

14th June 2021

**MALAYSIA PRODUCTIVITY CORPORATION (MPC)
Lot 894, Lorong Demak Laut 3A,
Taman Perindustrian Demak Laut,
93050 Kuching.**

Dear Cik Zuraini,

RE: IN-HOUSE TRAINING PROPOSALS ON ISO 45001 OH&S MANAGEMENT SYSTEM

Thank you for giving ConsultLead Sdn. Bhd. an opportunity to render our services to your organization.

We are pleased to enclose herewith our customized In-House Training Proposals on:

“ISO 45001:2018 Occupational Health & Safety Management System Interpretation & Implementation” (2-Manday)

Should you need further clarifications, please do not hesitate to contact our Kuching office @ 017-819 9661 / 012-883 7177.

We thank you and look forward to your favorable response to our proposal. Email to kch-info@consultlead.com the Project Agreement upon your confirmation.

Yours Sincerely,
CONSULTLEAD SDN BHD
JAMES G.
Business Development Manager

In-House Training Proposal

“ISO 45001:2018 Occupational Health & Safety Management System Interpretation & Implementation” (2-Manday)



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**PRIVACY
STATEMENT**

Proposed In House Training Programme

ISO 45001:2018 Occupational Health & Safety Management System Interpretation & Implementation (2 Manday, 9am to 5pm)

Introduction:

We are exposed to risk during our daily job, if we do not manage well, the occupational safety and health has become major issue for today business and organization. It is the responsibility of the organization to take action to control and minimize the accident and prevent harm to the employee, contractor and visitor through an effective occupational health and safety management system.

With the right approach of interpretation and application of ISO 45001, establishing and documenting the organization management system can provide guidance to the employee on implementing the OHS MS of the organization. Careful planning and execution is able to enhance operational effectiveness and prevent accident in a cost effective way.

Learning Outcome:

This training provide:

- The understanding of occupational health and safety risk in our day to day job, manage its OHS performance as a business commitment to the employee and it stake holder
- It introduces the basic principles of occupational health and safety management and the way in which OHS performance can be measure and continuously improved within the framework of the ISO 45001.
- Technique on establishment of documentation conform to ISO 45001 requirement

Course Contents:

Day 1 (9am to 5pm)

Day 1 - Morning

- Introduction ISO 45001:2018
- The principle of OHS management system
- ISO 45001:2018 Occupational Health & Safety Management System Requirements Interpretation:
 - o Clause 4: Context of the organization

Day 1- Afternoon

- ISO 45001:2018 Occupational Health & Safety Management System Requirements Interpretation:
(continued)
 - o Clause 5: Leadership
 - o Clause 6: Planning
 - o Clause 7: Support

Day 2 (9am to 5pm)

Day 2 – Morning

- ISO 45001:2018 Occupational Health & Safety Management System Requirements Interpretation:
(continued)
 - o Clause 8: Operation
 - o Clause 9: Performance Evaluation
 - o Clause 10: Improvement

- Documenting & Implementing An OHS MS
- Setting up of OHS MS Milestone
- Setting up OHS MS committee

Day 2 - Afternoon

- Developing of OHS documented information
- Implementing the OHS Management System
- Overview of Route of Certification to ISO 45001

Target Group:

This course is suitable for those who are tasked with the development, implementation and maintenance of an occupational health and safety (OH&S) management system, as well as those looking for a framework for OH&S improvement.

This may include Directors/ Managers, Safety & Health Officer, Engineers, Works/Maintenance Managers, and Human Resources/ Personal Affairs Officers.

Investment

Title	Description	Total Amount (RM)	Remarks
ISO 45001:2018 Occupational Health & Safety Management System Interpretation & Implementation (2- Manday).	2-manday x RM 1,800 per manday	RM 3,600	Master copy of training manual to be prepared for MPC for duplication for clients.

Standard Business Terms

1. The above-mentioned investments shall be based on training held on weekdays in Kuching only (Monday to Friday). Any work required by client to be carried out on weekends (Saturday & Sunday) as well as Public Holidays, additional of RM 500 per man-day will be charged.
2. Payment is to be made before training commences or within 7 days upon commencement of training. Invoice from **CONSULTLEAD SDN. BHD.** shall be issued upon confirmation of training. All cheques must be crossed and made payable to **CONSULTLEAD SDN. BHD. (RHB Bank Berhad – 21101600091293).**

Description of Invoice Issuance	Total	Payment Schedule
Upon signing the contract	3,600	Client to Pay at least 14 days Before Training Commences

3. Where and should there be a need for the Consultant to provide additional training or consultancy services other than those specified in this proposal, the additional training or consultancy services rendered shall be chargeable.
4. There shall be no cancellation allowed once the Project Agreement is endorsed. In the event the client wishes to terminate the signed agreement, the client shall pay minimum charges of 50% of the contracted fees being the cancellation fees.
5. Intellectual property rights and copyright of the training materials shall remain with **CONSULTLEAD** unless otherwise contracted. **The Client shall not sell, duplicate, reproduce, lend, nor provide the materials provided to a third party for commercial use. No video recording of the training session is allowed unless otherwise contracted. Additional charges of RM5000 per manday to be charged should there be video recording of the session.**
6. The client shall provide the necessary training facilities to accommodate the number of participants. The following training facilities should be made available:
 - a) LCD Projector
 - b) Flip Chart / White Board & Marker Pens
 - c) Writing Material
7. These terms and conditions shall not be revised except concession is made by both parties.