



## **COMPANY OVERVIEW**

CV ORD TRAINING SAFETY Training Center ®™ was established in 2000 and one of the leading QHSE training institutes in Indonesia. Based in Jakarta, we provide a complete range of safety training related to :

- Transportation
- Oil and Gas
- Mining
- Underwater training
- Building safety
- And other industries concern with safety

### **OUR MOTTO**

to serve you with highly concern in Health, Safety and Environment and technical training, to update you with the latest update issues on HSE information, standard and procedure and to be professional in all aspect related to safety issues.

### **OUR OFFICE**

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### **LEGAL ASPECT**

Company Name	: CV. ORD Training Safety
Deed of establishment	: Notary Aswendi Kamuli, SH Deed No.09
N.P.W.P.	: 02.702.461.1-017.000
SIUP	: 01008/1.824.51
TDP	: 09.03.3.52.08338
SKDP	: 227/1.824/IX/2007

### **EXPECTED TRAINING OUTCOME AND OBJECTIVE**

- Provide the best service
- Provide safety trend updated
- Comply with updated safety issues
- Real exercises
- Enhance participant competence
- Care and think safety after training
- Recognized certificate
- Competitive investment cost and valued training



## CLIENTELE

1. U.S. American Embassy Jakarta
2. PT. Adhimix Precast Indonesia
3. PT. Andalan Mitra Prestasi (PGN contractor)
4. PT. BHP Billiton
5. PT. Berlian Abadua Satu - Mitsubishi
6. PT. Buma Perindahindo (LNG Tangguh mining contractor)
7. PT. Coca-cola bottling Company Indonesia
8. PT. Cipta TPI
9. CWS Indonesia, Banda Aceh Office
10. PT. DARMA HENWA, Bengalon site, Sanggata, East Kalimantan
11. Danone PT. Nutricia Indonesia
12. Danone PT. Sari Husada
13. FMC, PT. Bina Guna Kimia
14. PT. HONDA Lock Jakarta
15. Hartono Rental Car
16. PT. HOLCIM Indonesia Tbk
17. PT. Imeco Inter Sarana Drilling Service
18. PT. Jaya Trade (Filling Plant, Asphalt Mixing)
19. PT. Kenrope Utama (LNG Transporter)
20. Kustodian Penjamin Efek Indonesia
21. PT. Newmont Nusa Tenggara
22. PT. Primacom Interbuana
23. PT. Petrosea Indonesia Tbk
24. PT. Phillip Morris Indonesia Tbk
25. PT. Tri Dharma Wisesa
26. PT. Toba Gena Utama
27. PERTAMINA - Chevron
28. Srikandi Rental Car
29. Star Energy Indonesia – Jakarta
30. Star Energy Indonesia – W.W. Geothermal - Bandung
31. PT. Schlumberger Indonesia – Manggar Base Balikpapan
32. PT. .Trakindo Utama, Samarinda Base
33. PT. Trakindo Utama, Banjarmasin Base

## INSTRUCTOR QUALIFICATIONS

- Expert on relevant training
- More than 5 years working experiences
- Minimum 500 hours passed as trainer
- National and international recognition certification
  - Defensive driving – IOF Certified Trainer
  - Basic Fire Fighting – Barron International
  - Basic Sea Survival – Barron International
  - Rubber Boat Operator – FAJI
  - Open Water Diving Training – CMAS – POSSI
  - K3 Expert from Disnaker Certification
  - Bahamas Maritime Authority
  - Minister of Communication – Directorate General of Sea Communication



ORD TRAINING SAFETY



## Recognition

We contribute to the road safety campaign through media and we have been writing related to safety driving tips, road safety guidelines as media safety campaign in Otomotif Tabloid, Autocar Magazine, Mobil Motor, DCI Magazine, MetroTV, Otosport and many other. We are a member of IOF (Indonesia Offroad Federation), and now our ORD Management sit as a chairman for Training and Development in IOF.



## Membership

- Motorcycle Safety Foundation
- Indonesian Offroad Federation
- International Association For safety and Survival Training



## Guidelines and compliance

- Law and regulation related to safety UU No 1 Year 1970, UU 26/1999 Regarding Road Regulation, and other
- Department of Works / Depnaker Republik Indonesia
- BSC (British Safety Council)
- MSF (Motorcycle Safety Foundation)
- Indonesian Offroad Federation (IOF)
- OSHA (Occupational Health and Safety Administration (OSHA))
- American Red Cross (First Aid)
- NFPA (National Fire Safety Association)
- IMO (International Maritime Organization Resolutions)
- AMSA (Australian Maritime Safety Authority)
- SOLAS (International Convention for the Safety of Life at Sea)



## TRAINING FACILITIES

- Hand out in Bahasa or English
- Spacious class room
- 2 café break and one lunch perday
- Yard and open area and swimming pool
- LCD Projector / In focus monitor for theoretical session
- Theoretical class kit, ballpoint pen, writing pad, etc
- Standby paramedic during practical session (applicable for certain training )
- Certificate of Completion and Passing Grade Card
- Training ID Card
- Souvenir and documentations

## TRAINING ROOM



### Class room theory

Graha Sejahtera Mandiri Building  
Jl. Jatinegara Barat No.163  
Jakarta 13310

### Practice session

PARKING AREA  
Bumi Perkemahan dan Graha Wisata Cibubur

RCC Swimming Pool  
Rawasari

### Our equipment and facilities

- Complete range of vehicle Automatic, Manual, 4X4, SUV and MPV, Sedan
- Complete range of motorcycles Dual purpose, under bone auto /manual, cruiser
- Fire ground
- Standard life jacket
- Helicopter Simulation
- Standard platform,
- 12 person life raft
- PPE for fire fighting



## TRAINING PROGRAMS

<b><u>Defensive Driving</u></b> <ul style="list-style-type: none"><li>• Defensive Driving Training L1</li><li>• Defensive Driving Training L2</li><li>• Defensive Driving Training 4X4 Four Wheel Drive</li><li>• Defensive Driving for Heavy Vehicle (Commercial Driving License) Bus and Truck</li><li>• Safety Talk</li><li>• Workshop Management and Training for Mechanic</li><li>• Fleet Safety Management Training</li></ul>	<b><u>Safety Riding Training</u></b> <ul style="list-style-type: none"><li>• Safety Riding Training</li><li>• Offensive riding / motocross training – special force training</li><li>• Training For Trainer Safety Riding Training</li></ul>
<b><u>Maritime Training</u></b> <ul style="list-style-type: none"><li>• Basic Safety Training</li><li>• Advance Safety Training</li><li>• Rubber Boat Operator</li><li>• Basic Sea Survival</li><li>• Open Water Diving Training CMAS A 1</li></ul>	<b><u>Health, Safety and Environment Training</u></b> <ul style="list-style-type: none"><li>• Basic fire fighting</li><li>• Basic First Aid</li><li>• Working at Height</li><li>• Manual Handling</li></ul>
<b><u>Offshore Survival Training</u></b> <ul style="list-style-type: none"><li>• Basic Offshore safety Induction and Emergency Training (BOSIET)</li><li>• Helicopter Underwater Escape</li></ul>	



# TRAINING SYLLABUS

Training Title :	<b>DEFENSIVE DRIVING TRAINING LEVEL 1</b>
Duration :	1 day (08-00 – 17.00) Theoretical and practical or only Theoretical
Training Overview :	To provide education related to crash free culture and understand the cost impact of accident, direct and indirectly due to negligence, ignorance, incapable driver to anticipate potential hazard.

