

In-House Courses

Workplace Safety & Emergency Response



Course 1

Basic Occupational First Aid with CPR and AED

Build confidence to manage medical emergencies and save lives at work.



Course 2

Emergency Response Training and Evacuation Readiness

Strengthen your team's capability in emergency response and evacuation.



Course 3

Fire Safety: Active and Passive Fire Protection Systems

Understand and apply key fire protection measures to reduce risk and protect lives and assets.



Practical &
Hands-on



Workplace-
Focused



Role-Based
Learning



Assessment &
Certification



Workplace Toolkit
Included

The Workplace Safety Challenge

Safety Procedures Are Only Effective When People Can Act

Emergency plans, first aid boxes and fire equipment may be in place. However, incidents reveal the truth. It's not about having the right equipment; it's about whether employees can act confidently and correctly when it matters most.



Five Common Gaps We See in Workplaces



First aid capability

Practical skills in casualty assessment, CPR, AED, bleeding control and choking have not been tested recently.



Equipment confidence

Employees know where extinguishers or hose reels are located, but not when or how to use them.



ERT coordination

Unclear command, poor communication and confusion over evacuation, headcount and handover responsibilities.



Fire system understanding

Limited understanding of active and passive fire protection systems, inspection records, maintenance priorities and drawings.



Follow-through after drills

Findings from drills are not consistently converted into corrective actions or retraining.

So...
how **prepared**
is your
workplace?

How Prepared Is Your Workplace?

Assessment 1

Let's Complete Some Assessments

This quick assessment takes about five minutes. HR, Safety and Health, Facilities and Operations should complete it together.



How to Complete the Assessment

- ☐ **Yes:** the item is available, current and can be explained or demonstrated.
- ☐ **Partly:** the item exists but needs updating, is incomplete or employees are uncertain about it.
- ☐ **No / Not Sure:** the item is unavailable, has not been checked or cannot be demonstrated.

ASSESSMENT 1/3

First Aid and Medical Emergency Readiness

	Yes	Partly	No / Not Sure
1 Are trained first aiders available for every shift and work area?	☐	☐	☐
2 Are their first aid certificates still current?	☐	☐	☐
3 Are first aid boxes stocked, easy to find and checked regularly?	☐	☐	☐
4 Do employees know where the first aid boxes and AEDs are located?	☐	☐	☐
5 Can first aiders assess a casualty and contact 999 quickly?	☐	☐	☐
6 Can first aiders perform CPR and use an AED correctly?	☐	☐	☐
7 Can they control serious bleeding and respond to choking?	☐	☐	☐
8 Are emergency contact numbers and reporting steps clearly displayed?	☐	☐	☐
9 Does the emergency plan cover visitors, contractors and night shifts?	☐	☐	☐
10 Have employees practised a medical emergency scenario recently?	☐	☐	☐

Recommended Next Step:

Review every "Partly" and "No / Not Sure" response and identify the appropriate corrective action. Where several gaps relate to employee knowledge or capability, consider the relevant Skill-Lyft course.

This checklist is an indicative self assessment only. It does not replace a formal workplace safety audit, risk assessment or regulatory inspection.

How Prepared Is Your Workplace?

Assessment 2

Let's Complete Some Assessments

This quick assessment takes about five minutes. HR, Safety and Health, Facilities and Operations should complete it together.



How to Complete the Assessment



Yes: the item is available, current and can be explained or demonstrated.



Partly: the item exists but needs updating, is incomplete or employees are uncertain about it.



No / Not Sure: the item is unavailable, has not been checked or cannot be demonstrated.

ASSESSMENT 2/3

Emergency Response Team (ERT) and Evacuation Readiness

	Yes	Partly	No / Not Sure
1 Is there a named Person-in-Charge and a backup?	☐	☐	☐
2 Are ERT members assigned for every relevant floor, shift and work area?	☐	☐	☐
3 Is the Emergency Response Plan current and easy to access?	☐	☐	☐
4 Do ERT members know how to raise the alarm and who to contact?	☐	☐	☐
5 Are emergency exits, evacuation routes and assembly points clear?	☐	☐	☐
6 Do wardens know which areas to check and who may need help?	☐	☐	☐
7 Is there a reliable headcount process for employees, visitors and contractors?	☐	☐	☐
8 Are fire drill findings recorded and reviewed?	☐	☐	☐
9 Can the team brief clearly when responders arrive?	☐	☐	☐

Recommended Next Step:

Review every "Partly" and "No / Not Sure" response and identify the appropriate corrective action. Where several gaps relate to employee knowledge or capability, consider the relevant Skill-Lyft course.

This checklist is an indicative self assessment only. It does not replace a formal workplace safety audit, risk assessment or regulatory inspection.

How Prepared Is Your Workplace?

Assessment 3

Let's Complete Some Assessments

This quick assessment takes about five minutes. HR, Safety and Health, Facilities and Operations should complete it together.



