



WRRS-OSH C

Work Related Road Safety - Occupational Safety and Health Coordinator

Road accidents involving employees, whether during their commute or while travelling for work, have become an increasingly serious concern. PERKESO data shows a 45% rise in such incidents between 2012 and 2019, contributing to higher rates of injury, death, and growing compensation costs for employers. Recognising this, the Occupational Safety and Health Act 2022 now requires organisations with five or more employees to appoint an OSH Coordinator to support workplace safety efforts.

To strengthen this initiative, the Work-Related Road Safety OSH Coordinator (WRRS OSH-C) programme was introduced under the OSH Master Plan 2021-2025. This programme prepares trained and DOSH-recognised coordinators who assist employers in implementing effective OSH practices, cultivating a stronger safety culture, and safeguarding employees and the public during all work-related travel.

At the end of these 3 days programme, participants will be able to:



To Understand the
Importance of WRRS



To Understand
the Legislation



Apply the
Three Element
Management Concept



To Identify
Accident Impact



Exposing
Best Practice

Certification Body

Department of Occupational Safety and Health (DOSH)

Target Participants

Non-Exec, Supervisor, Executive, Manager and above, All employees

Course Content

Day One

Topic 1: Challenges and Realities OSH at the workplace

- Challenges in implementing OSH at the workplace
- Examples of workplace accidents and types of injuries that have occurred
- The importance of OSH culture at the workplace
- Occupational Safety & Health Coordinator (OSH Coordinator):
 - a) Legal requirements
 - b) Scope of application
 - c) Appointment of an OSH Coordinator
 - d) Training requirements for OSH Coordinators
 - e) Employer's role in ensuring compliance
 - f) Scope of duties for coordinating OSH
 - g) User Manual – Registration of OSH Coordinator in MyKKP

Topic 2: Introduction to the Department and Legal Fundamentals

- Introduction to the Department of Occupational Safety and Health (DOSH)
- Key provisions of the Occupational Safety and Health Act 1994 (Act 514):
 - a) General duties of employers
 - b) Occupational Safety and Health Policy
 - c) Employer's duties towards non-employees
 - d) Risk assessment
 - e) Penalties
 - f) General duties of employees
 - g) Safety and health committee
 - h) Notification of accidents, dangerous occurrences, poisoning & occupational diseases
- Regulations under the Occupational Safety and Health Act 1994

Topic 3: Introduction to Fundamentals of OSH Management at the Workplace

- Requirement to establish an Occupational Safety and Health Policy
- Formation of the Safety and Health Committee
- Accident reporting
- Noise management
- Management of Personal Protective Equipment (PPE)
- Workplace housekeeping
- Preparation of an Emergency Response Plan (ERP)

Topic 4: Chemical Management

- Identification of chemical hazards
- Safe handling of chemicals
- Health effects of chemicals
- “Cradle to Grave” concept

Topic 5: Introduction To Occupational Diseases

- Introduction to Occupational Health
- Classification of Occupational Disease Hazards
- Categories of workplace diseases
- Types of Occupational Health Hazards
- Statistics of Occupational Diseases in Malaysia

Day Two

Topic 6: Introduction to Work-Related Road Safety (WRRS)

- Road accident statistics, including commuting accidents and work-related road accidents in Malaysia
- Effects and causal factors of road accidents
- The need for and importance of WRRS management
- Introduction to the Code of Practice on Occupational Safety and Health for Road Transport Activities 2010
- Introduction to the management of drivers, vehicles, and journeys
- Introduction to management systems and road safety program initiatives

Topic 7: Hazard Identification, Risk Assessment and Risk Control (HIRARC)

- Definition of hazard, risk, and danger
- Methods for identifying hazards
- Risk assessment process
- Risk assessment matrix
- Hierarchy of controls

Topic 7.1: Practical Training for Hazard Identification, Risk Assessment and Risk Control

- Group HIRARC Activity
- Group Discussion and Presentation Session

Day Three

Topic 8: Driver Management

- Driver recruitment and classification
- Driving procedures
- Work scheduling
- Scheduling activities and Family Safety Reminders
- Driver health and welfare
- Driver monitoring
- Driver termination procedures

Topic 9: Vehicle Management

- Vehicle specifications and components
- Vehicle safety equipment
- Safe loading practices
- Vehicle inspection & maintenance
- Group activity – vehicle inspection using checklist

Topic 10: Journey & Record Management

- Trip planning
- Travel route monitoring
- Group activity – “Route Hazard Mapping”

Topic 11: Introduction to Road Safety Management Systems

- Introduction to road traffic safety management systems
- Introduction to best practices for implementing travel management systems
- Benefits of implementing road safety systems in the workplace

Training Methodologies

Slide presentation, group activities & individual tasks.

Trainers Profile

Ts. Ahmad Saife Salleh is a researcher at MIROS who has been serving since 2019. He is one of the road safety trainers recognised by HRD Corp and DOSH. Saife also has extensive experience in road safety, specially in commercial vehicle and land transport planning.

Ts. Aqbal Hafeez Ariffin is a senior researcher at MIROS who has been serving since 2007. He is one of the road safety trainers recognized by HRD Corp and DOSH. He also has extensive experience in road safety – road safety management and vehicle safety. He has also been involved in the development of related standards, guidelines, and modules.

Ts. Muhamad Syukri Abdul Khalid is a senior researcher at MIROS who has been serving since 2017. He is an experienced trainer specialised in the road safety management and recognised by HRD Corp and DOSH. His extensive experience and commitment to professional development make him an asset to any organisation seeking to improve their road safety standards.

Ts. Rabihah Ilyas is a senior researcher at MIROS who has been serving since 2009. She is one of the road safety trainers recognised by HRD Corp and DOSH. She also has extensive experience in road safety management and is directly involved in the development of related standards and guidelines.