



E-RESPONSE ALERT SDN BHD

TRAINING BROCHURE

E-Response Alert Sdn Bhd



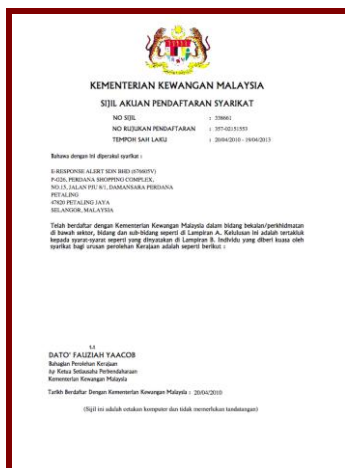
Established in 2003, the E-Response Group-of-companies was started to serve the Petrochemical Industry and multinational corporations in the region.

E-Response Alert Sdn Bhd is a consultancy firm and a specialist training provider that aims to assist companies in training in the area of Occupational Health & Safety, Environment Management and Quality Management.

Our services are undertaken by a team of experienced professional trainers who are seasoned practitioners with over 20 years in their area of expertise.

E-Response Alert is registered with the Ministry of Finance, as a training provider to the Government and Government-Linked Corporations (GLCs).

Certificate of Registered Company With The Ministry of Finance Malaysia. Cert Ref: 338661



Certificate of Bumiputra Registered Company With The Ministry of Finance, Malaysia

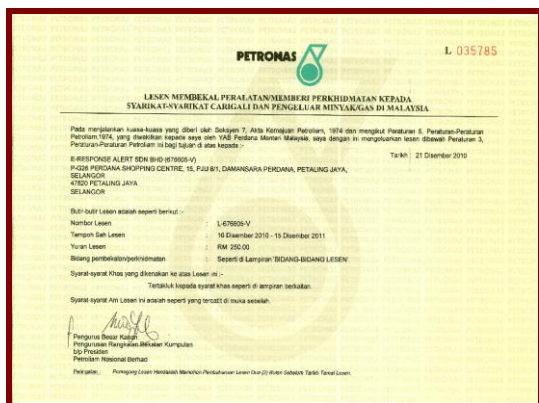


Other Government, GLCs and Private Sector Clientele & Registrations:



E-Response Alert is also a PETRONAS Licensed Company for Oil & Gas 'upstream' services

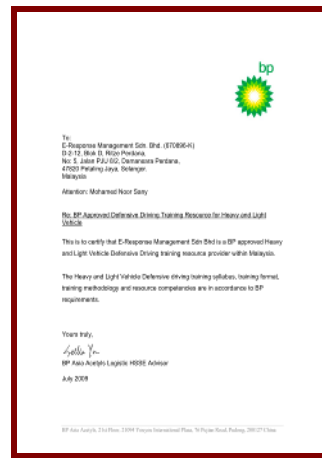
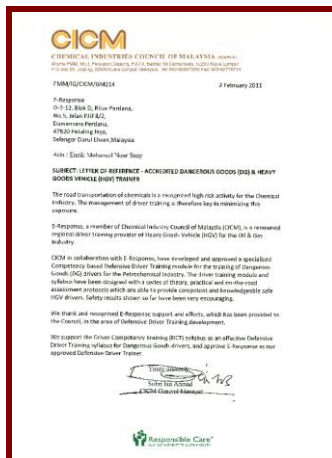
Company Registration For Trading & Services With Upstream Oil & Gas Companies. Cert Ref: L-035785



Industry Recognition & Accreditation

E-Response training syllabus, resource and programme are accredited by the Chemical Industries and a number of multinational companies, particularly for its Heavy and Light Vehicle Drivers Training programme.

Currently, E-Response's Drivers Training is the only pre-approved HGV Driver Training by the Ministry of Human Resource.



Human Resource Development Fund (HRDF) Registered

E-Response Alert is a HRDF licensed and registered training company. This implies that Clients' who contribute to HRDF may claim for the training cost conducted by E-Response Alert.

Three of E-Response Alert training is now classified under the 'SBL Khas' Category, the only such category in the country. Clients' need not pay for these courses (the course organisers, E-Response Alert, can claim directly with HRDF). The E-Response Alert courses that have been given recognition under the SBL Khas are:

- Heavy Vehicle Driving Competency Training
- Heavy Vehicle Defensive Driving Training
- Light Vehicle Defensive Driving Training



The Trainees will also be taught into the proper and comprehensive Vehicle Maintenance procedures and protocols.



Our Light Vehicle Training programme consists of a series of Theory based concepts, lessons and subjects that are thought by experienced and accredited Trainers.



This is training designed to provide the trainees with the necessary Defensive Driving, and Brake & Evasion skills and knowledge, to enable a Light Vehicle Driver to manage and maneuver his/her vehicle safely.

Training Provision, Booking & Payment Details

- Clients' are recommended to make prior bookings for the said course at least two weeks in advance.
- Training cheque payments to be made (crossed) out to the '**E-Response Alert Sdn Bhd**', and presented to Course Administrator on the day of the training.
- Course material will be distributed on the day of training
- Course Administrator will arrange for training venue participants' lunch and beverages (coffee/tea) during the said training. This is inclusive in fees.

