

# COURSE CONTENT

COURSE DURATION : 5 HOURS

DURATION	TOPIC
60 minutes	<b>OSH INDUCTION</b> <ul style="list-style-type: none"><li>1 CCK's Occupational Safety &amp; Health Policy Statement</li><li>2 CCK's Safety and Health Committee Organization</li><li>3 General Duties of Employees At Work</li><li>4 Office Ergonomics</li><li>5 Slips, Trips, and Falls</li><li>6 Manual Handling Safety</li><li>7 Electrical Safety</li><li>8 Emergency Preparedness and Response</li><li>9 Fire Safety</li><li>10 Smoking Policy</li><li>11 Accident / Incident / Hazard Reporting</li><li>12 Forklift Safety</li></ul>
180 minutes	<b>EMPLOYEE HANDBOOK</b> <ul style="list-style-type: none"><li>1 Introduction to Employee Handbook</li><li>2 Terms &amp; Conditions of Employment</li><li>3 Employee Remuneration &amp; Benefits</li><li>4 Leave Entitlement</li><li>5 Occupational Safety &amp; Health</li><li>6 Miscellaneous</li><li>7 Amendment of Company Terms &amp; Condition</li></ul>
60minutes	<b>GMP for Warehouse</b> To understand the concept of food safety & basic requirement of Good Hygiene & Warehouse Practices Assist them to implement & practice the requirement accordingly