How to Complete the Assessment

- ☐ **Yes:** the item is available, current and can be explained or demonstrated.
- ☐ **Partly:** the item exists but needs updating, is incomplete or employees are uncertain about it.
- ☐ **No / Not Sure:** the item is unavailable, has not been checked or cannot be demonstrated.

ASSESSMENT 3/3

Building Fire Protection and System Readiness

	Yes	Partly	No / Not Sure
1 Are current floor plans and fire safety drawings available?	☐	☐	☐
2 Is there an updated list of active fire protection systems and service providers?	☐	☐	☐
3 Do responsible employees understand fire doors, compartmentation and fire stopping?	☐	☐	☐
4 Are inspection, testing and maintenance records current?	☐	☐	☐
5 Are fire doors, escape routes and service penetrations checked regularly?	☐	☐	☐
6 Are extinguishers, hose reels, hydrants, alarms and emergency lights accessible?	☐	☐	☐
7 Can employees explain how detection, alarm and suppression systems work?	☐	☐	☐
8 Are certificates, maintenance reports and inspection findings easy to retrieve?	☐	☐	☐
9 Can facilities or safety employees read basic fire safety drawings?	☐	☐	☐
10 Are corrective actions assigned, monitored and completed?	☐	☐	☐

Recommended Next Step:

Review every "Partly" and "No / Not Sure" response and identify the appropriate corrective action. Where several gaps relate to employee knowledge or capability, consider the relevant Skill-Lyft course.

This checklist is an indicative self assessment only. It does not replace a formal workplace safety audit, risk assessment or regulatory inspection.

Select the Right Course for the **Right Capability**

Course	Primary Focus	Best Suited For	Duration	Delivery
 Basic Occupational First Aid with CPR and AED	Immediate casualty care and life support	Workplace first aiders, supervisors, security, reception and general employees	2 days	Classroom and hands-on practical
 Emergency Response Training and Evacuation Readiness	Organised emergency response, evacuation and fire drill	ERT members, fire wardens, PICs, safety, facilities and security teams	2 days	Classroom, equipment practice and site fire drill
 Fire Safety: Active and Passive Fire Protection Systems	Building fire safety, compliance, systems and inspection	Facilities, maintenance, SHO, engineers, architects, contractors and building managers	2 days	Classroom, simulation, drawing review, exercises, inspection



Recommended Selection

- ✓ Select Basic Occupational First Aid with CPR and AED when the priority is casualty response, cardiac arrest, choking and medical emergencies.
- ✓ Select Emergency Response Training and Evacuation Readiness when the organisation needs a structured command team, evacuation roles, equipment handling and a fire drill.
- ✓ Select Fire Safety when the organisation needs deeper technical understanding of building protection systems, inspection, maintenance, drawings and regulatory processes.
- ✓ For a wider preparedness pathway, train designated first aiders in Basic Occupational First Aid with CPR and AED, ERT members in Emergency Response Training and Evacuation Readiness, and facilities personnel in Fire Safety.

Common Delivery Principles

- ✓ Two full training days per course.
- ✓ Practical adult-learning approach.
- ✓ Content can be contextualised to the client's workplace.
- ✓ Practical activities are supervised and subject to venue suitability.

COURSE 1

Basic Occupational First Aid with CPR and AED

A two-day, hands-on course that equips workplace first aiders and employee responders to assess a casualty, control immediate risks, perform adult CPR, operate an AED and provide appropriate first aid until professional medical assistance arrives.



COURSE AT A GLANCE


Duration

2 days
9 AM - 5 PM


Level

Foundation,
no prior
experience
required


Delivery

Classroom,
demonstration,
simulation and
hands-on practical


Certification

Certificate of
Completion

OBJECTIVE

To enable participants to assess a casualty and correctly begin basic aid, adult CPR and AED procedures in order to preserve life, prevent further deterioration and support safe handover to emergency medical services.

OUTCOMES

- Explain first aider responsibilities and priorities.
- Conduct DRABC and secondary assessment.
- Control bleeding and dress wounds.
- Manage fractures and suspected spinal injuries.
- Perform adult CPR.
- Use an AED safely.
- Respond to choking and common medical emergencies and place an unconscious breathing casualty in the recovery position.

PARTICIPANTS

- All employees
- Appointed workplace first aiders
- Safety committee members
- Safety and health officers
- Supervisors and line leaders
- Security and facilities personnel
- Reception and customer-facing employees
- Employee first responders

MODULES

1. Introduction to BOFA
2. Casualty Assessment, Wounds & Dressing
3. Fractures & Spinal Injury
4. First Aid Practical and Skills Check
5. Cardiopulmonary Resuscitation
6. Automated External Defibrillator
7. Choking & Medical Emergencies
8. Final Practical & Assessment

Request a Detailed Proposal and Quotation

- This course is HRD Corp Claimable.
- Fees are determined by participant numbers, training location, practical equipment, workplace customisation and the agreed delivery scope.



COURSE 2

Emergency Response Training and Evacuation Readiness

A structured course for employees appointed to an Emergency Response Team. It develops command roles, evacuation discipline, emergency communication, equipment awareness, fire drill performance and post-drill improvement.



