

	HUMAN RESOURCES DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Competence, Training & Awareness Procedure			Document Ref: HRA-S-PRO-02

Purpose:	To ensure persons performing work under Company control are competent and aware of relevant OHSMS requirements and consequences.
Scope:	This procedure applies to employees, project personnel, temporary workers and other persons whose work may affect OHS performance.
Duties & Responsibilities	(1) <u>Executive Director (ED)</u> : Provides training resources and reviews overall effectiveness. (2) <u>Human Resources Manager (HRM)</u> : Administers competency, training plans and records. (3) <u>Head of Department (HOD)</u> : Identifies job competency and training needs. (4) <u>Safety and Health Officer (SHO)</u> : Determines OHS training and awareness requirements. (5) <u>Project Manager (PM)</u> : Ensures project personnel receive required competency and site training. (6) <u>Employee</u> : Participates in training and applies acquired competence.
ISO Reference:	MS ISO 45001:2018 Clause 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 7.2

Abbreviation & Definition	
ED	Executive Director
HOD	Head of Department
HRM	Head of Human Resources and Administration
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>Competency Requirements</u> 1.1 Determination The HOD and SHO shall determine competence required for each role and activity based on job duties, risks, legal requirements and client requirements. 1.2 Evidence Required education, experience, licences, certificates, skills and supervised practice shall be documented.	HRM / HOD / SHO / PM	Job descriptions; Competency matrix

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Step	Activity	PIC	Reference
	1.3 Higher-Risk Work Regulated or high-risk work shall be assigned only to authorised or competent persons. 1.4 Contract Personnel Equivalent competency requirements shall be applied to relevant contractors and temporary personnel.		
2	<u>Competency Assessment</u> 2.1 Initial Assessment Competence shall be assessed during recruitment, appointment, transfer or work assignment. 2.2 Methods Assessment may include document verification, interview, test, observation, practical demonstration or supervisor evaluation. 2.3 Gap Identification Differences between required and demonstrated competence shall be recorded with required development action. 2.4 Restriction Persons not yet competent shall work only under suitable supervision or shall not perform the activity.	HRM / HOD / SHO / PM	Competency assessment; Certificate register
3	<u>Training Needs and Annual Plan</u> 3.1 Needs Analysis Training needs shall consider competency gaps, OHS risks, objectives, incidents, changes, legal updates, audits and employee development. 3.2 Annual Plan The HRM shall coordinate an annual training plan stating programme, participants, timing, provider and budget. 3.3 Approval The ED shall approve the plan and significant unplanned training resources. 3.4 Update The plan shall be revised when new projects, hazards, technology or competency needs arise.	ED / HRM / HOD / SHO / PM	Training needs analysis; Annual training plan

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Step	Activity	PIC	Reference
4	<u>Training Delivery</u> 4.1 Provider Training shall be delivered by a competent internal or external trainer. 4.2 Content The programme shall use suitable language, practical examples and controls relevant to participant work. 4.3 Attendance Participant, date, duration, trainer and programme details shall be recorded. 4.4 Statutory Training Required certification, refresher and renewal training shall be completed before expiry or work assignment.	HRM / HOD / SHO / PM / Employee	Training attendance; Course materials
5	<u>OHSMS Awareness</u> 5.1 Awareness Content Persons shall understand the OHS policy, relevant objectives, hazards, controls, emergency duties and incident reporting. 5.2 Contribution Workers shall understand how their work contributes to OHSMS effectiveness and improvement. 5.3 Consequences Awareness shall include the consequences of departure from procedures, unsafe acts and failure to report hazards. 5.4 Consultation Workers shall be informed of their rights and opportunities for consultation, participation and stop-work action.	SHO / HOD / PM / Employee	Induction; Toolbox and awareness records
6	<u>Evaluation of Effectiveness</u> 6.1 Evaluation Effectiveness shall be assessed through tests, practical demonstration, observation, performance, incident trends or supervisor feedback. 6.2 Unsatisfactory Result Additional coaching, retraining, reassessment or work restriction shall be applied where competence is not demonstrated.	HRM / HOD / SHO / PM / Employee	Training evaluation; Competency reassessment

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Step	Activity	PIC	Reference
	6.3 Application The HOD and PM shall confirm that acquired knowledge and skill are applied at work. 6.4 Review Training methods and providers shall be reviewed when outcomes are ineffective.		
7	<u>Records and Review</u> 7.1 Records Competency evidence, training needs, plans, attendance, certificates, evaluation and renewal dates shall be retained. 7.2 Monitoring The HRM shall maintain the competency and training matrix and alert relevant HODs before certification expiry. 7.3 Management Review Training progress, gaps, effectiveness and resource needs shall be reported for management review. 7.4 Improvement Audit results, feedback and performance data shall be used to improve competency arrangements.	ED / HRM / HOD / SHO	Competency matrix; OHSMS-09U; OHSMS-10W

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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