Purpose:	To define the responsibilities and authority of the Finance & Credit Manager for effective implementation and maintenance of the Occupational Health & Safety Management System.
Scope:	Covers the corporate, project, site, service, maintenance and overseas activities assigned to the Finance & Credit Manager within the provision of supply, installation, maintenance and servicing of mechanical and electrical systems.
ISO Reference:	MS ISO 45001:2018 Clauses 5.3, 7.2

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 5.3.

Abbreviation & Definition	
CFO	Chief Financial Officer
FCM	Finance & Credit Manager
HIRARC	Hazard Identification, Risk Assessment And Risk Control
M&E	Mechanical & Electrical
OH&S	Occupational Health & Safety
OHSMS	Occupational Health & Safety Management System
PPE	Personal Protective Equipment
PTW	Permit To Work

Job Description

Designation : **Finance & Credit Manager (FCM)**
Reports To : **Chief Financial Officer (CFO)**
Min. Qualification : **Degree or Diploma in Accounting, Finance, Credit Management or an equivalent discipline**
Min. Working Experience : 5 years or more in finance, treasury, credit control or project accounting

Key Responsibilities:

1. Leadership, Accountability And Role Integration

(a) Accept accountability for the OH&S performance of the functions, personnel, contractors and work activities under the control or influence of the Finance & Credit Manager.
(b) Understand and fulfil the responsibilities and authority assigned through the organization chart, OHSMS procedures, appointment letters and project requirements.
(c) Demonstrate visible commitment to prevention of work-related injury and ill health and support continual improvement of OH&S performance.
(d) Control project cash flow, credit exposure and payment processes so that safety-critical supplies and services are not disrupted.
(e) Coordinate insurance notifications and financial records for incidents, damaged property and third-party claims.
(f) Monitor financial indicators that may create pressure for unsafe acceleration or deferred maintenance.

2. Planning, Hazard Identification And Risk Control

(a) Identify hazards, OH&S risks and opportunities arising from planned work, changes, interfaces, travel, equipment, materials and emergency conditions relevant to the appointment.
(b) Participate in or ensure completion of suitable HIRARC before work starts and whenever significant change, incident or new information occurs.
(c) Apply elimination, substitution, engineering controls, administrative controls and PPE in that order so far as practicable.
(d) Ensure safety-critical constraints, residual risks and required controls are incorporated into plans, programs, budgets, designs, instructions and records.

3. Functional And Operational Responsibilities

(a) Integrate OH&S requirements into the corporate or administrative processes controlled by the appointment.
(b) Maintain accurate, confidential and retrievable records and ensure controlled information is retained for the prescribed period.
(c) Coordinate employee, payroll, insurance, welfare, administrative or financial support needed for legal compliance, emergency response and incident management.
(d) Identify process risks including workload, fatigue, ergonomic, psychosocial, travel and office hazards and implement suitable controls.
(e) Support competency, communication, consultation and worker participation arrangements relevant to the function.
(f) Report exceptions, resource constraints, overdue actions and emerging OH&S risks to the reporting manager.

4. Legal, Contractual And OHSMS Compliance

(a) Comply with applicable Malaysian legislation, authority requirements, client rules, approved project documents and internal OHSMS procedures relevant to the work.
(b) Verify that required appointments, licenses, registrations, permits, inspections and competency evidence remain valid before dependent work is performed.
(c) Use only current approved documented information and prevent unauthorized amendment, substitution or bypass of specified controls.
(d) Cooperate with internal audits, external audits, regulatory inspections and management review and provide complete and truthful evidence.

5. Consultation, Participation And Communication

(a) Consult workers and their representatives on hazards, controls, changes, incidents, corrective actions and decisions that may affect their OH&S.
(b) Encourage reporting of hazards, near misses, incidents and improvement suggestions without fear of retaliation.
(c) Communicate relevant information in language and form understood by employees, subcontractors, visitors and other affected parties.
(d) Coordinate interfaces with management, project teams, QAQC, safety personnel, clients, consultants, subcontractors, suppliers, authorities and emergency services as applicable.

6. Monitoring, Reporting And Documented Information

(a) Monitor assigned activities and performance indicators and report unsafe conditions, deviations, incidents, resource gaps and overdue actions promptly.
(b) Prepare, review, approve or maintain accurate and legible records required by the appointment and ensure traceability to the relevant project, location, system or activity.
(c) Protect confidential, personal, commercial and incident information and release it only to authorized persons.

(d) Analyze recurring issues, trends and lessons learned and recommend preventive or improvement action.

7. <u>Incident, Emergency And Corrective Action</u>

(a) Immediately protect persons, stop unsafe work, raise the alarm and follow the site or office emergency response plan when an emergency or serious danger arises.
(b) Report incidents, near misses, occupational illness, damage and non-conformities within the required time and preserve evidence where safe to do so.
(c) Participate in investigation and root cause analysis and avoid blame-based conclusions or concealment of information.
(d) Implement assigned correction and corrective action by the due date and verify that action is effective and does not introduce new hazards.

8. <u>Competence And Continual Improvement</u>

(a) Maintain the knowledge, skills, professional registrations and authorizations necessary for the appointment and disclose any limitation or expiry promptly.
(b) Attend required induction, training, drills, toolbox engagement and competency assessment and apply the learning at work.
(c) Coach or support personnel under the appointment and verify that delegated work is assigned only to competent and authorized persons.
(d) Propose practical improvements based on audits, incidents, performance data, technological change, worker feedback and project lessons learned.

<u>Authority:</u>

(a) Access records and request information necessary to perform assigned duties.
(b) Return incomplete or unauthorized transactions and require correction.
(c) Escalate legal, financial, welfare, competency or confidentiality concerns.

<u>Required Records And Evidence:</u>

(a) Appointment letter and accepted job description.
(b) Competency, training, license and authorization records applicable to the appointment.
(c) Plans, registers, checklists, reports, minutes, approvals and correspondence prepared or controlled under the appointment.
(d) Hazard, incident, inspection, audit, non-conformity, corrective action and improvement records relevant to assigned responsibilities.

<u>Employee Acknowledgement:</u>

I, the undersigned, hereby declare that I have read and understood the above duties, responsibilities and authority and agree to perform them in accordance with the OHSMS and applicable requirements.

Signature :

Name :

Date :

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026

End