

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 2
	Job Description for Safety Coordinator (SC) – Committee Secretary			Document Ref: HRA-S-REC-SHCMSC

Purpose:	To administer the SHC and coordinate accurate communication, records and follow-up of consultation and participation matters.
Scope:	Covers SHC meeting administration, worker consultation channels, action tracking and controlled committee records for all Company workplaces and projects.
ISO Reference:	MS ISO 45001:2018 Clauses 5.3, 5.4 and 7.5

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, 5.4 and 7.5

Abbreviation & Definition	
OH&S	Occupational Health And Safety
SC	Safety Coordinator
SHC	Safety & Health Committee
SHM	Safety & Health Manager

Job Description	
Designation	: Safety Coordinator – Committee Secretary
Reports To	: Safety & Health Manager (SHM)
Min. Qualification	: Certificate / Diploma / Degree in occupational safety and health or a related discipline
Min. Working Experience	: 2-3 years
Key Responsibilities:	
1. Meeting Administration:	
(a) Prepare the annual meeting schedule, notices, agendas, attendance records and supporting papers in consultation with SHM.	
(b) Record complete and accurate minutes including decisions, responsibilities and target dates.	
2. Action Tracking:	
(a) Maintain the SHC action register and obtain progress updates from assigned persons.	
(b) Alert SHM to overdue, ineffective or unresolved actions.	
3. Worker Communication:	
(a) Receive concerns, suggestions and requests from workers and worker representatives.	
(b) Communicate meeting decisions and action outcomes through suitable workplace channels.	
4. Committee Coordination:	
(a) Coordinate inputs from ERR, EER and appointed functional officers before meetings.	
(b) Arrange attendance of subject-matter personnel where technical advice is required.	

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5. Records Control: (a) Maintain approved minutes, attendance, reports, inspection findings and action evidence as controlled documented information. (b) Protect confidentiality where personal or sensitive information is involved. 6. Monitoring and Reporting: (a) Compile participation and action-closure information for SHC and management review. (b) Support audits and evaluations relating to consultation and participation. Authority: Issue meeting notices on behalf of the Chairman, request action updates and return incomplete committee submissions for correction. 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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