For Further Training Information

For further training information and/or course booking, please contact:

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Training Offered

For detailed information on the training provided, please refer to the Detailed Training Information Matrix Attached

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COURSE TITLE : OCCUPATIONAL SAFETY & HEALTH ACT (OSHA) TRAINING

INTRODUCTION

Good health and safety makes a good business sense. It protects employees from the suffering caused by accidents and ill health. It also helps employers maintain good reputation, retain staff, boost productivity and avoid the costs of accidents and ill health. Providing health and safety information and training helps employer to:

- Ensure employees are not injured or made ill by the work they do
- Develop a positive Health and Safety culture, where safe and healthy working becomes primary nature to everyone
- Appreciate how to manage Health and Safety systematically
- Meet the legal requirements to protect the health and safety of the workforce

COURSE OBJECTIVE

Upon completion of the course participants will be able:

- To identify workplace hazards and the associated risk to their safety and health
- To appreciate and assimilate safe work practice as a good business strategy to enhance productivity and services
- To demonstrate a collaborative status quo with management in compliance to legislative requirements
- To internalize and corroborate safety and health issues as core values and imperative preparatory to their well beings

COURSE CONTENT

- Understand the salient provision of Occupational Safety and Health Act& Regulations
- How to conduct Hazard identification and Risk assessment.
- Accident causation and Investigation
- Emergency management planning and implementation

(Designed according to legal requirements / regulation under the Occupational Safety and Health Act 1994)

COURSE DETAILS

Target Audience	Senior Management, Departmental Managers, Executives, HSE Officers, and Members of the Occupational Safety & Health Committee.
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	Wholly in English or Bahasa Malaysia or Combination of Both. Lectures and discussion in conjunction with comprehensive interactive debrief.
Course Facilitator	A. Superintendant Mahinder Singh (BOMBA)
No. Of Participants	25
Course Fees	TBA

COURSE TITLE : BASIC 'OCCUPATIONAL SAFETY & HEALTH (OSH) AT THE WORKPLACE' TRAINING

COURSE OBJECTIVE

- To provide an understanding of the basic occupational health and safety at workplace
- To create awareness among staff whose activities might have risk to the occupational health and safety
- To provide guidelines on the identification of all the hazards and risks related to organization's activities, services or products
- To understand basic OSHA 1994 legal requirements that need to be implemented at workplace

COURSE CONTENT

- Introduction to occupational health and safety at workplace
- Occupational health and safety legal requirements
- Employees responsibilities in safe guarding health and safety at workplace
- Methodology for the identification of Occupational Health and Safety Hazards and Risks
- Management of identified hazards and risks at workplace
- Personal Protective Equipment

COURSE DETAILS

Target Audience	Senior Management, Departmental Managers, Executives, HSE Officers, and Members of the Occupational Safety & Health Committee.
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Saravanan Gopal
No. of Participants	25
Course Fees	TBA

**COURSE TITLE : OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM (OHSAS 18001)
AWARENESS TRAINING**

INTRODUCTION

To create awareness and basic understanding among the employees for a company to gear towards the implementation OHSAS 18001 is crucial. And, it is also very important for the employees to know their roles and responsibility in achieving the certification of OHSAS 18001.

COURSE OBJECTIVE

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

- Describe & explain the perception of Occupational Safety and Health & OHSAS 18001 clauses.
- Understand the impact of OHSAS 18001 to their Company.
- Understand the requirements of OHSAS 18001 which are related to their work responsibility.
- Recognize how they can play their roles in achieving OHSAS 18001 certification.

COURSE CONTENT

- Overview of the OHSAS 18001 Standard
- OHSAS Registration Journey
- Understanding the Impacts
- Summary of Morning session
- Overview to Certification Body Requirements
- Exercises on Familiarization in OHSAS 18001
- Interpreting the OHSAS Standard
- Question and Answer Session

COURSE DETAILS

Target Audience	Senior Management, Departmental Managers, Executives, HSE Officers, and Members of the Occupational Safety & Health Committee.
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Sarbeet Singh
No. of Participants	25 max
Course Fees	TBA

**COURSE TITLE : OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM (OHSAS 18001)
INTERNAL AUDIT TRAINING**

INTRODUCTION

The workshop aims to share with the participant the principles of internal Occupational Health and Safety auditing, roles and responsibilities of internal auditors as well as the human aspects in internal Occupational Health and Safety auditing. This will ensure the internal Occupational Health and Safety auditing is conducted objectively and efficiently for continuous improvement in the organization.

COURSE OBJECTIVE

By the end of this course, participants will be able to be well equipped by:

- Enhancing the effectiveness of the already formed AUDIT team members.
- Being able to understand Internal Occupational Health and Safety Auditing to OHSAS 18001.
- Explaining the Impacts of OHSAS 18001 auditing to their Company.
- Explaining the AUDIT requirements of OHSAS 18001 which are related to their work responsibility.
- Recognizing how they can play their roles in maintaining the prestigious OHSAS 18001 certification by performing the AUDIT diligently and effectively

COURSE CONTENT

DAY 1

- Audit Overview With The Standard 18001
- Occupational Health And Safety Auditing Terms
- Audit Cycle
- Preparing For A Live Audit

DAY 2

- Conducting An Audit
- Writing Non-Conformances
- Live Audit
- Corrective Action
- Review CAR Effectiveness
- Closing Of An Audit
- How To Improve Audit Effectiveness

COURSE DETAILS

Target Audience	The workshop is specially designed for the Internal Occupational Health and Safety auditors, and managers for various industries.
Training Venue	TBA
Time	8.00am to 5.30pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	English
Course Facilitator	
No. of Participants	25
Course Fees	TBA

