

HEXATECH	OPERATIONS CONTROL SERVICES	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Health, Safety & Environment Awareness Monitoring Chart	Revision No.: 0		Document Ref.: OCS-REC-HSEAMC

DEPARTMENT: Operations Control Services - Managing Director (MD) Profolio **STATUS DATE: 01 Mar 2017**

No.	Awareness Method Used	Reason for Methodology Used	Targeted Personnel	2017 Activities	Action By	Target Completion Date	Actual Activities Conducted	Actual Completion Date
1	Annual Health, Safety & Environment Site Audits	(a) To gauge the Company management, staff and workers' attitudes, values and beliefs with respect to work health, safety and environment. (b) To identify the level of internal communication between workers and management on health, safety and environment issues that can contribute to a positive and safe preventative health, safety and environment culture.	Management, Staff and Workers	MD to assign Design Executive (DE) to conduct one Health, Safety & Environment site audit for year 2017.	MD /DE	31 Dec 2017		
2	Posters on Health, Safety & Environment Awareness	To provide step by step guidance to help staff and workers to minimize possible workplace risks as well as offering essential first aid and good practices of health, safety and environment awareness information.	Management, Staff and Workers	MD to assign Design Executive (DE) to conduct a review on the poster requirements for Simosynergy and propose to FM to procure them subject to top management approval.	MD /DE	31 Dec 2017		
3	Electrical Safety Management System Audit Checklist	To provide employees with a workplace that is free from recognized electrical hazards that could cause death or serious physical harm as per Suruhanjaya Tenaga requirement.	Suruhanjaya Tenaga Malaysia	MD to assign Design Executive (DE) to conduct annual management audit on electrical safety as per Suruhanjaya Tenaga requirement.	MD /DE	31 Dec 2017		
4	Training on Health, Safety & Environment Awareness	To train employees on issues of health, safety and environment impact related to their work especially handling of factory equipment for production process.	All Production Personnel	MD to assign HRM to plan out the training requirement to create health, safety and environment awareness for at least one training session for year 2017.	MD / HRM	31 Dec 2017		

Remarks:	Prepared by:	Approved by:	Recorded by:
	Signature: Name: Appointment: IM Date:	Signature: Name: Appointment: MD Date:	Signature: Name: Appointment: QSAE Date: