONOMICS RELATED ISSUES** © ErgoPsy Resources

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## MOTORCYCLING 'FIT' AND FITNESS: SAFETY THROUGH ERGONOMICS

---

### Introduction

Keith Code – a globally renowned motorcycling expert; has noted that motorcycle road accidents are always due to human error. Indeed, the leaps and bounds of technologies such as the anti-locking braking system (ABS), variable traction control settings and even alternative engine mappings may aid in minimizing human error. However, the decision-making system – the elementary action and reaction still lies on the motorcyclist. Therefore, there is an existing link between motorcycle road accidents and motorcyclist. Scientifically, motorcycling human error could be minimized via good implementation of motorcycle ergonomics. This training will introduce to the participants several selected motorcycling ergonomics issues that could affect them during motorcycling. From here, the fitness regime that could facilitate in minimizing the effects given by the said issues are outlined and demonstrated

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### Learning Objective

At the end of this course, participants will be able to:

- To give introduction on ergonomics and motorcycle ergonomics
  - To provide the understanding on the human-motorcycle-environment relationship on overall motorcycling ergonomics
  - To suggest fitness regime which suits the needs of motorcycling
  - To promote on safe motorcycling activities and the minimization of motorcycle road accidents which stems from human error
- 

### Target Audience

General public, motorcyclist, motorcycle distributors, motorcycling attire distributors.

---

### Duration

1 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001456551

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## MANAGING SAFE WORKPLACE THROUGH ERGONOMICS: PUTTING 'FIT' INTO PROFIT MAKING

---

### Introduction

Workplace safety is a continuous process that requires commitment from all levels of the organization. This is achievable via a successful Engineering Management practice that foster a proactive safety culture, providing necessary training, and maintaining a safe work environment i.e., an Engineering Management practice that prioritizes Ergonomics. Ergonomics is defined as removing barriers to quality, productivity and safe human performance by fitting products, tasks, and environments to people (physical, physiological and psychological). Simply put, the human (the workforce) is placed at the centre of the organizational operation. Thus, the organization is capable in protecting the workforce, thus, enhancing the overall level of productivity.

One of the key aspects in ensuring workforce's productivity is fitness; both physically and psychologically. Fitness is defined as the individual's ability to perform daily activities with optimal performance, endurance, and strength while managing psychological stress and reducing sedentary behaviour. This is vital in an organization, whilst generally holds a critical relevance for every working adult.

---

### Learning Objective

At the end of this course, participants will be able to:

- To highlight on the importance of Ergonomics in Engineering Management within the context of managing a safe workplace
  - To discuss on the close association between workforce's physical fitness towards the increase in productivity, the overall positive mental health, and the subsequent organizational growth
  - To enhance workforce's health and well-being by improving physical health and reduce risks associated with sedentary behavior while promoting mental well-being through physical activity and stress management.
  - To promote a supportive work environment by offering tools and resources for incorporating fitness into the workday
- 

### MANAGING SAFE WORKPLACE THROUGH ERGONOMICS: PUTTING 'FIT' INTO PROFIT MAKING © ErgoPsy Resources

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**Target Audience**

All Level.

**Duration**

1 days (Face to face training)

**HRD Corp Claimable  
(Program No)**

10001457121

**MANAGING SAFE WORKPLACE THROUGH ERGONOMICS: PUTTING 'FIT' INTO  
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## ACCIDENT INVESTIGATION, PREVENTION AND REPORTING

---

### Introduction

Accident Investigation, Prevention, and Reporting Training gives an overview of accident/incident investigation at various levels and formats for a person responsible for conducting or monitoring incident/accident investigations. It focuses on the fundamental understanding of Root Cause Analysis and the tools needed to conduct an Incident/Accident Investigation. When incidents are investigated, the focus should be on determining the root cause of the incident to prevent it from happening again. The goal of accident inquiry is to discover information that can lead to corrective action and prevent future incidents.

---

### Learning Objective

At the end of this course, participants will be able to:

- Understand the proper steps to determine the root cause of the accident
  - Conduct investigation effectively (gather evidence, interview witness, analyze facts)
  - Make effective recommendations to prevent accidents in the future
  - Prepare a proper report
  - Review the effectiveness of the corrective action taken
- 

### Target Audience

- Safety and Health Committee members
  - Managers/ Executives, Safety and Health Officers, Site Safety Supervisor and OSH Coordinator
  - Supervisors and all levels of workers
  - Operations and maintenance staff
- 

### Duration

1 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001469656

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## WORKING SAFELY AT HEIGHT

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### Introduction

The content of the course has a theoretical and practical concept about handling work activities safely, hazards and risks as well as control measures when carrying out work activities at high places and the use of appropriate personal protective equipment (PPE).

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### Learning Objective

At the end of this course, participants will be able to:

- Identify the hazards and risks of working at height.
  - Understand the working at height requirements and guidelines.
  - Able to manage risk control to prevent falls from height.
  - Able to understand the method of wearing and anchoring the full body harness.
  - Able to understand emergency rescue plan in the event of a fall
- 

### Target Audience

- Employees who work at a height
  - Managers/ Executives, Safety and Health Officers, Site Safety Supervisor and OSH Coordinator
  - Safety and Health Committee Members
  - Supervisors and all levels of workers
- 

### Duration

1 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001471049

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## WELDING, CUTTING AND GRINDING TRAINING

---

### Introduction

This Welding, Cutting, and Grinding training course increases knowledge of the hazards associated with welding processes, including gas and electric arc welding. It explains how to do a risk assessment and implement the relevant management measures. This program will emphasize on how to identify typical hazards related to welding, cutting, and grinding, as well as how to prevent harmful situations from occurring in the first place. Participants will gain an understanding of the significance of operating welding, cutting, and grinding equipment properly, as well as enhance their awareness of safe hot-work techniques.

---

### Learning Objective

At the end of this course, participants will be able to:

- Identify the hazards of hot work.
  - Describe the fire prevention methods that must be in place before performing hot work that can protect the worker and others from hazards.
  - Identify work procedures before, during and after to prevent injuries from hot work hazards.
  - Proper use of PPE in the hot works
- 

### Target Audience

- Safety and Health Committee members
  - Managers/ Executives, Safety and Health Officers, Site Safety Supervisor and OSH Coordinator
  - Supervisors/team leaders
  - All levels of workers
- 

### Duration

1 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001471045

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## PELVIC FLOOR REHAB

---

### Introduction

Women' health is a very important subject for practicing physiotherapists. The physiotherapists learn basics of it during their diploma or undergraduate degree studies and develop their skills from experience while learning on the job. A few courses are arranged by the Malaysian Physiotherapy association and some individuals/ private companies bring in international facilitators. However, the number of workshops, fees, availability of time, working hours all together leave many therapists wanting to upgrade their knowledge.

Many private and government hospitals request for HRD Corp claimable courses as they wish to nominate their staff to attend the courses. Others from the private sector pay on their own

This workshop has been planned after taking into consideration all these points, as well as feedback from the previously conducted workshop by the same trainer.

The nature of the workshop with hands on skills that need supervision, guidance and practice and hence makes allowance for a small number of participants each workshop

This course will introduce the importance and principles in therapy focussed on women's health. The Knowledge gained from the workshop allow participants to provide services with ability to interact with patients safely and efficiently, thus help both, the therapist as well as the patients.