COURSE TITLE : ADVANCE FIRST AID TRAINING

INTRODUCTION

Pre-Hospital Medical care is the art of rendering proper and correct assistance immediately during accidents and emergencies that can happen anywhere, at any time. This can minimize the resulting complication of injuries and to sustain life before the management of medical treatment. Therefore, this training is essential for every organization

COURSE OBJECTIVE

- To reform the ordinary lay personnel onto the potential and confident medical emergency responder.
- To comply with requirement of the statutes i.e. Occupational Safety & Health Act 1994 and Factory & Machine Act 1967
- To safeguard and build up the good image of your organization

COURSE CONTENT

- Introduction
- Cardio Pulmonary Resuscitation (theory, slides and VCD presentation) (Based on AHA 2010 guidelines)
 - Adult One-rescuer CPR & Choking
 - Infant CPR & Choking
 - Usage of AED (Automated External Defibrillator)
- Introduction & Lecture On Trauma And Management
- Victim Assessment
- Spinal Care And Transportation
- Wounds Management
- Skeletal Injuries
- Shock
- Burns & Scalds

COURSE DETAILS

Target Audience	ER Team, Safety Board, All Management Staff, Production Workers, Security Staff, High Risk employees
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	English
Course Facilitator	Jason Nge
No. of Participants	25
Course Fees	TBA

COURSE TITLE : SAFE 'WORKING AT HEIGHTS' TRAINING

INTRODUCTION

Falls from heights or elevated platforms are the leading causes of accidents and worker fatalities in the general industry. Each year, a large number of workers are either killed or suffer major injuries as a result of falls at work places. Accidents involving falls are generally complex events frequently involving a variety of factors.

Fall protection is required whenever work is performed in an area 2meters and above. Fall arresting systems, which include lifelines, body harnesses, and other associated equipment, are used when fall hazards cannot be controlled by passive or active means. These systems are designed to stop a free fall while limiting the forces imposed on the wearer. Training to raise the awareness levels workers on the potential risks when working at heights is a primary need.

COURSE OBJECTIVE

At the end of the training, participants will be able to:

- Understand WAH risks and apply the hierarchy of controls to mitigate those risks.
- Acquaint themselves with the legal Working at Heights requirements.
- Familiarize themselves with the four components (anchorage, body support, connectors and rescue) of a fall arrest system with focus on harness selection, inspection, maintenance and use.
- Understand the requirement for rescue and the need to have a rescue plan

COURSE CONTENT

The training will cover:

- Legislation: OSHA 1994 and FMA 1967 (2006) and DOSH Guidelines on Prevention of Falls at Workplace.
- Introduction: Motivating factors in WAH.
- JSA which includes:
 - Fall Arrest Basics (Primary and Secondary system; Force; Free Fall; Energy Absorption; Swing Falls; Obstructions; Calculated Clearance.
 - Fall Arrest System (Body support/harness and belts; Anchorages; Connectors; Rescue plan)
- Inspection and maintenance of equipment.
- Practical.
- Assessment: Quizzes, Handling Equipment and Evaluation.

COURSE DETAILS

Target Audience	ER Team, Safety Board, All Management Staff, Production Workers, Security Staff, High Risk employees
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	English
Course Facilitator	Lt Col (R) Baldev Singh Johl
No. of Participants	20
Course Fees	TBA

COURSE TITLE : CONFINED SPACE ENTRY & RESCUE TRAINING

INTRODUCTION

Confined space entry operations involve very hazardous conditions. Fatalities are mainly due to lack of knowledge of hazards, procedures and controls by those involved in confined space works. There is also an underestimation of the dangers present and not being on the alert against them. Many deaths have also been due to hasty efforts to rescue co-workers in trouble. This worrisome situation has demanded more commitment of management and closer supervision of confined space operations.

The Occupational Safety and Health Act 1994 (OSHA 1994) makes it mandatory for employers to ensure that practicable measures are taken to ensure confined space operations are conducted with due care. The Industry Code of Practice for Safe Working in Confined Space 2010 outlines the procedures to be taken. This training is designed to train personnel involved in confined space entry and rescue operations. ERT members will find this training extremely useful.

COURSE OBJECTIVE

At the end of the training, participants will be able to:

- Understand impacts of the legal requirements of confined spaces.
- Recognize confined space(s) hazards.
- Be familiar with entry organization and duties of authorized persons.
- Practice the management of a confined space entry permit.
- Practice confined space entry and rescue procedures.

COURSE CONTENT

The contents for the training are as follows:

- Prevailing legislation: OSHA 1994, FMA 1967 and Industrial COP 2010.
- Plant/Company SOP on confined space entry & Rescue.
- Characteristics of confined spaces.
- Entry organization and duties of authorized persons.
- Confined space entry work permit.
- Confined space equipment familiarization: (PPE; SCBA; Escape sets; Gas detectors; Ventilators; Retrieval System; Signs)
- Entry Procedure - Admin Arrangements (Confined Space Program; Preparation
- Entry Procedure – Operation (Isolation; Safe Atmosphere; Testing of Atmosphere & Air monitoring; Ventilation; Permit to Enter; Communication; Emergency and Rescue.
- Quizzes and practical assessments.

