

Session Planning

Subject Matter Expert:	FELICIA SHARON ANAK RAGAM / BOAS BONNY ANAK UJEY
Program Title:	OSH Induction - Office staff (Kuching City Mall)
Learning Outcome:	By the end of this module, the participants will: a) Understand safe procedures and practices at CCK with better awareness of workplace hazards b) Understand their roles and responsibilities for ensuring workplace safety

Sequence	Topics/Content	Timeframe
Intro	- Set classroom rules when induction is carried out - Explain post-training assessment and re-training requirements	5 minutes
Body	- CCK's Occupational Safety & Health Policy Statement - CCK's Safety and Health Committee Organization - General Duties of Employees At Work - Worker's Right - Workstation Ergonomics and Injury Prevention - Slips, Trips, and Falls Prevention - Safe Working at Height - Manual Handling Safety - Electrical Safety - Emergency Preparedness and Response - Fire Safety - Mental Health and Stress Management - Hazard Awareness and Reporting - Incident and Injury Reporting	70 minutes
Conclusion	Concluding remarks; Q&A; post-induction assessment	15 minutes