

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 2
	Job Description for Safety & Health Committee Member – HIRARC / Risks & Opportunities Management Officer (R&OMO)			Document Ref: HRA-S-REC-SHCMHR&OMO

Purpose:	To coordinate hazard identification, risk assessment and risk control and the determination of OH&S risks and opportunities for SHC review.
Scope:	Covers routine and non-routine activities, workplaces, projects, workers, contractors, changes, incidents and reasonably foreseeable emergency situations.
ISO Reference:	MS ISO 45001:2018 Clauses 6.1.1 and 6.1.2

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 Clauses 6.1.1 and 6.1.2

Abbreviation & Definition	
HIRARC	Hazard Identification, Risk Assessment and Risk Control
OH&S	Occupational Health And Safety
R&OMO	Risks & Opportunities Management Officer
SHM	Safety & Health Manager

Job Description	
Designation	: Safety & Health Committee Member – HIRARC / Risks & Opportunities Management Officer (R&OMO)
Reports To	: Safety & Health Manager (SHM)
Min. Qualification	: Certificate / Diploma / Degree in occupational safety and health, engineering or a related discipline with HIRARC training
Min. Working Experience	: 2-3 years
Key Responsibilities:	
1. HIRARC Coordination:	
(a) Establish and coordinate a consistent HIRARC process with participation from workers and relevant competent personnel.	
(b) Ensure assessments reflect actual tasks, human factors, past incidents and foreseeable abnormal or emergency conditions.	
2. Risk Evaluation:	
(a) Facilitate evaluation of OH&S risks using approved criteria and prioritise significant risks.	
(b) Identify opportunities to eliminate hazards and improve OH&S performance.	
3. Control Planning:	
(a) Apply the hierarchy of controls and record selected controls, owners and completion dates.	
(b) Verify that controls do not create new hazards or transfer unacceptable risk.	
4. Management of Change:	
(a) Require HIRARC review before significant changes to equipment, materials, work methods, organization, premises or legal requirements.	
(b) Coordinate post-change effectiveness review.	

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Job Description
5. Register and Records: (a) Maintain current HIRARC and risks and opportunities records with revision and approval status. (b) Present significant, emerging and overdue matters to the SHC. 6. Monitoring and Review: (a) Review assessments after incidents, changes, complaints, audit findings or evidence that controls are ineffective. (b) Track control implementation and recommend improvement. Authority: Facilitate risk assessments, require reassessment where information is incomplete or conditions change and recommend suspension or escalation of work involving unacceptable risk. I, undersigned, hereby declare that I have read and understood the above duties, responsibilities and authority. 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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