---

### Learning Objective

At the end of this course, participants will be able to:

- Learn the principles in treating women's health issues by learning the detailed anatomy, physiology of the pelvis;
  - Identify various structures in the pelvic floor and the functions to be able to identify what causes pain or injury; and
  - Understand ways to communicate with patients for issues regarding the pelvic floor issues;
  - Learn to perform basic assessment of the pelvic floor and risk identification and problem solving; Learn practical ways to treat the pelvic floor issues and the rehab;
  - Learn about various adjuncts in physiotherapy that can be used in the correct equipment and the treatment parameters
-



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**Target Audience**

- trained physiotherapists,
- doctors
- nurses

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**Duration**

1 & 2 days (Face to face training)

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**HRD Corp Claimable  
(Program No)**

10001451770 – 1 day  
10001442574 – 2 days

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## ETHICAL DRIVING & SAFETY AWARENESS

---

### Introduction

Ethical Driving and Safety Awareness is designed to expose the target group to ethical driving by imparting defensive driving concepts and principles to become a safer and prudent driver while driving on the road taking care his own safety and the safety of other road users.

---

### Learning Objective

At the end of this course, participants will be able to:

- To enhance road safety awareness among the truck/trailer drivers
  - To identify and prevent hazards before, during and after driving
  - To develop a hazard identification, risk analysis and risk control (HIRARC) plan for the drivers
- 

### Target Audience

Truck and trailer drivers (commercial vehicle)

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### Duration

1 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001471045

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## SITUATIONAL LEADERSHIP

---

### Introduction

In today's fast-paced work environment, new and existing leaders often struggle with navigating the complexities of team dynamics, understanding different personality types, and motivating employees for optimal performance. They face challenges in providing clear direction, balancing authority with support, and fostering open communication within their teams. This workshop is designed to address these challenges by equipping participants with practical tools and techniques to enhance leadership skills, improve team engagement, and drive better results. By the end of the program, participants will gain a deeper understanding of their own leadership style, learn how to coach others effectively, and build a high-performance team.

---

### Learning Objective

At the end of this course, participants will be able to:

- Identify and adapt to different personality types for improved team dynamics,
  - Apply situational leadership styles and techniques to enhance team performance,
  - Set clear, measurable goals that align with organizational objectives,
  - Communicate effectively by understanding team needs and motivations,
  - Coach and develop others to foster growth and a high-performance environment
- 

### Target Audience

All Level

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### Duration

2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001486387

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Your Best Choice in Workplace Ergonomics!

## EFFECTIVE SUPERVISORY SKILLS

---

### Introduction

Human resource has been proven to be the greatest & most valuable assets to any organizations. Supervising these delicate assets in the 21st century has never been more challenging. Supervisors are normally the largest group by comparison that is given the mandate to supervise and provide leadership to administer and control these resources to ensure that objectives and goals of the organizations are achieved as planned.

Before the supervisors could execute their task effectively & efficiently, they need to understand what are the required tools and their functional roles. This 2-days program will provide them with the necessary know how, that will be stimulated by case studies, practical exercises and discussions, both in small group and with the total group as a whole.

---

### Learning Objective

At the end of this course, participants will be able to:

- Define the main responsibilities and functions of supervisors
  - Demonstrate clear and concise communication skills for conveying expectations, instructions and feedback to team members.
  - Learn and apply motivational techniques to encourage team members, boost morale and foster a positive work environment.
  - Learn how to delegate effectively, empower team members and encourage them to take initiative, promoting a sense of ownership
  - Deliver constructive feedback that supports growth and improvement.
- 

### Target Audience

- New Supervisors and Team Leaders, Experienced Supervisors Seeking to Enhance Skills, Managers Preparing Future Leaders, HR Professionals Involved in Team Development
- 

### Duration

2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001485564

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## Take Charge! Excellent is My Choice

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### Introduction

In any workplace, the behaviors of employees plays a key role in shaping the work environment, productivity, and overall success of the company. This 2-day training program, titled "**Take Charge! Excellent is My Choice**," is designed to address and resolve behavioral issues among staff in a manufacturing and office setting. By focusing on personal accountability, understanding company goals, and fostering a positive workplace culture, this program will empower employees to recognize and change negative behaviors, while promoting positive habits that align with the company's mission, vision, and values.