Syllabus

:

- Introduction
- Pre test
  1. Prepare to drive
  2. Recognize your car
    - a. Control panel
    - b. Seat position , tilt steering (Safety belt postion etc )
    - c. Pretrip dan post trip Check Inspection (Barometer)
    - d. Weight and balance and center awarenes s
    - e. Safe Driving Principle
  3. Personal factor
    - a. Staying Alert and Fit to Drive
    - b. Drugs and alcohol impact
    - c. Pressure blood and pulse checked
    - d. Fatigue and tired
    - e. Anger management
  4. Maneuver technique
    - a. Smart Seeing Habits
      - i. Looking far a head
      - ii. Look around
      - iii. Keep your eyes moving and keep update with the traffict situation
      - iv. Leave yourself an out
      - v. Make sure they see you
    - b. Braking system, brake evasion and braking techniques
    - c. Maneuver
      - a. Front vision range : Identify – Judgment time – Action time
      - d. Controlling Speed
      - b. Accident prevention formula
      - e. Reduce cost and more milage
      - f. Reduce risk of failure
      - g. Eco driving technique



### Post Test

1. On road Driving Test Commentary Driving
2. Close track test
  - a. Skills Test Exercises
  - b. Skills Test Scoring
  - c. Straight Line Backing
  - d. Parallel Park (Conventional)
  - e. Your basic control skills



Training Title :	<b>DEFENSIVE DRIVING TRAINING LEVEL 2</b>
Duration :	2 day (08-00 – 17.00) Theoretical 1 day and practical 1 day
Training Overview :	To provide education related to crash free culture and understand the cost impact of accident, direct and indirectly due to negligence, ignorance, incapable driver to anticipate potential hazard. Accident will cause fatalities and lost time injuries that should be avoided by all training participants. Our goals to change driving habits and mindset to care on safety driving.

- Syllabus :
- Introduction
  - Pre test
    1. Prepare to drive
    2. Recognize your car
      - a. Control panel
      - b. Seat position , tilt steering (Safety belt position etc )
      - c. Pretrip dan post trip Check Inspection (Barometer)
      - d. Weight and balance and center awareness
      - e. Safe Driving Principle
    3. Personal factor
      - a. Staying Alert and Fit to Drive
      - b. Drugs and alcohol impact
      - c. Pressure blood and pulse checked
      - d. Fatigue and tired
      - e. Anger management
    4. Typical Aggressive driver and how to avoid
    5. Maneuver technique
      - a. Managing visual search
      - b. Speeding and its impact to vision range
      - c. Smart Seeing Habits
        - i. Looking far ahead
        - ii. Look around
        - iii. Keep your eyes moving and keep update with the traffic situation
        - iv. Leave yourself an out
        - v. Make sure they see you
      - d. Search Evaluate Execute
      - e. Braking system, brake evasion and braking techniques
      - f. Maneuver
      - g. Front vision range : Identify – Judgment time – Action time
      - g. Controlling Speed
      - d. Accident prevention formula
      - h. Brake evasion, skidding control and counter steering
      - i. hazard operation (Hazob), avoid collision and accident procedure
      - j. Driving at night, fog, and extreme conditions
      - k. In highway to road
      - l. Dealing with motorcycles
      - m. Dealing with pedestrian
      - n. Parking
    6. Vehicle failure and how to prevent and fix.
    7. Risk Management
      - a. Journey planner
      - b. Early bird driver fault
      - c. Risk judgement
      - d. Minimize risk
      - e. Be a good driver
    8. Eco Driving



- a. Reduce cost and more milage
- b. Reduce risk of failure
- c. Eco driving technique

**Post Test**

- On road Driving Test Commentary Driving
- Close track test
  - a. Skills Test Exercises
  - b. Skills Test Scoring
  - c. Straight Line Backing
  - d. Braking Test
  - e. Parallel Park (Conventional)
  - f. Your basic control skills

Training Title :	<b>DEFENSIVE DRIVING TRAINING 4X4 Four Wheel Drive</b>
Duration :	2 day (08-00 – 17.00) Theoretical 1 day and practical 1 day
Training Overview :	To provide education related to crash free culture and understand the cost impact of accident, direct and indirectly . Care in 4X4 environment and apply on tread lightly Pledge. Our goals to change driving habits and mindset to care on safety driving.