COURSE DETAILS

Target Audience	ER Team, Safety Board, Production Workers, Security Staff, High Risk Employees
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	English
Course Facilitator	Lt Col (R) Baldev Singh Johl
No. of Participants	20
Course Fees	TBA

COURSE TITLE : CHEMICAL SPILLAGE RESPONSE TRAINING

INTRODUCTION

The increase in the use and storage of chemicals in the workplace brings with it the potential of leaks and spills. It is therefore important that chemicals used at workplace be treated with the greatest care to ensure workers are protected against their adverse effects. OSHA 1994 compels management to train its workforce in chemical safety. This is to ensure that chemical related emergencies are evaluated and workers are trained to respond quickly and efficiently.

This proposal is designed to train ERT members in chemical spillage response emergencies.

COURSE OBJECTIVE

At the end of the training, participants will be able to:

- Understand impacts of legislation in chemical management.
- Be conversant with the functions of an ERT in a chemical emergency.
- Select the correct PPE and equipment in response to a chemical emergency.
- Practice basic containment and cleanup procedures.
- Practice basic decontamination procedures.

COURSE CONTENT

The contents for the training are as follows:

- Prevailing Legislation (OSHA 1994 and CPL 1997 & USECCH 2000 Regulations & EQA 1974)
- Chemicals Hazards and Effects
 - Health Effects (Portal of entry & Target organs)
 - Hierarchy of controls.
 - MSDS/CSDS.
 - Symbols.
- Chemical Spillage Management:
 - Plant Chemical Spillage Response Plan.
 - Spillage Team Organization: Task & Responsibilities.
 - Deployment.
 - Report Writing.
 - PPE and Equipment: Familiarization/Practical.
- Chemical Spillage Response Drill (video-clip)
- Practical & Assessment (Chemical Spillage Response Practical: Deployment and Debrief)
- Quizes.

COURSE DETAILS

Target Audience	ER Team, Safety Board, Production Workers, Security Staff, High Risk Employees
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1 Day
Course Language	English
Course Facilitator	Lt Col (R) Baldev Singh Johl
No. of Participants	20
Course Fees	TBA

COURSE TITLE : EMERGENCY RESPONSE & CRISIS MANAGEMENT AWARENESS TRAINING

INTRODUCTION

Every year Emergencies take their toll on business and industry - in form of injury, loss of lives, damage to assets and properties, interruption of the operations and sometimes loss of business reputation. What can be done to limit and mitigate these losses?

A prepared organization with tried and tested Emergency Response capability can limit injuries and mitigate damages and exposures; and return more quickly back to normal operations, much quicker than one that is unprepared.

History have shown that sometimes the Crisis engulfing an Emergency, if not managed well, has a far reaching impact and consequence for a company's reputation, than the Emergency itself.

Not all Emergencies results in a Crisis, and not all Crisis are a result of an Emergency.

COURSE OBJECTIVE

At the end of the session, participants should have a good overall awareness, knowledge and skill on the development of an effective Emergency Response and Crisis Management organization and system. Trainees will also have a better understanding of the tools, controls and protocols required to respond effectively to its Emergency and/or Crisis.

Trainees, in the course of the training, would also have an appreciation of traps and pitfalls faced that can render their Emergency Response and Crisis Management mechanism ineffective

COURSE CONTENT

Emergency Response

- Introduction & Definition of an Emergency
- The Emergency Response Team (ERT) & Terms-of-Reference,
- Roles and Responsibilities ERT Training and Competencies,
- Emergency Response Centre (ERC)
- ERC Infrastructure and Equipment
- ERC Documentation & Standard Operating Procedures (SOPs)
- Checklist & Forms and Templates

Crisis Management

- Introduction & Definition of a Crisis The Crisis Management Team (CMT) & Terms-of-Reference,
- Roles and Responsibilities CMT Training and Competencies
- Crisis Management Centre (CMC) – Infrastructure and Equipment Documentation & Standard Operating Procedures (SOPs)
- Checklist & Forms and Templates

COURSE DETAILS

Target Audience	Senior Management, Emergency Response & Crisis Management Team members, Safety & Health Officers, and Safety & Health Committee members, MDs & CEOs
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Mohamed Noor Sany
No. of Participants	25 max
Course Fees	TBA

COURSE TITLE : EMERGENCY MANAGEMENT TRAINING

INTRODUCTION

- To focus and implement appropriate response actions, prevent and to mitigate potential hazard growth from an emergency.
- To concentrate on managing the immediate repercussion of the emergency and ensuring the response team is handling the incident in an adequate way.
- To plan and implement an emergency management system to protect life & property in accordance with the legal requirements

COURSE OBJECTIVE

On completion of the Course, delegates will:

- Demonstrate the basic ability to maintain a state of readiness and respond to an emergency in the workplace.
- Demonstrate the ability to carry out the functions required in the emergency response plan during an emergency situation.
- Recognize the importance of planning for and management of emergency response incidents.
- Recognize the importance of effective teamwork and communications when dealing with any emergency incidents.

COURSE CONTENT

- Legal Obligations Under Relevant Acts & Regulations.
- Employer & Employee Commitment And Obligations Under Occupational Safety & Health Act
- Making sense of Emergency Management.
- Identifying & Prioritizing Probable Emergencies and legislative requirements.
- Emergency Organization Policy, Objectives and Strategy.
- Emergency Prevention, Preparedness & Response Strategies
- Emergency Response Structure, Training and Mutual Aid
- Task, Duties & Responsibilities of Emergency Response Team
- Business Continuity & Recovery Plan during emergency.
- Group presentations on ERP & presentations based on simulated hazardous scenario.

