



JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN

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

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

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

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

rev: 3.1.2025