Syllabus :

**All training material of DDT L2 plus below subjects**

1. 4 wheel drive systems available, Shift on the fly, all times, full times and conventional 4X4
2. 4X4 car system, permitted body lift, engine types, suspension, , braking system, electricity, fuel system, axle and final gear, tyre, power steering etc.
3. Safe loading principles
4. Route planning,
5. 4X4 vehicle operation
6. When should shift 4X2 to 4X4
7. Specialist driving techniques
8. Offroad survival techniques
9. self recovery
10. the environment and Health and Safety issues associated with driving off road on steep and slippery slopes.
11. Tread Lightly! Pledge on offroading

**Post Test**

- Offroad Driving Test Commentary Driving
- Close track test
  - a. Skills Test Exercises
  - b. Skills Test Scoring
  - c. Braking Test
  - d. Decending and uphill
  - e. Your basic control skills



Training Title :	<b>DEFENSIVE DRIVING TRAINING BUS AND TRUCK</b>
Duration :	2 day (08-00 – 17.00) Theoretical 1 day and practical 1 day
Training Overview :	To provide education related to crash free culture and understand the cost impact of accident, direct and indirectly. Responsibility and care to passenger. Our goals to change driving habits and mindset to care on safety driving.

Syllabus

:

- Pre-Trip Vehicle Inspection Test
- Introduction
  1. Material DDT L1 plus below subject
  2. Driving safely and impact of accident
  3. Basic Control of Your Vehicle
  4. Shifting Gears
  5. Seeing and Communicating
  6. Controlling Speed
  7. Managing Space
  8. Driving at Night
  9. Driving in Fog.
  10. Mountain Driving
  11. Seeing Hazards
  12. Emergencies
  13. Braking, Skid Control and Recovery
  14. Accident Procedures
  15. Staying Alert and Fit to Drive
  16. Hazardous Materials Rules for All Commercial Drivers
  17. Weight & Balance
  18. Transporting Passengers
  19. Trip inspection
    - a. Loading and Trip Start
    - b. On the Road
    - c. After-Trip Vehicle Inspection
    - d. Prohibited Practices
  20. Use of Brake-Door Interlocks
  21. Air Brakes
    - a. The Parts of an Air Brake System
    - b. Dual Air Brake
    - c. Inspecting Air Brake Systems
    - d. Using Air Brakes
- Post Test
- On road Driving Test
- Parking test
- Judgment test





Training Title :	<b><u>SAFETY RIDING TRAINING</u></b>
Duration :	1 day (08-00 – 17.00) Theoretical and practical
Training Overview :	Direct impact of motorcycles rider compared to car due to outer shell protected to passenger. It is important to use body protector to minimize injuries. To provide education related to crash free culture and understand the cost impact of accident, direct and indirectly . responsibility. Our goals to change rider habits and mindset to care on safety riding.

Syllabus :



- Introduction
- Pre Test
- Preface
  - o Why we need safety riding
  - o Riding Regulation
  - o Accident Fact
  - o Lost Time Injuries and consequential damages
  - o Goals of training
- Introduction to motorcycles
  - o Type of motorcycles
  - o Motorcycle component
  - o Tyre types
  - o TCLOCS Pre Trip Inspection Checking your motorcycle
  - o Choose bike suit you
- Personal factor
  - o Drugs and medicine
  - o Fatigue
  - o Preparing to ride body protector
  - o Mental preparation
  - o Dress to be seen
- 5 SEEING HABITS
  - o Looking far a head
  - o Look around
  - o Keep your eyes moving
  - o Leave yourself an out
  - o Being seen and make sure they see you
- Looking around
  - o Scanning and planning
  - o Head check
  - o Using mirror
  - o Position
    - Questions
- Keeping your distance
- Difficult surfaces
- Riding at night
- Emergencies
- Carrying passengers and loads
- Group riding
- Your motorcycle
  - Motorcycle maintenance
  - Mechanical failure
  - Regular inspections
- Roadworthiness
- Risk Management
- Group Riding
- Post Test



Training Title :	<b>Workshop Management and Training for Mechanic</b>
Duration :	1 day (08-00 – 17.00) Theoretical
Training Overview :	<ul style="list-style-type: none"><li>• To provide education of workshop management and environment. Process flow of repair vehicles efficiently. How to control vehicle component and use appropriate tool to repair Melakukan perawatan rutin</li><li>• Reduce operational cost for unnecessary broken due ignorance of routine maintenance.</li></ul>

