

Chairman,  
Project Management Technical Division,  
The Institution of Engineers Malaysia,  
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### REGISTRATION FORM

### 2-DAY COURSE ON

### HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL (HIRAC) IN ENGINEERING PROJECT MANAGEMENT

3 & 4 October 2018 (Wednesday & Thursday)

No	Name(s)	M'ship No.	Grade	Fee (RM)*
		SUB TOTAL		
Total Payable				

\*Fees MUST be fully paid BEFORE the CLOSING DATE. Seats could only be confirmed upon payment.

Enclosed herewith a crossed cheque No: \_\_\_\_\_ for the sum of RM \_\_\_\_\_ issued in favour of "The Institution of Engineers, Malaysia" and crossed 'A/C payee only'. I/We understand that the fee is not refundable if I/We withdraw after my/our application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the course, the paid registration fee will not be refunded.

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ (O) \_\_\_\_\_ (Fax)

\_\_\_\_\_ (H) \_\_\_\_\_ (HP)

Email: \_\_\_\_\_

Signature & Stamp

Date

Photocopies are acceptable



**The Institution of Engineers, Malaysia**

Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223, 46720  
Petaling Jaya, Selangor Darul Ehsan

## 2-Day Course On 'Hazard Identification, Risk Assessment and Control (HIRAC) in Engineering Project Management'

Organised By:

Project Management Technical Division, IEM

Date : 3 & 4 October 2018 (Wednesday & Thursday)  
Venue : Auditorium Tan Sri Prof. Chin Fung Kee, Third Floor,  
Wisma IEM, Petaling Jaya, Selangor  
Time : 8.30 a.m. - 5.30 p.m.

BEM Approved CPD/PDP Hours = 14  
Ref. No: IEM18/HQ/338/C

### REGISTRATION FEE (SUBJECT TO 0% GST)

GRADE	Normal	Online
IEM Student Member	RM250.00	RM200.00
IEM Graduate Member	RM500.00	RM450.00
IEM Corporate Member	RM700.00	RM650.00
Non IEM Member	RM1,300.00	RM1,200.00

### IMPORTANT NOTES

- Closing Date : 29<sup>th</sup> September 2018
- For ONLINE REGISTRATION, payment MUST BE MADE ON REGISTRATION [via RHB NOW and Maybank2u Personal Saving & Personal Current; Any Credit Card – Visa/Master].
- Payment via CASH/CHEQUE/BANK-IN TRANSMISSION/BANK DRAFT/MONEY ORDER/POSTAL ORDER/LOU/LOG/WALK-IN will be considered as **NORMAL REGISTRATION**
- FULL PAYMENT** must be settled before commencement of the event, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non-refundable. IEM reserve the right to reject any LOU/LOG not in accordance with these instructions.
- The Organising Committee reserves the right to alter or change the programme due to unforeseen circumstances.

## Synopsis

Safety touches every aspect of organisational systems. Safety is not just reacting to accidents and emergencies but more importantly planning to prevent accident from happening. Safety is not just a support activity but a value adding one. By ensuring that there is no risk to employees and process equipment, optimum performance can be achieved.

This 2-day course aims to provide employees with relevant tools and knowledge to prevent accident. All the subjects presented are most relevant to all engineering project management activities. Basic understanding of industrial hazards are the first step towards an effective accident prevention programme.

## Objectives

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

1. Describe various types of accidents
2. Understand the roles of safety and health committee
3. Identify various hazards at the workplace
4. Analyze the risk involved
5. Recommend hazard control measures

## About The Course Leader

**Dr. Abd. Rahman Abdul Rahim** is an Associate Professor at UTM Razak Faculty of Technology and Informatics, UTM KL and is currently the Associate Director of UTM International, UTM KL. He is also an Associate Lecturer at Meiji University, Tokyo. Prior to joining UTM, he worked with two multi-national corporations in the area of manufacturing. He graduated with B.Sc. in Mechanical Engineering and B.Sc. in Engineering Management from University of Evansville USA, MSc in Manufacturing Systems Engineering from Warwick University and PhD from UTM. He conducted trainings with various companies in the area of Operations and Production Management, Occupational Safety and Health, Emergency Response Plan, Ergonomics, Hazardous Waste, Chemical Safety, Construction Safety, 5-S and Housekeeping, Project Management, Total Productive Maintenance, Poka Yoke, Quality Improvement, Statistical Process Control, ISO 14000, ISO 9000, HACCP, GMP, Production Planning and Control and Method and Time Study.

He is also an invited speaker at Federation of Malaysian Manufacturers (FMM) Institute, NIOSH, Malaysian Institute of Human Resource Management (MIHRM), Incorporated Society of Planters (ISP), Akademi Laut Malaysia (ALAM), International Business School (IBS) UTM, Chemical Engineering Pilot Plant (CEPP) UTM, Business and Advanced Technology Center (BATC), Institut Pembangunan Pengurusan Johor (IPPJ), Prestariang, and Pusat Pembangunan Tenaga Industri Johor (Puspatri). He is also an examiner for Safety and Health Officer competency certificate (NIOSH). He has also consulted Syarikat Air Johor (SAJ), Monsanto, World Kitchen and Ciba Vision in the area of OSH.

## Course Schedule & Outline

Day 1		Day 2	
08:30 – 09:00	Registration	08:30 – 09:00	Registration
09:00 – 10:45	<ul style="list-style-type: none"><li>• Introduction</li><li>• Basic Principles of Accident Prevention</li></ul>	09:00 – 10:45	<ul style="list-style-type: none"><li>• Machinery Hazard</li></ul>
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none"><li>• Occupational Health</li></ul>	11:00 – 13:00	<ul style="list-style-type: none"><li>• Construction Hazard</li></ul>
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 15:30	<ul style="list-style-type: none"><li>• Hazard Identification, Risk Assessment and Control (HIRAC)</li></ul>	14:00 – 15:30	<ul style="list-style-type: none"><li>• Electrical Hazard</li></ul>
15:30 – 15:45	Tea Break	15:30 – 15:45	Tea Break
15:45 – 17:00	<ul style="list-style-type: none"><li>• Hazard Identification, Risk Assessment and Control (HIRAC) (Con't)</li></ul>	15:45 – 17:00	<ul style="list-style-type: none"><li>• Principles of Auditing</li></ul>
17:00 – 17:30	<ul style="list-style-type: none"><li>• Q &amp; A</li></ul>	17:00 – 17:30	<ul style="list-style-type: none"><li>• Q &amp; A</li></ul>

## Who Could Benefit From the Courses

- Project Directors
- Contract Managers /Executives
- Project Managers /Engineers
- Project Architects
- Site Managers / Site Agent
- Quantity Surveyors
- Site Supervisors
- Developers
- Contractors and sub-contractors

## Cancellation Policy

**IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.**