



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Fakulti
Kejuruteraan Elektrik

SESI TAKLIMAT

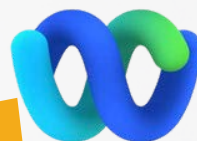
PELAKSANAAN PENGGUNAAN SAFETY PASS



Selasa
28 Januari 2025



10:30 - 11:30 AM



WEBEX

Nilai Mata CPD
disediakan



fke.utm.my



Emcee
**NURNINASAKINA BINTI MD
HALIM**
PENOLONG JURUTERA
Fakulti Kejuruteraan Elektrik



Penceramah
DR MOHD FADLI BIN RAHMAT
PENSYARAH UNIVERSITI
Fakulti Kejuruteraan Elektrik

OBJECTIVES:

- **To meet AKKP audit requirements by conducting safety briefings for all users.**
- **To provide basic workplace and laboratory safety exposure to users.**
- **To reduce the risk of accidents for users in FKE workspaces and laboratories.**
- **To establish a systematic database to record registered users for monitoring.**

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PELAKSANAAN PENGGUNAAN SAFETY PASS

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Universiti Teknologi Malaysia
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SAFETY PASS PROGRAM CALENDAR



SESI TAKLIMAT PELAKSANAAN PENGGUNAAN SAFETY PASS

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- This program is **COMPULSORY** for all new undergraduate and postgraduate students starting from admission 2024/2025 onwards
- held 2 times a year
- in November and May (once per semester)

SAFETY PASS PROGRAM 2024/2025

Intake session	2024/2025-1	2024/2025-2
Safety Pass Course date	12 November 2024	20 May 2025

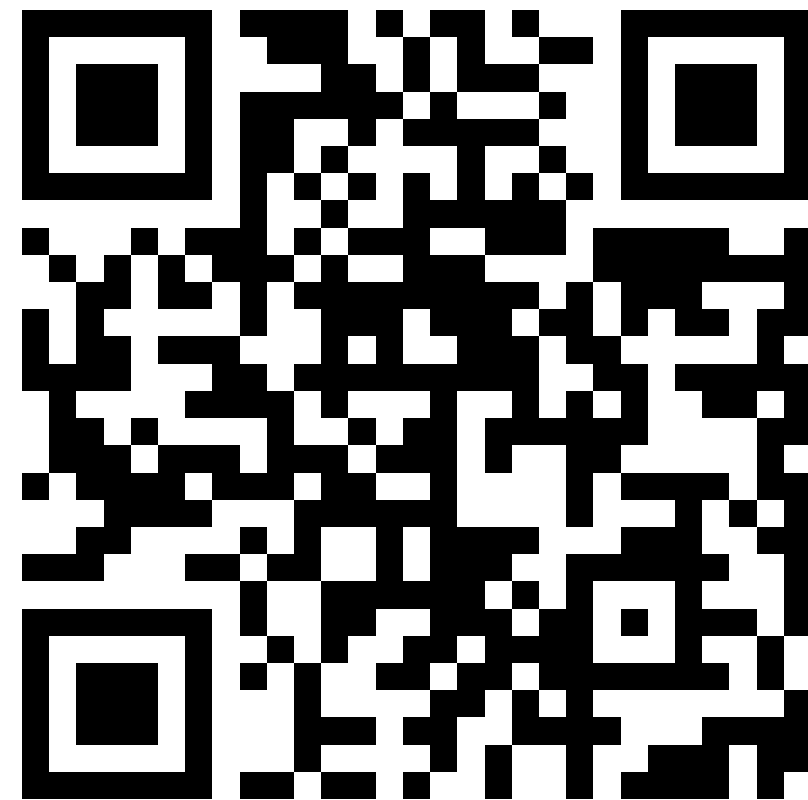
Safety Pass Website

SESI TAKLIMAT
PELAKSANAAN PENGGUNAAN
SAFETY PASS

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<https://fke.utm.my/oshe-4/safety-pass/>