COURSE AT A GLANCE


Duration

2 days
9 AM - 5 PM


Level

Foundation with
operational
practice


Delivery

Classroom,
equipment practice
and site fire drill


Certification

Certificate of
Completion

OBJECTIVE

To equip ERT members with the knowledge, skills and confidence to respond to emergency situations in an organised manner using a clear command structure, established procedures and available fire protection systems.

OUTCOMES

- Explain the ERT structure and Person-in-Charge role.
- Perform assigned duties during a fire or emergency.
- Understand the Emergency Response Plan.
- Apply basic HIRARC principles.
- Raise the alarm and communicate effectively.
- Coordinate evacuation, assembly and headcount.
- Identify appropriate fire extinguishing methods.
- Participate effectively in a fire drill and basic building fire safety inspection.

PARTICIPANTS

- ERT members and response squad members
- Fire, floor and area wardens
- Person-in-Charge and emergency coordinators
- Safety and health officers
- Facilities, security and maintenance personnel
- Managers responsible for workplace preparedness

MODULES

1. Introduction to ERT
2. Roles & Responsibilities
3. Emergency Response Plan (ERP)
4. ERT Procedure
5. Introduction to Fire Safety
6. Fire Protection Handling
7. Fire drill Simulation
8. Building Inspection

Request a Detailed Proposal and Quotation

- This course is HRD Corp Claimable.
- Fees are determined by participant numbers, training location, practical equipment, workplace customisation and the agreed delivery scope.



COURSE 3

Fire Safety: Active and Passive Fire Protection Systems

A technical foundation to intermediate course for personnel responsible for building fire safety, facilities and maintenance. The course explains how fires develop, how Malaysian building fire safety requirements are applied, and how active and passive protection systems are inspected, maintained and reviewed.



COURSE AT A GLANCE


Duration

2 days
9 AM - 5 PM


Level

Foundation to
intermediate


Delivery

Classroom,
simulation, drawing
review, exercises,
inspection


Certification

Certificate of
Completion

OBJECTIVE

To provide participants with the knowledge and practical understanding to explain fire prevention strategies, building fire safety requirements and the function, inspection and maintenance of active and passive fire protection systems in line with Malaysian requirements.

OUTCOMES

- Explain fire chemistry, classes and spread.
- Understand the Certificate of Completion and Compliance process.
- Recognise inspection and enforcement personnel.
- Distinguish passive protection from active protection.
- Identify principal fire protection components.
- Read basic fire safety drawings.
- Conduct routine maintenance and inspection checks and identify gaps.

PARTICIPANTS

- Building owners and managers
- Facilities and maintenance managers
- Safety and health officers
- Fire safety managers and ERT members
- Architects, engineers and technical personnel
- Contractors and fire system installers

MODULES

1. Introduction to Fire Safety
2. Certificate of Completion & Compliance (CCC)
3. Building Inspection and BOMBA
4. Material Certification
5. Passive Fire Protection System I
6. Passive Fire Protection System II
7. Active Fire Protection System I
8. Active Fire Protection System II

Request a Detailed Proposal and Quotation

- This course is HRD Corp Claimable.
- Fees are determined by participant numbers, training location, practical equipment, workplace customisation and the agreed delivery scope.



Lead Trainer



Ir. Wan Mohd Nurulhisam

Ir. Wan Mohd Nurulhisam bin Wan Nawang is an experienced fire safety and emergency response professional with more than a decade of service in the Fire and Rescue Department of Malaysia. His responsibilities include fire certification, licensing, fire abatement, Certificate of Completion and Compliance matters, and the review of active and passive fire protection plans. His professional expertise covers the enforcement of the Fire Services Act 1988 (Act 341), fire certificate procedures, emergency response team development, and quality and anti-bribery management systems. He holds a Degree in Mechanical Engineering from Universiti Tun Hussein Onn Malaysia and a Master of Engineering from UiTM Shah Alam. He is currently pursuing a PhD in Mechanical Engineering at Universiti Tenaga Nasional and is a trained lead auditor for quality and anti-bribery management systems. His training areas include Basic Occupational First Aid with CPR and AED, Emergency Response Team Training, active and passive fire protection systems, fire prevention, emergency response planning and other workplace fire safety courses.

Recommended Next Steps

01

Complete the Safety Preparedness Assessments

Identify the most urgent gaps in first aid, ERT coordination and fire protection systems.

02

Select the Appropriate Course

Choose one course or combine several courses based on participant responsibilities and organisational priorities.

03

Confirm the In-House Scope

Define participant profile, dates, venue, workplace customisation, practical activity needs and certificate requirements.

04

Receive a Tailored Commercial Proposal

We will prepare the final proposal after the delivery scope is confirmed.

Request a Detailed Proposal and Quotation

To request a detailed course proposal and quotation, please email registration@skill-lyft.com with your preferred course, estimated number of participants, training location and proposed dates.



**Skill Lyft (M) Sdn. Bhd. is a registered Training Provider with HRD Corp.
All courses approved by HRD Corp.**

For more information / enquiries, please contact:

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