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	On The Job Training Procedure			Document Ref: HRA-S-PRO-03

Purpose:	To provide structured workplace training that develops and verifies the practical competence required for assigned work.
Scope:	This procedure applies to employees requiring practical instruction for new, changed, transferred or competency-development work.
Duties & Responsibilities	(1) <u>Human Resources Manager (HRM)</u> : Administers OJT requirements and records. (2) <u>Head of Department (HOD)</u> : Approves OJT plans and confirms competency needs. (3) <u>Safety and Health Officer (SHO)</u> : Reviews OHS controls for safety-critical training. (4) <u>Supervisor</u> : Plans and controls workplace training activities. (5) <u>OJT Trainer</u> : Provides instruction, demonstration, supervision and assessment. (6) <u>Trainee</u> : Participates, follows instructions and demonstrates 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	
HOD	Head of Department
HRM	Head of Human Resources and Administration
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
OJT	On the Job Training
PIC	Person in Charge
SHO	Safety and Health Officer

Step	Activity	PIC	Reference
1	<u>OJT Need</u> 1.1 Identification OJT may be required for new employees, transfers, promotions, new equipment, changed methods, performance gaps or post-training practice. 1.2 Competency Requirement The HOD and Supervisor shall define the task standard, knowledge, skill and safe behaviour to be demonstrated.	HRM / HOD / SHO / Supervisor	Competency assessment; Job description

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Step	Activity	PIC	Reference
	1.3 Suitability OJT shall not replace mandatory external certification or authorisation. 1.4 Risk Review Safety-critical training shall be reviewed with the SHO before practical work begins.		
2	<u>Training Plan</u> 2.1 Content The plan shall state the task, learning outcomes, trainer, trainee, duration, location, method and assessment criteria. 2.2 Controls Required JSA, work instruction, PPE, isolation, permit, supervision and emergency arrangements shall be identified. 2.3 Stages Training shall progress from explanation and demonstration to supervised practice and final assessment. 2.4 Approval The HOD shall approve the plan before practical training starts.	HOD / SHO / Supervisor / OJT Trainer	OJT plan; JSA; Work instruction
3	<u>Trainer Selection</u> 3.1 Competence The OJT Trainer shall have suitable task competence, experience and ability to communicate and assess. 3.2 Authority The HOD shall appoint or approve the trainer and define the training scope. 3.3 Preparation The trainer shall review the plan, workplace, equipment, controls and trainee needs before delivery.	HOD / Supervisor / OJT Trainer	Trainer appointment; Competency evidence
4	<u>Trainee Briefing</u> 4.1 Expectations The OJT Trainer shall explain the task outcome, work standard, hazards, controls and assessment method. 4.2 Stop-work The Trainee shall be instructed to stop and seek assistance when uncertain or when conditions become unsafe.	SHO / Supervisor / OJT Trainer / Trainee	Briefing acknowledgement

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	4.3 Limitations The Trainee shall not work independently until authorised as competent.		
5	<u>Training Delivery</u> 5.1 Explanation The OJT Trainer shall explain the purpose, sequence, critical points and common errors. 5.2 Demonstration The trainer shall demonstrate the approved method and required OHS controls. 5.3 Supervised Practice The Trainee shall practise under direct supervision with immediate coaching and correction. 5.4 Progress Record Tasks completed, observations and additional practice required shall be recorded.	Supervisor / OJT Trainer / Trainee	OJT progress record
6	<u>Assessment and Authorisation</u> 6.1 Assessment The Trainee shall demonstrate the complete task against defined technical and OHS criteria. 6.2 Result The OJT Trainer shall record the result as competent, further practice required or not yet competent. 6.3 Verification The Supervisor shall review evidence and confirm any permitted level of independent work. 6.4 Further Action Unsuccessful assessment shall result in additional coaching, practice or alternative development before reassessment.	HOD / Supervisor / OJT Trainer / Trainee	OJT assessment; Authorisation record
7	<u>Records and Effectiveness</u> 7.1 Records The approved plan, attendance, progress, assessment, trainer and authorisation shall be retained in the training record.	HRM / HOD / SHO / Supervisor	Training matrix; Performance review; OHSMS-10W

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Step	Activity	PIC	Reference
	7.2 Matrix Update The HRM shall update the competency and training matrix after receiving completed evidence. 7.3 Workplace Review The HOD and Supervisor shall confirm that competence is sustained through work observation and performance. 7.4 Improvement Feedback, incidents, quality issues and assessment results shall be used to improve future OJT.		

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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