Syllabus :	<ul style="list-style-type: none"><li>• Law and regulations<ul style="list-style-type: none"><li>○ Law No. 1 Tahun 1970</li><li>○ Ministerial decree No. : PER/05/MEN/1985</li></ul></li><li>• PPE for job in workshop area related to welding, grinding, electricity, etc</li><li>• Fire extinguisher or hydrant</li><li>• Warning sign or warning line in workshop area</li><li>• Vehicle data store and historical data management</li><li>• Pre trip and post trip inspection report</li><li>• Maintenance check list and regular maintenance</li><li>• Defect notice and procedure</li><li>• Impact of unnecessary broken due to negligence in routine maintenance.</li><li>• Log out and tag out procedure</li><li>• Provide clear information in log out</li><li>• Workshop preparation and tools requirement<ul style="list-style-type: none"><li>○ Always return</li><li>○ Clean prior use</li><li>○ Within range</li><li>○ Lost responsibility</li></ul></li><li>• Avoid accident in workshop</li><li>• Knowledge about heavy vehicle (Truck) and its classification related to Law no 22 year 2009</li><li>• Trucks and its type</li><li>• Maintenance<ul style="list-style-type: none"><li>○ Changing oil and viscosity</li><li>○ Suspension system</li><li>○ Steering system and wheel</li></ul></li><li>• Repair<ul style="list-style-type: none"><li>○ Braking system</li><li>○ Hydraulic system, pneumatic and electricity</li><li>○ Coupling</li></ul></li><li>• Knowledge about diesel engine<ul style="list-style-type: none"><li>○ Diesel engine system</li><li>○ Coolant system</li><li>○ Lubrication system, function and characteristic</li></ul></li><li>• Post Test</li></ul>
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<b>Training Title</b> :	<b>FLEET SAFETY MANAGEMENT TRAINING</b>
<b>Duration</b> :	1 day (08-00 – 17.00) Theoretical and practical
<b>Training Overview</b> :	The Fleet Safety management training comply with fleet safety element linkage to Australian Standard AS/NZO –Queensland Transportation Audit System and FMCSR ((Federal Motor Carrier Safety Regulation). Fleet safety Management provide element on managing fleet system.

- Syllabus :
- **Fleet Safety Policy:** Include fleet safety and safe driving policy in organizational policy and objectives.
  - **Recruitment and Selection:** Hire drivers based on safe driving records and awareness of safety issues.
  - **Induction Programs:** Induct all new recruits and supervisors using an official program containing fleet safety and safe driving components.
  - **Fleet Selection, Maintenance, Route and Schedule:** Adhere to best practice in fleet selection and fleet maintenance.
  - **Vehicle Crash Involvement:** Maintain an efficient system of recording and monitoring overall fleet, individual driver, and individual vehicle crash involvement.
  - **Incentives and Disincentives:** Recognize good/bad driving performance through an official scheme of commensurate incentives and disincentives. Hazard operation model. Stop card model advantages and disadvantages.
  - **Training and Education:** Support training, education and development programs to engender safe driving Training and education help ensure a competent workforce and increase awareness and knowledge of fleet safety issues. We provide training model and education for the driver.



Training Title :	<b>BASIC FIRE FIGHTING (BFF)</b>
Duration :	1 day (08-00 – 17.00) Theoretical and practical
Training Overview :	<p>To provide participants with knowledge of fire hazardous and skills to respond fire emergency, Provide the ability o use the emergency equipment and apply the safety procedure to secure the assets environment and their survival in a afire emergency.</p> <p>Ensure that the participant has the ability and opportunity to provide their fire fighters with basic fire fighter training that is affordable, accessible, achievable and based on community risk.</p>