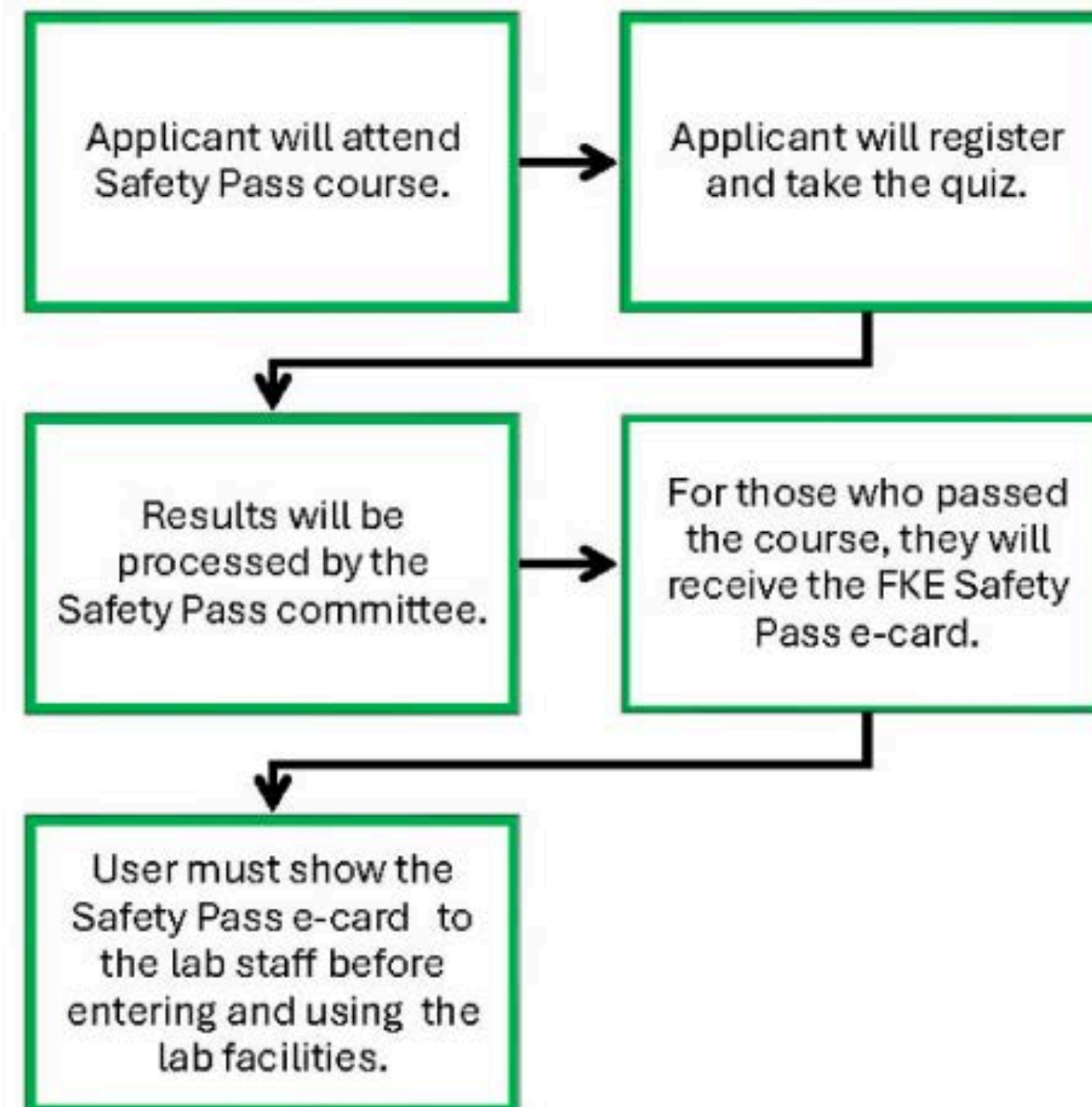


STEPS TO OBTAIN FKE SAFETY PASS

SESI TAKLIMAT **PELAKSANAAN PENGGUNAAN** **SAFETY PASS**

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RETRIEVE YOUR SAFETY PASS E-CARD

After verification check by the secretariat, the E-Cert & E-Card can be downloaded by participants within 2 weeks after attending the Safety Pass Course through the website.

