

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Safety & Health Committee Procedure			Document Ref: HRA-S-PRO-04

Purpose:	To define the Safety & Health Committee structure and assign its OHSMS roles, responsibilities and authorities.
Scope:	This document applies to the Safety & Health Committee, appointed representatives and functional officers at all Company workplaces and projects.
Duties & Responsibilities	(1) <u>Safety & Health Manager (SHM)</u>: Chairs the Committee, directs its priorities and reports significant matters to top management. (2) <u>Safety Coordinator (SC)</u>: Acts as Committee Secretary and coordinates meetings, records and action follow-up. (3) <u>Employer Representatives (ERR)</u>: Represent management and facilitate resources and agreed actions. (4) <u>Employee Representatives (EER)</u>: Represent workers and communicate their concerns, knowledge and recommendations. (5) <u>HIRARC / Risks & Opportunities Management Officer (HR&OMO)</u>: Coordinates HIRARC and OH&S risks and opportunities. (6) <u>Legal Requirements Officer (LRO)</u>: Coordinates applicable requirements and evaluation of compliance. (7) <u>Training & Participation Consultation Officer (TPCO)</u>: Coordinates competence, awareness, consultation and participation. (8) <u>Electrical Safety Management Officer (ESMO)</u>: Advises on electrical hazards, risk controls and electrical safety performance. (9) <u>Emergency Response Team Officer (ERTO)</u>: Coordinates emergency preparedness, drills and response readiness.
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
ERTO	Emergency Response Team Officer
ERR	Employer Representatives
ESMO	Electrical Safety Management Officer
HIRARC	Hazard Identification, Risk Assessment and Risk Control
LRO	Legal Requirements Officer
MD	Managing Director
OH&S	Occupational Health And Safety
OHSMS	Occupational Health And Safety Management System
PIC	Person in Charge
R&OMO	Risks & Opportunities Management Officer
SC	Safety Coordinator
SHC	Safety & Health Committee
SHM	Safety & Health Manager
TPCO	Training & Participation Consultation Officer

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Safety & Health Committee Procedure			Document Ref: HRA-S-PRO-04

Step	Activity	PIC	Reference																				
1	<u>Safety & Health Committee Organization Chart</u> 1.1 Committee Structure The Committee shall provide a formal link between top management, employer representatives, employee representatives and appointed functional officers. <table border="1"> <tr> <td colspan="4">Safety & Health Manager (SHM) Committee Chairman</td> </tr> <tr> <td colspan="4" style="text-align: center;">↓</td> </tr> <tr> <td colspan="4">Safety Coordinator (SC) Committee Secretary</td> </tr> <tr> <td>Employer Representatives (ERR)</td><td>HIRARC / R&OM Officer (HR&OMO)</td><td>TPC Officer (TPCO)</td><td>ERT Officer (ERTO)</td> </tr> <tr> <td>Employee Representatives (EER)</td><td>Legal Requirements Officer (LRO)</td><td>ESM Officer (ESMO)</td><td></td> </tr> </table>	Safety & Health Manager (SHM) Committee Chairman				↓				Safety Coordinator (SC) Committee Secretary				Employer Representatives (ERR)	HIRARC / R&OM Officer (HR&OMO)	TPC Officer (TPCO)	ERT Officer (ERTO)	Employee Representatives (EER)	Legal Requirements Officer (LRO)	ESM Officer (ESMO)		MD / SHM / SC	OHSMS-05H2; PD-S-PRO-01
Safety & Health Manager (SHM) Committee Chairman																							
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Employer Representatives (ERR)	HIRARC / R&OM Officer (HR&OMO)	TPC Officer (TPCO)	ERT Officer (ERTO)																				
Employee Representatives (EER)	Legal Requirements Officer (LRO)	ESM Officer (ESMO)																					
2	<u>Committee Leadership and Secretariat</u> 2.1 Committee Chairman SHM shall chair SHC meetings, confirm priorities, ensure balanced consideration of employer and employee views and report significant matters to top management. 2.2 Committee Secretary SC shall prepare notices and agendas, record minutes, maintain Committee records and monitor assigned actions. 2.3 Resources and Support MD and SHM shall ensure sufficient time, information, training, competent support and resources for effective Committee functions.	MD / SHM / SC	OHSMS-05F; PD-S-PRO-01																				