**Syllabus**

- Basic K 3
- Principle of fire streams, theoretical of fire and anatomy
- Nozzles (types, design, operation, flow capabilities)
- Precautions to be followed when advancing hose lines to a fire
- Observable results when fire stream properly applied
- Fire caused dangerous building conditions
- Principles of exposure protection
- Hand fire extinguisher specifications and how to use
- Fire fighting practical

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Training Title :	<b>BASIC FIRST AID (BFSA)</b>
Duration :	1 day (08-00 – 17.00) Theoretical and practical
Training Overview :	To provide participants with knowledge, skill to support life in an emergency situation, until qualified assistance is available

**Syllabus**

- Fundamental of first air
- During treatment and after treatment
- Reaction time
- Airways obstructions
- Type of bleeding
- Types of wounds
- Expired air resuscitation (CPR)
- Management of unconscious casualties
- Management of shock
- Practical

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<b>Training Title</b>	<b><u>BASIC SEA SURVIVAL</u></b>
<b>Duration :</b>	1 day (08-00 – 17.00) Theoretical and practical
<b>Training Overview :</b>	To provide participants with knowledge, skill and confidence in the event of an emergency at offshore with proper use of available emergency equipment and capabilities help and to survive in the open water.

- Syllabus
- Offshore emergency induction
  - Launch and inflate a life raft
  - Storage and preparation of emergency gear
  - Donning of emergency gear
  - Boarding technique
  - Right and board a life raft unassisted
  - Grouping position
  - Life raft management techniques
  - Life raft emergency equipment and usage
  - Basic injury management
- Basic survival techniques in open water

<b>Training Title</b>	<b><u>BASIC SAFETY TRAINING</u></b>
<b>Duration :</b>	2 days (08-00 – 17.00) Theoretical and practical
<b>Training Overview :</b>	To provide participants with knowledge, skills and understanding of health and safety standard operating procedures, provide participants to respond the emergency situation appropriately, prepare their knowledge and skill for an emergency in offshore environment, provide participants to use safety equipment and provide the survival techniques in open water.

- Syllabus :
- General emergency and safety introduction
  - Basic first aid techniques to save live prevent worsening and promote recovery
  - Principle basic live support– EAR, CPR, DR, ABC
  - Basic live support practical
  - All about Fire, theory, chemistry, anatomy, classification, caused etc
  - Action in case of fire
  - Practical of fire fighting, using of fire extinguishers, fire blanket, etc
  - Offshore installation safety briefing, emergency situations, evacuation and escape method.
  - Life raft management and maintenance
  - Survival techniques in the open water

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Training Title	<b><u>OPEN WATER DIVING TRAINING CMAS A1</u></b>
Duration :	2 days (08-00 – 17.00) Theoretical and practical
Training Overview :	<ul style="list-style-type: none"><li>• Planning, organisation, procedures, techniques, problems and hazards of underwater search and recovery diving</li><li>• Limited visibility diving and underwater navigation techniques</li><li>• Proper techniques and safety considerations for object location, including the use of various search patterns, lines and reels</li><li>• Proper technique and safety considerations for recovery of objects using various lifting devices</li></ul>

Syllabus :	<ul style="list-style-type: none"><li>• Underwater world</li><li>• Scuba equipment, function and how to choose</li><li>• Air breathing usage</li><li>• Buddy system procedure ( Never Dive Alone)</li><li>• Adaptation process</li><li>• How to install, dismantle and scuba maintenance</li><li>• Diving physical and diving physiology</li><li>• Guidelines to use dive table</li><li>• Diving planning</li><li>• How to face the diving problem and hazard</li><li>• Briefing</li><li>• Warming up</li><li>• Pre dive safety check</li><li>• Entry dive</li><li>• BCD inflation dan deflation</li><li>• Surface an shallow water</li><li>• Descent</li><li>• Mask clearing + open mask</li><li>• Regulator clearing</li><li>• 2 types Regulator recovery</li><li>• No mask breathing</li><li>• Buddy breathing single or double</li><li>• Regulator free flow</li><li>• Neutral buoyancy fin pivot</li><li>• Neutral buoyancy HOVERING</li><li>• Open and install weight under water</li><li>• Under Water Swimming with buddy</li><li>• Swimming Ascent control</li><li>• Maintenance gear</li><li>• De briefing</li></ul>
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<b>Training Title</b>	<b>WORKING AT HEIGHT</b>
Duration :	1 day (08-00 – 17.00) Theoretical and practical
Training Overview :	<ul style="list-style-type: none"> <li>• The consequences of falling from any height are very serious and a high standard of protection is required. Secure fencing of edges, permanent and temporary scaffolds, mobile access platforms and fall arrestment equipment are often used to minimized risks of working at height, whilst ladder remain the most convenience (and potentially dangerous) means of access.</li> <li>• Failure to understand the limitation of ladder equipment can result in injuries and fatalities. This course helps delegates understand the correct procedures for roof work and working at height, and reinforces working at height procedures</li> </ul>