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S A F E T Y P A S S V E R I F I C A T I O N

 **Click this**

EXAMPLE



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Faculty of
Electrical Engineering

SAFETY PASS VERIFICATION
(Please key in your Matric No.)

NAME

PROGRAMME

STUDY LEVEL

SUPERVISOR / ACADEMIC ADVISOR

ATTENDANCE TO SAFETY PASS COURSE

ATTENDANCE E-CERT (Click to download)

SAFETY PASS ID NUMBER

EXPIRY

SAFETY PASS E-CARD (Click to download)

Matric No.
Enter a value

-

null

null

null

null

null

null

null

null

Contact Us

UG: +607-555 7029
/+607-5557007
PG: +607-555 7031
/+607-5557032

safetypass@fke.utm.my

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Johor, Malaysia.

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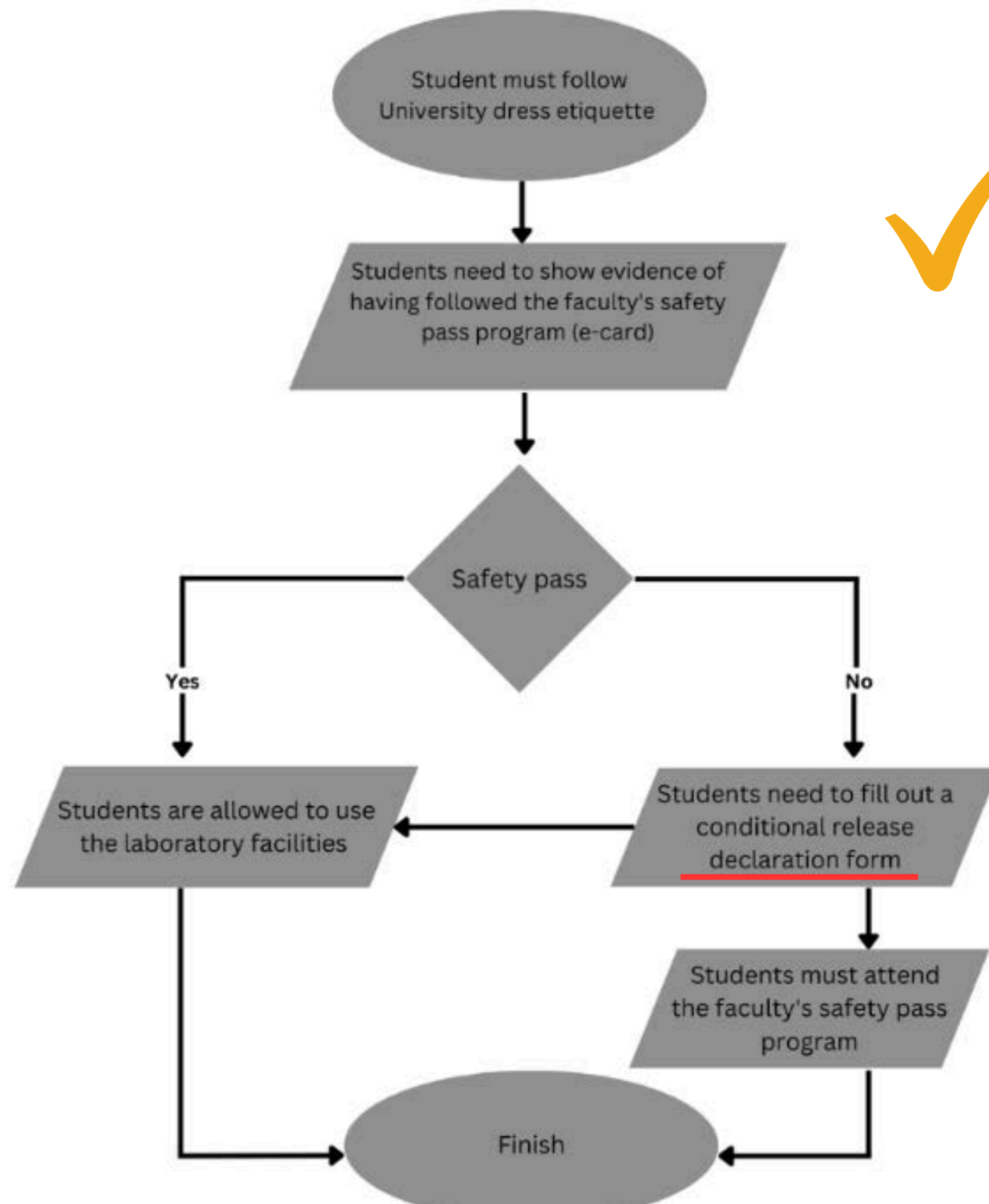
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- FKE Safety Pass Card is a **mandatory for all users** before entering and using any facilities in the FKE laboratories.
- However, **additional training/certification** is still applicable for entering and using any facilities in some **special laboratories**