COURSE DETAILS

Target Audience	Senior Management, Emergency Response & Crisis Management Team members, Safety & Health Officers, and Safety & Health Committee members, MDs & CEOs
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English or Malaysian (Bahasa Malaysia)
Course Facilitator	A. Superintendant Mahinder Singh (BOMBA)
No. of Participants	25
Course Fees	TBA

COURSE TITLE : ENVIRONMENT MANAGEMENT SYSTEM (ISO 14001) AWARENESS TRAINING

INTRODUCTION

To create awareness and basic understanding among the employees for a company to gear towards the implementation ISO 14001 is crucial. And, it is also very important for the employees to know their roles and responsibility in achieving the certification of ISO 14001.

COURSE OBJECTIVE

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

- Describe & explain the perception of Environmental & ISO 14001 clauses.
- Understand the impact of ISO 14001 to their Company.
- Understand the requirements of ISO 14001 which are related to their work responsibility.
- Recognize how they can play their roles in achieving ISO 14001 certification.

COURSE CONTENT

- Overview of the ISO 14001 Standard
- ISO Registration Journey
- Understanding the Impacts
- Summary of Morning session
- Overview to Certification Body Requirements
- Exercises on Familiarization in ISO 14001
- Interpreting the ISO Standard
- Question and Answer Session

COURSE DETAILS

Target Audience	Senior Management, Managers, Executives, Officers, and members of the Environmental Committee.
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Sarbeet Singh
No. of Participants	25 max
Course Fees	TBA

COURSE TITLE : ENVIRONMENT MANAGEMENT SYSTEM (ISO 14001) INTERNAL AUDIT TRAINING

INTRODUCTION

The workshop aims to share with the participant the principles of internal Environmental auditing, roles and responsibilities of internal auditors as well as the human aspects in internal Environmental auditing. This will ensure the internal Environmental auditing is conducted objectively and efficiently for continuous improvement in the organization.

This workshop shall be conducted over two days, underlying principles of auditing and a “live audit” or “case study” shall be carried out for the participants to experience the practical parts of audit on the first day. Second day shall focus on audit follow-up and corrective action

COURSE OBJECTIVE

By the end of this course, participants will be able to be well equipped by:

- Enhancing the effectiveness of the already formed audit team members.
- Being able to understand Internal Environmental Auditing to ISO 14001.
- Explaining the Impacts of ISO 14001 auditing to their Company.
- Explaining the audit requirements of ISO 14001 which are related to their work responsibility.
- Recognizing how they can play their roles in maintaining the prestigious ISO 14001 certification by performing the audit diligently and effectively

COURSE CONTENT

DAY 1

- Audit Overview With The Standard 14001
- Environmental Auditing Terms
- Audit Cycle
- Preparing For A Live Audit

DAY 2

- Conducting An Audit
- Writing Non-Conformances
- Live Audit
- Corrective Action
- Review ‘*Corrective Action Review*’ (CAR) Effectiveness
- Closing Of An Audit
- How To Improve Audit Effectiveness

COURSE DETAILS

Target Audience	The Workshop is specially designed for the internal Environmental auditors, audit teams, and managers in the manufacturing industry
Training Venue	TBA
Time	8.00am to 5.30pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	English
Course Facilitator	
No. of Participants	25
Course Fees	TBA

COURSE TITLE : FIRE SAFETY MANAGEMENT TRAINING

INTRODUCTION

Fire remains potentially the most damaging and disruptive event that any business has to face. Virtually every fire will result in disruption to workflows inevitably leading to loss of productive activity, orders, customers and jobs. A significant number of businesses simply never recover from the effects of a large fire

Effective fire safety management is a key element in the overall fire safety of a building and its occupants. Managers need to plan effectively to combat the potentially disastrous effects of a fire in their building, and to meet the many requirements placed upon them by various fire legislations applicable to occupied buildings of all types and uses.

This can be an extremely complex and time consuming task, which is usually only one of many competing priorities facing today's busy Manager.

This course can assist those responsible for fire safety in buildings by providing valuable information on all aspects of fire safety management

COURSE OBJECTIVE

Upon completion of the course, delegates will be able to:

- Understand the chemistry and destructive nature of fire
- Comprehend the principles of fire safety management
- Conduct fire risk assessment & apply 'As Low As Reasonable Practicable' (ALARP) principles
- Recognize the importance of safe system of work at the workplace
- Understand the different types of extinguishing media and gain both knowledge and practical skills
- Demonstrate basic ability to maintain a state of readiness level and respond effectively during a fire situation.
- Show basic competence necessary to suppress incipient stage fire.

COURSE CONTENT

- Basic Fire Chemistry
- Fire Safety Management Principles
- Fire Extinguishing Media
- Fire Suppression Techniques

COURSE DETAILS

Target Audience	Anyone who may be called to attend if a fire should occur
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	W English or Malaysian (Bahasa Malaysia)
Course Facilitator	A. Superintendent Mahinder Singh (BOMBA)
No. of Participants	25
Course Fees	TBA

COURSE TITLE : HEAVY VEHICLE DRIVING COMPETENCY TRAINING (HV-DCT)

INTRODUCTION

The biggest exposure to safety for any Petrochemical, Oil and Gas company has always been in the area of Road Transport operations. Not only are truck-drivers maimed and killed every year but third party road users and members of the public are also hurt and killed in the process.

What make it even worst in the product that these trucks carry (its either flammable, explosive, toxic, volatile, carcinogenic, and mostly not environmentally friendly).

