



# Webinar on Management and Prevention of COVID-19 at the Workplace

10 MARCH, 2021 (WEDNESDAY)

9 AM – 1 PM

VIA ZOOM

Covid-19 clusters that form at workplaces remain a major concern for the Ministry of Health (MoH). What can workplaces do in practice to help tackle this pandemic and protect employees? Knowledge and awareness are the key — everyone must be well informed about how the virus spreads, the symptoms of infection and how to minimise exposure. MoH also urged employers to play a bigger role to contain the spread of COVID-19 in the country.

## Objectives

Businesses and employers can play a key role in preventing and slowing the spread of Covid-19 within the workplace. This webinar aims to:

- ◆ Equip employers and employees on the safe work procedures, management and prevention of Covid-19 in the workplace;
- ◆ Guide employers and employees to identify risk levels in workplace settings and to determine any appropriate control measures to implement.

## Programme

Time	Programme
8:30 AM	Registration to ZOOM
9:00 AM	<b>Safe Work Procedures for Prevention of COVID-19 at the Workplace</b> by DOSH
10:00 AM	Q & A by DOSH
10:15 AM	<b>Management of COVID-19 Cases at the Workplace</b> by Perak State Health Department
11:00 AM	<b>Enforcement Related to Majlis Keselamatan Negara (MKN) SOP Compliance</b> by Perak State Health Department
11:45 AM	Q & A by Perak State Health Department
12:15 PM	<b>Responding To COVID-19 In the Workplace: Sharing Experience</b> By Dr. Anza Bt Elias Pakar Perubatan Kesihatan Awam OSH Med Solutions Sdn Bhd

## Speakers

1. **Mr. Pavintheran A/L Kandasamy, Enforcement Department for Factory and Machinery**  
Department of Occupational Safety and Health (DOSH)
2. **Dr Nor Rizawati Binti Mahpot, Head of Control Disease Centre**  
Perak State Health Department
3. **En Ahmad Fakurazi Bin Abu Bakar, Head of Enforcement and Inspection**  
Perak State Health Department
4. **Dr. Anza Binti Elias, Medical Specialist**  
OSH Med Solutions Sdn Bhd

### Registration

<b>FMM Eastern</b>	Ms. Florance : fmmeastern@fmm.org.my
<b>FMM Johor</b>	Ms. Nurafni Yante : fmmjohor@fmm.org.my
<b>FMM Melaka</b>	Ms. Justina: fmmmalacca@fmm.org.my
<b>FMM Perak</b>	Ms. Evonne/ Ms Sherry : fmmperak@fmm.org.my
<b>FMM Sarawak</b>	Ms. Beatrice: fmmsarawak@fmm.org.my



## REGISTRATION

### WHO SHOULD ATTEND

CEOs / General Managers / Human Resource Managers & Executives / Safety Manager

### REGISTRATION INFORMATION

	Fee per pax	6% SST	Total per pax
FMM Members	RM150	RM9	RM159
Non Members	RM200	RM12	RM212

- Fee is inclusive of soft copy of the webinar materials and Certificate of Attendance.
- This event is claimable under HRDF SBL Scheme. Employers **must provide FMM with the training grant number by March 3, 2021**
- Attendance of participants via the online platform would be tracked and submitted to HRDF as proof of attendance which is required for the final claims processing

### PAYMENT METHODS

- Cheque made in favour of “**Federation of Malaysian Manufacturers**” and crossed “**Account Payee Only**” should be forwarded to FMM Perak.
- For SBL Scheme, an attendance of 100% is a must, in any case, employers will be billed in full.
- FMM SST Registration No.: W10-1901-32000108

### ENQUIRIES

Contact: Evonne / Sherry  
 Tel: 05-548 8660  
 E-mail: [evonne\\_tan@fmm.org.my](mailto:evonne_tan@fmm.org.my) / [sherry@fmm.org.my](mailto:sherry@fmm.org.my)

## FMM PERAK WEBINAR ON MANAGEMENT AND PREVENTION OF COVID-19 AT THE WORKPLACE

MARCH 10, 2021 (WEDNESDAY) || 9 AM – 1 PM || VIA ZOOM

### CANCELLATION / DISCLAIMER

- Cancellation must be in writing with reasons. If cancellation is received:
  - 7 days before the webinar – No payment charged;
  - 3 – 6 days before the webinar – 50% payment charged;
  - < 3 days before the webinar – Full payment charged.
- Participants who do not attend the webinar are liable for the full fee.
- Replacements can be accepted at no additional cost.
- All participants **MUST PAY** the full fee before the day of the webinar or provide a **LETTER OF UNDERTAKING** of payment to ensure participation.
- FMM reserves the right to change the facilitator, date and to alter/cancel/re-schedule the webinar should unavoidable circumstances arise. All efforts will be taken to inform participants. If FMM decides to cancel or postpone the webinar, FMM is not responsible for covering airfare, hotel or other travel costs incurred by participants.

### TECHNICAL INFORMATION

- The Access Links will be e-mailed before the commencement of the webinar. These are automated e-mails and so participant should check his/her junk mail box as well.
- The Access Link is unique and should not be forwarded to or shared with others.
- ALL participants are encouraged to join the session 15 minutes before the starting time.
- FMM will record the webinar for future reference.
- Please ensure participant has access to a laptop or computer with a working webcam and microphone as well as a strong internet connection.

**Registration Deadline: March 3, 2021**

# REGISTRATION FORM

### WEBINAR ON MANAGEMENT AND PREVENTION OF COVID-19 AT THE WORKPLACE, MARCH 10, 2021

To: Evonne ([evonne\\_tan@fmm.org.my](mailto:evonne_tan@fmm.org.my)) / Sherry ([sherry@fmm.org.my](mailto:sherry@fmm.org.my)); Fax Number: 05-548 8221

Please register the following participant(s):

1. Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

2. Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**Submitted by:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

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

\_\_\_\_\_

FMM Membership No: \_\_\_\_\_

Tel No.: \_\_\_\_\_

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