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Safety & Health Committee Procedure			Document Ref: HRA-S-PRO-04

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3	<u>Employer and Employee Representatives</u> 3.1 Employer Representatives ERR shall present management and operational matters, facilitate resources within their authority and implement agreed actions. 3.2 Employee Representatives EER shall consult workers, present their concerns and practical knowledge and communicate Committee decisions and progress. 3.3 Balanced Representation Membership shall meet applicable legal requirements and provide suitable representation of the Company's workplaces, projects and work groups.	SHM / ERR / EER	OHSMS-05I; PD-S-PRO-01
4	<u>HIRARC, Risks, Opportunities and Legal Requirements</u> 4.1 HIRARC and Risks & Opportunities HR&OMO shall coordinate hazard identification, risk assessment and risk control and report significant risks, opportunities and overdue controls to the SHC. 4.2 Legal and Other Requirements LRO shall maintain applicable OH&S requirements, monitor changes, support evaluation of compliance and report compliance matters to the SHC. 4.3 Integration and Follow-up HR&OMO and LRO shall coordinate with relevant PICs to integrate requirements into controls, training, emergency arrangements and corrective actions.	HR&OM O / LRO / PIC	OHSMS-06J; OHSMS-06K
5	<u>Training, Electrical Safety and Emergency Response</u> 5.1 Training and Participation Consultation TPCO shall coordinate OH&S competence, awareness, consultation methods and removal of participation barriers. 5.2 Electrical Safety Management ESMO shall advise on electrical hazards, safe systems of work, competency, inspections and electrical incident controls. 5.3 Emergency Preparedness and Response ERTO shall coordinate emergency plans, ERT readiness, emergency equipment checks, drills and post-event reviews.	TPCO / ESMO / ERTO	OHSMS-07; OHSMS-08R

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Safety & Health Committee Procedure			Document Ref: HRA-S-PRO-04

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6	<u>Committee Meetings, Consultation and Actions</u> 6.1 Meetings SHC shall meet at planned intervals and when significant incidents, changes, compliance matters or urgent OH&S risks require review. 6.2 Consultation and Participation Workers and EER shall receive relevant information in time to participate meaningfully in decisions affecting OH&S. 6.3 Actions and Feedback SC shall record decisions, PICs and target dates. Responsible PICs shall provide completion evidence and feedback shall be communicated to affected workers.	SHM / SC / ERR / EER / PIC	OHSMS-05I; PD-S-PRO-01
7	<u>Authority, Protection and Accountability</u> 7.1 Authority Appointed personnel may obtain relevant information, recommend controls and escalate serious, imminent or unresolved OH&S risks within their assigned authority. 7.2 Worker Protection Workers and representatives may report hazards and remove themselves from serious and imminent danger without retaliation. 7.3 Accountability Each PIC remains accountable for assigned duties, action completion and timely reporting of constraints or ineffective controls.	MD / SHM / SHC / PIC	OHSMS-05F; OHSMS-05I
8	<u>Appointment, Competence and Review</u> 8.1 Appointment Committee appointments and assigned functions shall be documented and communicated to relevant workers and interested parties. 8.2 Competence Members and officers shall receive suitable induction, training and information to perform their assigned responsibilities.	MD / SHM / SC / TPCO	OHSMS-05H2; OHSMS-07; PD- S-PRO-01

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Safety & Health Committee Procedure			Document Ref: HRA-S-PRO-04

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	8.3 Review and Records The Committee structure, membership and effectiveness shall be reviewed annually and following relevant organisational, operational or legal changes. Current appointment, meeting and action records shall be retained.	MD / SHM / SC / TPCO	OHSMS-05H2; OHSMS-07; PD-S-PRO-01

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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