

Purpose:	To define the responsibilities and authority of the Contracts Executive 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 Contracts Executive 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	
CE	Contracts Executive
CM	Contracts 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 : Contracts Executive (CE)
Reports To : Contracts Manager (CM)
Min. Qualification : Diploma or Degree in Quantity Surveying, Engineering, Construction Management or equivalent discipline
Min. Working Experience : 2 years or more in tender, contract, costing or claims administration

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 Contracts Executive.
- (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) Prepare tender comparisons, cost build-ups, contractual correspondence, variations and claims under CM direction.
- (e) Track safety-related commercial provisions and supporting evidence.
- (f) Maintain current registers and escalate inconsistent instructions or omitted allowances.

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.

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- (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) Identify OH&S, statutory, contractual and client requirements during tender review, contract negotiation, budgeting, claims and change control.
- (b) Ensure tender pricing and project budgets make adequate allowance for competent personnel, PPE, temporary works, testing, statutory fees, welfare and risk controls.
- (c) Prevent acceptance of ambiguous, unsafe or non-compliant work obligations and obtain technical and safety review of high-risk scope.
- (d) Communicate contract requirements, exclusions, changes and interfaces to project, purchasing, QAQC and safety personnel.
- (e) Maintain traceable tender, contract, variation, claim and commercial risk records.
- (f) Escalate commercial pressure, program constraints or client instructions that could cause unsafe work or weaken required controls.

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.

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7. Incident, Emergency And Corrective Action

- 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.
- Report incidents, near misses, occupational illness, damage and non-conformities within the required time and preserve evidence where safe to do so.
- Participate in investigation and root cause analysis and avoid blame-based conclusions or concealment of information.
- Implement assigned correction and corrective action by the due date and verify that action is effective and does not introduce new hazards.

8. Competence And Continual Improvement

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

Authority:

- Return incomplete tender or contract inputs and require clarification of unsafe or ambiguous obligations.
- Recommend commercial qualifications, contingency and rejection of unacceptable risk.
- Escalate instructions or terms that conflict with legal or OHSMS requirements.

Required Records And Evidence:

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

Employee Acknowledgement:

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
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