It has been long established that a Heavy Vehicle (**HV**) driver is a very exposed and a high-risk position, that requires not only good training but be competent in applying his knowledge and skill. A driver cannot just be given Defensive Driving Training but assessed and deem certified as **competent to operate his/her vehicle safely**.

COURSE OBJECTIVE

- To provide HV drivers with the basic knowledge, in the safe management of their vehicle, and to test drivers of their understanding of this knowledge, through a 'theory test'
- To teach HV drivers the application of this acquired knowledge and skills 'on-the-road'
- To assess HV drivers ability to apply this learnt skill, via an 'in-cab assessment'

COURSE CONTENT

The course syllabus under the Driving Competency Training covers the following:

- Mind-set and awareness package
- Vehicle Pre-drive checks knowledge and methodology
- Defensive Driving knowledge and skills
- Fatigue awareness and management
- Drug and Alcohol awareness
- Vehicle stability

COURSE DETAILS

Target Audience	Heavy Vehicle (HV) Drivers
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	Malaysian (Bahasa Malaysia)
Course Facilitator	A HV Trainer; and a HV Assessor, both are to be advised
No. Of Participants	A maximum of 6 HV trainees per training
Course Fees	RM 3,000 per training
Note	Client to provide training venue and training truck

COURSE TITLE : HEAVY VEHICLE DEFENSIVE DRIVING TRAINING (HV-DDT)

INTRODUCTION

Most Heavy Vehicle (HV) drivers in the general cargo industry have never been exposed to the basic vehicle and/or Defensive Driving knowledge.

COURSE OBJECTIVE

To provide HV drivers carrying general cargo with the basic knowledge, in the safe management of their vehicle

COURSE CONTENT

The course syllabus under the Driving Competency Training covers the following:

- Mind-set and awareness package
- Vehicle Pre-drive checks knowledge and methodology
- Defensive Driving knowledge and skills
- Fatigue awareness and management
- Drug and alcohol awareness
- Vehicle stability

COURSE DETAILS

Target Audience	Heavy Vehicle (HV) Drivers
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	Malaysian (Bahasa Malaysia)
Course Facilitator	A Heavy Vehicle Trainer; To be advised
No. Of Participants	A maximum of 15 HGV drivers per training
Course Fees	RM 4,500 per training
Note	<p>Client to provide training venue, at Client's place</p> <p>This Heavy Vehicle Defensive Driving Training (HV-DDT) is a classified under the HRDF 'SBL Khas' category.</p> <p>For Training under this category, the client need <u>not pay</u> for this course, where the training company (E-Response Alert Sdn Bhd) will claim for cost <u>directly</u> from HRDF.</p> <p>The client however needs to be a HRDF contributor</p>

COURSE TITLE : LIGHT VEHICLE DEFENSIVE DRIVING TRAINING (LV-DDT)

COURSE OBJECTIVE

The LV-DDT is designed to provide the trainees with the necessary Defensive Driving, and Brake & Evasion skills and knowledge, to enable a Light Vehicle Driver to manage and maneuver his/her vehicle safely. The trainees will also be taught into the proper and comprehensive Vehicle Maintenance procedures and protocols. Trainees will be assessed on the understanding of his/her new knowledge, and his/her ability to apply the newly acquired skill on the roads.

COURSE CONTENT

Our Light Vehicle Defensive Driving Training has been specifically designed for the Industry and has the following general features:

- Inculcation of positive mindset and attitudes
- Introduction to road accident and exposures statistical awareness & analysis
- Introduction of road hazards and exposures – causes of crashes & collision
- Understanding of Vehicle Mechanics
- Introduction to Vehicle Pre-drive Checks (PDC)
- Introduction to Defensive Driving Concept & Technique; and hazard perception
- Brake and Evasion skill and knowledge (demo and practice).
- Personalized (One-to-One) On-the-Road Coaching and Demonstration
- Pre and Post Assessment – To confirm Learning Gains
- Use of seat belts & mobile phones; drink & drive concerns and issues.

COURSE DETAILS

Target Audience	TBA
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	Malaysian (Bahasa Malaysia)
Course Facilitator	An DDT Trainer; To be advised
No. Of Participants	A minimum of 4 trainee per training team (1-car/1-trainer)
Course Fees	RM 500 per driver
Note	<p>Client to provide training venue, at Client's place</p> <p>This Heavy Vehicle Defensive Driving Training (HV-DDT) is a classified under the HRDF 'SBL Khas' category.</p> <p>For Training under this category, the client need <u>not pay</u> for this course, where the training company (E-Response Alert Sdn Bhd) will claim for cost <u>directly</u> from HRDF.</p> <p>The client however needs to be a HRDF contributor</p>

COURSE TITLE : 5S AWARENESS TRAINING

INTRODUCTION

Production wastage, missing of parts/equipment, high frequency of machinery breakdowns, high accident rate, time loss due to production down time, and spending time to locate documents/parts/equipment are always the silent cost contributor to a company. The training will use a lot of case studies and exercises to guide the participants through the whole process of implementing 5S at their workplace. They will also be trained to design & develop the various types of 5S implementation tools & checklists.

COURSE OBJECTIVE

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

- Describe the concept and principle of 5S.
- Use the SEIRI Technique to create a more spacious workplace.
- Use the SEITON Technique to cost down the wastage/time loss due to items missing, times of locating items or accidental damages.
- Use the SEISO Technique to create a cleaning, checking and maintenance system for machines & workplace.
- Use SEIKETSU Checklist and SHISUKE activities to install the 5S Habit.
- Work out an action plan to create a productive workplace at your production area/warehouse/office.