- Syllabus :
- Introduction to the risks and controls
  - Defining the problems
  - Fall protection equipments
  - Maintenance PPE
  - Avoiding the risk from working at height
  - Height specific risk assessments
  - Assessing the risk from working at height
  - Selection and maintenance of correct work equipment
  - Site inspection
  - User and person inspection
  - Practical with self assessment
  - Post test
  - Conclusion

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<b>Training Title</b>	<b>MANUAL HANDLING</b>
Duration :	1 day (08-00 – 17.00) Theoretical and practical
Training Overview :	<ul style="list-style-type: none"> <li>• Modern medical and scientific opinion accepts the scale of the problem and stresses the importance of an ergonomic approach to remove or reduce the risk of manual handling injury. Ergonomics is sometimes described as 'fitting the job to the person, rather than the person to the job'. The ergonomic approach looks at manual handling as a whole. It takes into account a range of relevant factors, including the nature of the task, the load, the working environment and individual capability and requires worker participation.</li> </ul>

- Syllabus :
- Definition of manual handling
  - Scope and purpose of manual handling
  - Body press mechanical and physical
  - Risk and hazard terms
  - Bone compression
  - Body protection
  - Green safe working zone
  - Safety hand grip position
  - Hand injuries awareness
  - Pinch point awareness
  - Safety material handling
  - Handling, lifting, carrying and moving
  - Foot injuries awareness

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- Spinal injuries awareness
- Practical
- Post test
- Evaluation

<b>Training Title</b>	<b>BASIC OFFSHORE SAFETY INDUCTION AND EMERGENCY TRAINING</b>
<b>Duration :</b>	2 day (08-00 – 17.00) Theoretical and practical
<b>Training Overview :</b>	To provide participant with knowledge, skills and understanding of health and safety standard operating procedure, provide participant to respond the emergency situation appropriately, prepare they knowledge and skill for an emergency in offshore environment, provide participant to use safety equipment and provide the survival techniques in the open water.

- Syllabus :
- General emergency and safety induction
  - Basic first aid techniques to save live, prevent worsening and promote recovery
  - Principle of basic live support – EAR, CPR, DR, ABC
  - Basic live support practical
  - All about fire, theory, chemistry, anatomy, classification, caused
  - Action in case of fire
  - Practical fire fighting, using fire extinguishers, fire blanket etc
  - Helicopter safety procedures, before flight, boarding, in flight, landing, disembark, etc
  - Helicopter emergencies, surface evacuation, vital actions, underwater escape and rescue
  - Offshore installation safety briefing, emergency situation, evacuations, and escape method
  - Survival technique in the open water

<b>Training Title</b>	<b>HELICOPTER UNDERWATER ESCAPE (HUET)</b>
<b>Duration :</b>	1 day (08-00 – 17.00) Theoretical and practical
<b>Training Overview :</b>	To provide passengers and aircrew with necessary understanding and skills, to react when helicopter ditching and to survive in helicopter emergency situation

- Syllabus :
- Helicopter emergency induction
  - Surface abandonment
  - Pre ditching checks
  - Ditching – aircraft capsize
  - Search and rescue (SAR)
  - Recovery
  - Sea survival
  - Helicopter safety
  - Basic injury management
  - Basic survival techniques in open water

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