LABORATORY USAGE PROCEDURES

Effective date: 1 February 2025



NOTE

Users need to present a Safety Pass ID (E-card / E-cert) before entering the lab
[REVIEW BY LAB COORDINATOR / ASSISTANT ENGINEER]

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Fakulti Kejuruteraan Elektrik
Universiti Teknologi Malaysia
28 Januari 2025

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To download the form:

<https://fke.utm.my/oshe-4/safety-pass/>

LABORATORY USAGE FORM

Click this

LABORATORY USAGE FORM

	FAKULTI KEJURUTERAAN ELEKTRIK UNIVERSITI TEKNOLOGI MALAYSIA	Borang -- Tarikh: 10/01/2025
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BORANG PENGGUNAAN MAKMAL / LABORATORY USAGE FORM
(Diisi oleh Pelajar Dalam 2 Salinan/ To be filled by student in 2 copies)

SYARAT-SYARAT TEMPAHAN

1. Penggunaan makmal adalah pada waktu bekerja iaitu Isnin hingga Jumaat (8.00 pagi - 5.00 petang).
The use of the laboratory is during working hours: Monday to Friday (8.00 am - 5.00)

2. Pemohon adalah BERTANGGUNGJAWAB sepenuhnya ke atas ruangan makmal, peralatan/aset yang terdapat di dalam makmal dari segi keselamatan dan kebersihan.
The applicant is FULLY RESPONSIBLE for the laboratory room, equipment/assets available in the laboratory from in terms of safety and hygiene.

3. Borang permohonan hendaklah diserahkan dalam tempoh 3 hari sebelum penggunaan makmal.
Application form must be submitted within 3 days prior to the use of the laboratory.

4. Pemohon WAJIB memastikan Rekod Penggunaan Peralatan diisi setiap kali penggunaan.
The applicant MUST ensure that the Equipment Usage Record is filled in every time of use.

5. Pemohon WAJIB mematuhi semua peraturan makmal serta prosedur operasi keselamatan.
The applicant MUST comply with all laboratory regulations as well as safety operating procedures.

BUTIRAN PEMOHON / APPLICATION DETAIL			
NAMA & NO MATRIC / NAME & MATRIC NO			
KOD PROGRAM / PROGRAM CODE			
FKE SAFETY PASS ID**			
NO. TEL / PHONE NO			
TUJUAN / PURPOSE			
MAKMAL/ LABORATORY			
TARIKH MOHON/ APPLICATION DATE			
TARIKH & MASA PENGGUNAAN MAKMAL / DATE & TIME OF LAB USAGE:	Dari From		Hingga To

**Kebenaran bersyarat bagi pengguna tanpa FKE Safety Pass/ Conditional approval for Non-holder FKE Safety Pass

BUTIRAN PENGGUNAAN / USAGE DETAILS		
No.	NAMA PERALATAN / RADAS / BAHAN KIMIA NAME OF EQUIPMENT / APPARATUS / CHEMICAL	KUANTITI QUANTITY

* Gunakan lampiran tambahan jika tidak mencukupi. Use additional attachments if not enough.