Through a combination of interactive sessions, practical examples, and problem-solving exercises, participants will learn how their actions impact their team and company, and will leave the training equipped with the tools and strategies to create meaningful, long-lasting improvements in their work behavior. This training aims to build a more responsible, collaborative, and motivated workforce, ultimately leading to higher productivity and a more positive work environment.

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### Learning Objective

At the end of this course, participants will be able to:

- **Empower Personal Accountability**  
Equip participants with the mindset and tools to take charge of their own behavior, aligning with both personal and company goals.
  - **Promote Positive Work Culture**  
Foster an understanding of how individual behaviors contribute to a positive or negative workplace culture, emphasizing the importance of teamwork and collaboration.
  - **Clarify Vision, Mission, and Values**  
Ensure that warehouse staff clearly understand the company's vision, mission, and core values, and know how their behavior impacts the overall success of the organization.
  - **Identify and Address Behavioral Issues**  
Help participants recognize common workplace behavioral challenges and develop strategies to overcome these issues, such as absenteeism, poor communication, lack of responsibility, and negative attitudes.
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**TAKE CHARGE! EXCELLENT IS MY CHOICE** © ErgoPsy Resources

PT 12905-C, 3rd Floor, Jalan BBN 1/7F, Putra Indah, Putra Nilai, 71800 Nilai, Negeri Sembilan

012-3098950 | hari@ergopsy.net | www.ergopsy.net



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**Target Audience**

All Level

**Duration**

2 days (Face to face training)

**HRD Corp Claimable  
(Program No)**

10001486109

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## **PRODUCTIVITY PULSE: A JOURNEY THROUGH TIME MANAGEMENT**

### **Introduction**

In the fast-paced corporate world, professionals grapple with managing competing demands, maintaining work-life balance, and dealing with stress, often leading to feelings of overwhelm, frustration, and anxiety. The "Productivity Pulse: A Journey Through Time Management" workshop is designed to equip these individuals with practical strategies to improve their time management skills. By attending, participants can expect to gain a renewed sense of control over their schedules, enhanced productivity, and reduced stress, fostering feelings of accomplishment, confidence, and calm. The workshop promises an engaging journey of self-discovery and personal growth, leveraging innovative vocal biomarker technology to personalize the learning experience and facilitate practical application.

### **Learning Objective**

At the end of this course, participants will be able to:

- Unmask your key time wasters and productivity inhibitors.
- Design and execute personalized time management strategies that work for you.
- Comprehend and manage your emotional states, enabling enhanced productivity.
- Develop a laser-focused, results-oriented mindset, keeping you on target to achieve your goals

### **Target Audience**

All Level

### **Duration**

2 days (Face to face training)

### **HRD Corp Claimable (Program No)**

10001486168



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## ACT FOR STRESS RELIEF

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### Introduction

In today's fast-paced world, professionals and leaders often struggle with stress, anxiety, and burnout—common challenges that can hinder personal and professional growth. Our "ACT for Stress Relief" workshop is designed to address these negative emotions by equipping participants with practical skills in Acceptance and Commitment Therapy (ACT). By the end of the program, participants will learn how to apply mindfulness and cognitive diffusion techniques, empowering them to manage stress more effectively and align their actions with their values. This foundational understanding aims to enhance overall emotional resilience and daily functioning without promising quick fixes.

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### Learning Objective

At the end of this course, participants will be able to:

- Apply key ACT principles to reduce stress,
  - Develop strategies for more effective emotional and psychological resilience,
  - Enhance daily functioning by aligning actions with core value
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### Target Audience

All Level

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### Duration

2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001484914

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## RISE: RESILIENCE IN STRESSFUL ENVIRONMENTS

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### Introduction

Leaders and Managers facing organizational change often struggle with personal mental health challenges such as stress, anxiety, and burnout. The top three negative emotions they commonly experience include uncertainty, frustration, and overwhelm, often resulting from layoffs, increased workloads, and low morale. This program is designed to help participants recognize and manage these emotional states, fostering greater self-awareness and resilience. Through practical self-care techniques and emotional regulation strategies, participants will leave equipped with the tools to manage stress, maintain their well-being, and improve their mental health in the face of ongoing workplace challenges.

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### Learning Objective

At the end of this course, participants will be able to:

- Recognize early signs of stress, burnout, and emotional overwhelm.
  - Implement personalized self-care and stress management strategies.
  - Manage their emotional state during periods of organizational change.
  - Communicate effectively by understanding team needs and motivations.
  - Build resilience and maintain mental well-being despite workplace challenges.
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### Target Audience

All Level

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### Duration

2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001484955

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## E-INVOICE TRAINING

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### Introduction

This training program is designed to equip participants with the essential knowledge and skills of e-invoicing, ensuring awareness, compliance, and further able to perform e-invoicing tasks within their organizations. Participants will gain insights into guidelines of e-invoice and understand the nature, benefits, data fields and workflow process and different scenarios of e-invoice. Participants also will be exposed to the specific guideline and hands-on using MyInvois Preprod portal.

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### Learning Objective

At the end of this course, participants will be able to:

- The e-Invoice concepts and guidelines
  - Steps of e-Invoice workflow in different scenarios
  - Practical session using MyInvois preprod Portal
  - Guidance to assist taxpayers in assessing their readiness for e-Invoice implementation and monitor compliance
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### Target Audience

All Level

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### Duration

1 & 2 days (Face to face training)

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### HRD Corp Claimable (Program No)

10001504801 – 1 day  
10001504936 – 2 days

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## MANAGING ERGONOMICS RISK FACTORS VIA PHYSICAL FITNESS

### Introduction

Workplace safety is a continuous process that requires commitment from all levels of the organization. This is achievable via a successful Engineering Management practice that foster a proactive safety culture, providing necessary training, and maintaining a safe work environment.

One of the key aspects in ensuring workforce's productivity is fitness; both physically and psychologically. Fitness is defined as the individual's ability to perform daily activities with optimal performance, endurance, and strength while managing psychological stress and reducing sedentary behaviour. This is vital in an organization, whilst generally holds a critical relevance for every working adult.

### Learning Objective

At the end of this course, participants will be able to:

- To highlight on the importance of fitness within the context of managing a safe workplace.
- To discuss on the close association between workforce's physical fitness towards the increase in productivity, the overall positive mental health, and the subsequent organizational growth.
- To enhance workforce's health and well-being by improving physical health and reduce risks associated with sedentary behavior while promoting mental well-being through physical activity and stress management.
- To promote a supportive work environment by offering tools and resources for incorporating fitness into the workday.

### Target Audience

All Level

### Duration

2 days (Face to face training)

### HRD Corp Claimable (Program No)

10001506077

# TESTIMONIALS

**JABIL**

"Excellent and professional services provided by Ergopsy"- Lim Yen Yee (Jabil Circuit Sdn Bhd)

I want to get deeper knowledge on ergonomics and ergopsy had ticked all the boxes which is what I'm looking for. Very professional 👍👍👍 Definitely 10/10! ☆ - Yasirah Lim

**AVX**

Satisfied on the assessment conducted and the report provided - Nor Azirah (Avx Manufacturing (M) Sdn.Bhd)

**Peri-dent\***

I am very satisfied with the services rendered to my company and would like to engage for future projects - Guru Naidu (Perident Star Sdn Bhd)

**mybrush®**

Good service - Sathiyar Kalithasan (Mybrush Industries Sdn Bhd)

Very smooth, professional arrangements from registration through to receiving of certificates. Well recommended.- David Jacques



## YOUR BEST CHOICE IN WORKPLACE ERGONOMICS

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We are very passionate to assist you with your workplace ergonomics matters. We'll ensure that no muscles and bones are left unchecked !

### CONTACT US



ErgoPsy Resources



[hari@ergopsy.net](mailto:hari@ergopsy.net)



+60123098950

[ergopsy.net](http://ergopsy.net)