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|  | HUMAN RESOURCES ADMINISTRATION                                                                          | Revision No.:<br>0 | Document<br>Effective Date:<br>01 Sept 2026 | Page 1 of 2                        |
|                                                                                  | <b>Job Description for Safety &amp; Health<br/>Committee Member –<br/>Employee Representative (EER)</b> |                    |                                             | Document Ref:<br>HRA-S-REC-SHCMLRO |

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|----------------|------------------------------------------------------------------------------------------------------------------------------|
| Purpose:       | To represent workers in the SHC and ensure their knowledge, concerns and recommendations are considered without retaliation. |
| Scope:         | Covers consultation with workers and representation of employee OH&S interests across assigned workplaces or projects.       |
| ISO Reference: | MS ISO 45001:2018 Clauses 5.3 and 5.4                                                                                        |

| 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 Clauses 5.3 and 5.4 |
|                  |               |             |                                                                           |

| Abbreviation & Definition |                                |
|---------------------------|--------------------------------|
| EER                       | Employee Representatives       |
| OH&S                      | Occupational Health And Safety |
| SHC                       | Safety & Health Committee      |
| SHM                       | Safety & Health Manager        |

| Job Description                                                                                                |                                                                                                                          |
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| <b>Designation</b>                                                                                             | : Safety & Health Committee Member – Employee Representative                                                             |
| <b>Reports To</b>                                                                                              | : Safety & Health Manager (SHM)                                                                                          |
| <b>Min. Qualification</b>                                                                                      | : Employee familiar with the represented work activities and able to communicate effectively with workers and management |
| <b>Min. Working Experience:</b>                                                                                | 1 year or more in the relevant workplace or operations                                                                   |
| <b>Key Responsibilities:</b>                                                                                   |                                                                                                                          |
| <b>1. Worker Representation:</b>                                                                               |                                                                                                                          |
| (a) Consult workers before meetings and present their views, concerns, experience and suggestions accurately.  |                                                                                                                          |
| (b) Represent non-managerial workers fairly without discrimination.                                            |                                                                                                                          |
| <b>2. Hazard Reporting:</b>                                                                                    |                                                                                                                          |
| (a) Raise observed hazards, unsafe conditions, health concerns and emerging risks promptly.                    |                                                                                                                          |
| (b) Support immediate escalation where serious or imminent danger exists.                                      |                                                                                                                          |
| <b>3. Participation:</b>                                                                                       |                                                                                                                          |
| (a) Participate in inspections, HIRARC reviews, incident investigations and control evaluations when assigned. |                                                                                                                          |
| (b) Contribute practical knowledge of how work is actually performed.                                          |                                                                                                                          |
| <b>4. Feedback:</b>                                                                                            |                                                                                                                          |
| (a) Communicate SHC decisions and progress to represented workers using suitable channels.                     |                                                                                                                          |
| (b) Seek feedback on whether implemented controls are practical and effective.                                 |                                                                                                                          |

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|  | HUMAN RESOURCES ADMINISTRATION                                                                          | Revision No.:<br>0 | Document<br>Effective Date:<br>01 Sept 2026 | Page 2 of 2                        |
|                                                                                  | <b>Job Description for Safety &amp; Health<br/>Committee Member –<br/>Employee Representative (EER)</b> |                    |                                             | Document Ref:<br>HRA-S-REC-SHCMLRO |

| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p><b>5. Confidentiality and Conduct:</b></p> <ul style="list-style-type: none"> <li>(a) Protect personal or confidential information and participate constructively.</li> <li>(b) Declare conflicts and avoid knowingly presenting false or misleading information.</li> </ul> <p><b>6. Action Follow-up:</b></p> <ul style="list-style-type: none"> <li>(a) Complete assigned actions and provide evidence to SC.</li> <li>(b) Inform SC where barriers prevent participation or action completion.</li> </ul> <p><b>Authority:</b><br/>Raise OH&amp;S concerns, request that matters be recorded in SHC minutes and recommend corrective or preventive action without retaliation.</p> <p>I, undersigned, hereby declare that I have read and understood the above duties, responsibilities and authority.</p> <p>Signature :</p> <p>Name :</p> <p>Date :</p> |

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| <b>Verified By:</b><br>Name: Eng Choon Leong<br>Appointment: Executive Director<br>Date: 01 Sept 2026 | <b>Approved By:</b><br>Name: Amos Haw Chee Seng<br>Appointment: Managing Director<br>Date: 01 Sept 2026 |
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