BUTIRAN PERALATAN PERLINDUNGAN DIRI/ PPE DETAILS	
No.	NAMA PERALATAN PERLINDUNGAN DIRI NAME OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

* Gunakan lampiran tambahan jika tidak mencukupi. Use additional attachments if not enough.

PENGAKUAN PEMOHON / APPLICANT'S DECLARATION	
Dengan ini saya berjanji akan bertanggungjawab sepenuhnya menjaga amanah dan hanya menggunakannya bagi tujuan yang dibenarkan sahaja. Saya juga berjanji untuk bertanggungjawab di atas keselamatan makmal, peralatan makmal dan diri sendiri sepanjang saya menjalankan projek/ ujikaji tersebut. <i>I hereby promise to take full responsibility for safeguarding the trust and only use it for permitted purposes. I also promised to be responsible for the safety of the laboratory, laboratory equipment and myself throughout the project/ experiment.</i>	
Tandatangan Pemohon Signature of Applicant	Tarikh Date

PERSETUJUAN PENYELIA / KETUA PROJEK SUPERVISOR / PROJECT LEADER AGREEMENT	
Saya bersetuju untuk menanggung tanggujawab ini bersama pelajar semasa di bawah seliaan saya. <i>I agree to share responsibility with my students under my supervision.</i>	
Tandatangan & Cop Penyelia Signature & Stamp of Supervisor	Tarikh Date

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Fakulti Kejuruteraan Elektrik
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28 Januari 2025

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UNTUK KEGUNAAN PEJABAT PENGURUSAN FASILITI For Facility Management Office Use

**SAFETY PASS	Ada Present		Tiada Absent	
	Catatan / Remark:			
Tarikh diluluskan Date of Approval	Dari From		Hingga To	
Pengesahan Kelulusan Confirmation of Approval *Pengurus Fasiliti/ Eksekutif Keselamatan & Kesihatan / Penyelaras Akademik Makmal	Tandatangan & Cop Rasmi Signature & Official Stamp			

Catatan/ Note:

- Jika berlaku kecemasan sila hubungi / In case of emergency please contact:

TALIAN KECEMASAN DI DALAM UTM:

Unit Keselamatan: 07-55 30014 / 07-55 30002
Pusat Kesihatan UTM: 07- 55 30999
Unit Persekitaran, Keselamatan & Kesihatan Pekerja (OSHE): 07- 55 31886

TALIAN KECEMASAN UMUM:

POLIS/ AMBULAN/ BOMBA/ JPAM: 999
PUSAT RACUN NEGARA: 1-800-88-8099/ 012-4309499

TALIAN KECEMASAN SEKITAR UTM:

POLIS (TMN. UNIVERSITI): 07- 520 3129
BOMBA (TMN. UNIVERSITI) : 07-520 4144
PUSAT KESIHATAN (TMN. UNIVERSITI): 07-521 6800
BALAI POLIS SKUDAI: 07- 556 1222

JIKA ANDA MENGHADAPI KESULITAN SILA HUBUNGI:

If you have any problems, please contact:

PENGURUS FASILITI FKE FACILITY MANAGER Ts. Mohd Nazmi bin Ismail +60 12-767 4248	EKSEKUTIF KESELAMATAN & KESIHATAN FKE SAFETY & HEALTH EXECUTIVE Dr. Mohd Fadli bin Rahmat +60 12-705 8390
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STUDENT / APPLICANT

- Fill out the laboratory use form completely before entering the laboratory.

SUPERVISOR / PROJECT LEADER

- Support/Verification of Supervised Students

FACILITIES MANAGER/ SAFETY & HEALTH EXECUTIVE / LABORATORY ACADEMIC COORDINATOR**

- Confirmation of approval for laboratory use authorization

**** Applicants are still required to attend the Safety Pass program in the next phase.**

TECHNICAL STAFF (ASSISTANT ENGINEER / ASSISTANT SCIENCE OFFICER)

- Receive the form and keep the record in the laboratory usage file

Terima Kasih

Sesi Soal Jawab