COURSE CONTENT

DAY 1

- Introduction
- 5S – A Way To A Productive Workplace
- Success Story – Creating A Productive Workplace
- SEIRI – Creating A More Spacious Workplace
- SEITON – Creating A Well Organized Workplace
- Workplace Organization
- Storage Organization
- Storage Tracking System

DAY 2

- SEISO – Creating A Well Maintained Workplace
- Surroundings & Storage Cleaning System
- Machinery/Equipment Maintenance System
- Machine Maintenance Tracking System
- SEIKETSU – Maintain The 5S System
- Discipline & High Morale
- Walk The Talk – How To Start?

COURSE DETAILS

Target Audience	Managers, Executives, Supervisor (in charge of workplace productivity of production/warehouse/office overhead)
Training Venue	TBA
Time	8.00am to 5.30pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	English
Course Facilitator	Sarbeet Singh
No. of Participants	25
Course Fees	TBA

COURSE TITLE : 5S INTERNAL AUDIT TRAINING

INTRODUCTION

The workshop aims to share with the participant the principles of internal auditing, roles and responsibilities of internal auditors as well as the human aspects in the 5S internal auditing. This will ensure the internal auditing is conducted objectively and efficiently for continuous improvement in the organization.

This workshop shall be conducted over two days, which principles of auditing and a “live audit” or “case study” shall be planned out for the participants to experience the practical parts of audit on the first day. Second day shall focus on live audit, follow-up and corrective action.

COURSE OBJECTIVE

By the end of this course, participants will be able to be well equipped by:

- Enhancing the effectiveness of the already formed audit team members.
- Being able to understand Internal Quality Auditing to 5S.
- Explaining the Impacts of 5S auditing to their Company.
- Explaining the AUDIT requirements of 5S that are related to their work responsibility.
- Recognizing how they can play their roles in maintaining the 5S certification.

COURSE CONTENT

DAY 1

- Recognize the current situation of 5S
- 5S Auditing Terms
- 5S AUDIT Cycle
- Preparing for a Live 5S Audit

DAY 2

- Conducting a 5S Audit
- Writing NCR, Usage of 5S stickers
- Live 5S Audit
- Gather reports, 5S stickers
- Review NCR effectiveness
- Closing of a 5S AUDIT
- Human aspects of 5S Audit Effectiveness

COURSE DETAILS

Target Audience	The Workshop is specially designed for the 5S internal quality auditors, 5S facilitators, working committee auditors, and managers.
Training Venue	TBA
Time	8.00am to 5.30pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	English
Course Facilitator	
No. of Participants	25
Course Fees	TBA

COURSE TITLE : QUALITY MANAGEMENT SYSTEM (ISO 9001) AWARENESS TRAINING

INTRODUCTION

To create awareness and basic understanding among the employees for a company to gear towards the implementation ISO 9001:2008 is crucial. And, it is also very important for the employees to know their roles and responsibility in achieving the certification of ISO 9001.

COURSE OBJECTIVE

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

- Describe & Explain the perception of Quality & ISO 9001:2008 clauses.
- Understand the impact of ISO 9001:2008 to their Company.
- Understand the requirements of ISO 9001:2008 which are related to their work responsibility.
- Recognize how they can play their roles in achieving ISO 9001 certification.

COURSE CONTENT

- Overview of the ISO 9001:2008 Standard
- ISO Registration Journey
- Understanding the Impacts
- Summary of Morning session
- Overview to Certification Body Requirements
- Exercises on Familiarization in ISO 9001: 2008
- Interpreting the ISO Standard
- Question and Answer Session

COURSE DETAILS

Target Audience	Senior Management, Managers, Executives, Officers, and members of the Quality Committee.
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Sarbeet Singh
No. of Participants	25 max
Course Fees	TBA

COURSE TITLE : QUALITY MANAGEMENT SYSTEM (ISO 9001) INTERNAL AUDIT TRAINING

INTRODUCTION

The workshop aims to share with the participant the principles of internal quality auditing, roles and responsibilities of internal auditors as well as the human aspects in internal quality auditing. This will ensure the internal quality auditing is conducted objectively and efficiently for continuous improvement in the organization

COURSE OBJECTIVE

By the end of this course, participants will be able to be well equipped by:

- Enhancing the effectiveness of the already formed Internal Quality Auditing (IQA) team members.
- Being able to understand Internal Quality Auditing to ISO 9001:2008.
- Explaining the Impacts of ISO 9001:2008 auditing to their Company.
- Explaining the IQA requirements of ISO 9001:2008 which are related to their work responsibility.
- Recognizing how they can play their roles in maintaining their ISO 9001:2008 certification by performing the IQA diligently and effectively

COURSE CONTENT

DAY 1

- IQA Overview with the Standard 9001: 2008
- Quality Auditing Terms
- IQA Cycle
- Preparing for a Live Audit

DAY 2

- Conducting an Audit
- Writing Non-Conformances
- Live Audit
- Corrective Action
- Review CAR Effectiveness
- Closing of a an IQA
- How to improve Audit Effectiveness

COURSE DETAILS

Target Audience	The Workshop is specially designed for the internal quality auditors, audit tees, and managers in the manufacturing industry
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	2 Days Training
Course Language	English
Course Facilitator	
No. of Participants	25
Course Fees	TBA

COURSE TITLE : PROCESS HAZARD IDENTIFICATION (HAZID) TRAINING

INTRODUCTION

Process safety is a very huge and fast developing field. Process safety hazards are not frequent occurring but they claim huge lives and damages when they occur. The risks are well addressed by the petrochemicals and oil and gas industry. However in the general chemical some awareness is still lacking. Among the fundamentals of process safety is hazard identification and risk assessment. HAZID is the most straightforward method of hazards identification in processes. However the study itself needs to be managed to get the best out of it.

COURSE OBJECTIVE

At the end of the session, participants should have a good overall awareness and knowledge on basis of conducting a HAZID study.

Trainees will also have a better understanding of the tools, requirements and hurdles faced during HAZIDs.

COURSE CONTENT

Introduction to Hazard and Risk

- Defining Hazard / Risk
- Methods of identifying hazards
- Process safety hazards

HAZID management

- Resource management
- Action management
- Reviews

HAZOP introduction

- Brief history
- Hazard identification during life cycle of a plant
- Where and when to use/not to use HAZID
- Roles of every participant in HAZID
- Leadership in HAZID

HAZOP Method

- Describing an overall process
- Section selection
- Creating a potential Hazard Case
- Evaluating causes and consequences
- Assessing risk
- Writing meaningful recommendations
- Calibrating the risk matrix

COURSE DETAILS

Target Audience	Senior Management, Emergency Response and Crisis Management Team members, Safety & Health Officers, and Safety & Health Committee members,
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Saravanan Gopal
No. of Participants	25
Course Fees	TBS

COURSE TITLE : PROCESS HAZARD OPERABILITY (HAZOP) TRAINING

INTRODUCTION

Process safety is a very huge and fast developing field. Process safety hazards are not frequent occurring but they claim huge lives and damages when they occur. The risks are well addressed by the petrochemicals and oil and gas industry. However in the general chemical some awareness is still lacking. Among the fundamentals of process safety is hazard identification and risk assessment. HAZOP is one of the most popular and accepted methods in process safety hazards identification. It is a very thorough method but very useful in identifying hazards related to the materials and process in a plant.

COURSE OBJECTIVE

At the end of the session, participants should have a good overall awareness and knowledge on basis of conducting a HAZOP study.

Trainees will also have a better understanding of the tools, requirements and hurdles faced during HAZOPs.

COURSE CONTENT

Introduction to Hazard and Risk

- Defining Hazard / Risk
- Methods of identifying hazards
- Process safety hazards

HAZOP Method

- Describing an overall process
- Node selection
- Creating meaningful deviation
- Finding causes of deviation
- Following up with consequences and risk ranking
- Action creation

HAZOP introduction

- Brief history
- Hazard identification during life cycle of a plant
- Where and when to use/not to use HAZOP
- Having the right expertise in the HAZOP
- Roles of every participant in HAZOP

HAZOP management

- Having enough information
- Ensuring undeviating discussion
- Avoiding redesigning in HAZOP
- Action management
- Software assistance

COURSE DETAILS

Target Audience	Safety Managers, Health Officers, and Safety & Health Committee Members, Engineering Team Members, Risk Assessor Team Members
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Saravanan Gopal
No. of Participants	25
Course Fees	TBA

COURSE TITLE : HAZARD IDENTIFICATION, RISK ASSESSMENT CONTROL (HIRAC) TRAINING

COURSE OBJECTIVE

- To provide an understanding of the OHSMS to be implemented
- To create awareness among staff whose activities might have a significant risk
- To provide guidelines on the identification of all the Occupational Health and Safety hazards related to organization's activities
- Identify all activities and their associated Occupational Health and Safety Risks
- Introduce a methodology of conducting a Risk Assessment for the organization
- To identify current controls available and preparation of additional control measures

COURSE CONTENT

- Definition of an Occupational Health and Safety Management System (OHSMS) – Principles and Application
- Importance of an OHSMS to the organization
- Methodology for the identification of Occupational Health and Safety Hazards
- Development of a matrix for the risk assessment
- Grouping of Occupational Health and Safety risks for individual assessment
- Methodology for assessing the significance of Organizations' s Occupational Health and Safety Risk (Acceptability)
- Impact Assessment – group exercise
- Management methods and control techniques

COURSE DETAILS

Target Audience	Safety Managers, Health Officers, and Safety & Health Committee Members, Engineering Team Members, Risk Assessor Team Members
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Saravanan Gopal
No. of Participants	25
Course Fees	TBA

COURSE TITLE : JOB SAFETY ANALYSIS (JSA) TRAINING

COURSE OBJECTIVE

- To learn the basics of the performing a Job Safety Analysis (JSA), which is a proven process for controlling operating hazards
- To learn a step-by-step overview of the process, and define people's role in making it effective
- To learn how to develop and manage a JSA program in your workplace.
- To learn how to enlist participation from line employees, supervisors, and upper management

COURSE CONTENT

- Overview of JSA
- Understanding JSA's and when to do them
- JSA terminology
- Understanding JSA's relation to continuous improvement in the organization
- Identify the key requirements for a successful JSA
- Recognize the hazards inherent in task performance
- Develop appropriate solutions and hazard controls
- Example management system

COURSE DETAILS

Target Audience	Safety Managers, Health Officers, and Safety & Health Committee Members, Engineering Team Members, Risk Assessor Team Members
Training Venue	TBA
Time	9.00am to 5.00pm
Course Date	TBA
Course Duration	1-Day Training
Course Language	English
Course Facilitator	Saravanan Gopal
No. of Participants	25
Course Fees	TBA