

	OPERATIONS CONTROL SERVICES	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Health, Safety & Environment (HSE) Procedure			Document Ref: OCS-S-PRO-01

Purpose:	To establish a systematic process for setting, implementing, monitoring and reviewing Health, Safety and Environment objectives and programmes consistent with the Company policy and strategic direction.
Scope:	This procedure applies to Company, departmental and project HSE objectives, programmes and performance controls at HQ, offices, stores, workshops, project sites and other workplaces under the Company's control or influence.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u> : Approves policy direction, OH&S objectives and adequate resources. (2) <u>Executive Director (ED)</u> : Oversees implementation and removes organisational barriers. (3) <u>ISO Manager (IM)</u> : Coordinates OHSMS planning, documented information, monitoring and review. (4) <u>Safety and Health Officer (SHO)</u> : Provides competent OH&S advice and coordinates implementation and evaluation. (5) <u>Head of Department (HOD)</u> : Implements applicable requirements and objectives within the department. (6) <u>Project Manager (PM)</u> : Implements applicable requirements and objectives at project level. (7) <u>Workers and Worker Representatives</u> : Participate in planning, implementation, reporting and improvement.
ISO Reference:	MS ISO 45001:2018 Clause 6.2

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 6.2

Abbreviation & Definition	
ED	Executive Director
HOD	Head of Department
HSE	Health, Safety and Environment
KPI	Key Performance Indicator
MD	Managing Director
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>HSE Planning Inputs</u> 1.1 Planning Basis IM and SHO shall consider significant hazards, OH&S risks and opportunities, environmental aspects where applicable, legal and other requirements, incident	IM / SHO / HOD / PM	OHSMS-04; OHSMS-06J; OHSMS-06K

	OPERATIONS CONTROL SERVICES	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 2 of 4
	Health, Safety & Environment (HSE) Procedure			Document Ref: OCS-S-PRO-01

Step	Activity	PIC	Reference
	trends, monitoring results, worker feedback, audit findings and business priorities. 1.2 Organisational Levels Relevant objectives shall be established at Company, departmental and project levels according to activities, risks and operational needs. 1.3 Worker Consultation Affected workers and worker representatives shall be consulted on objectives, controls, measures and practical implementation arrangements.		
2	<u>Establishment of HSE Objectives</u> 2.1 Alignment Objectives shall be consistent with the HSE and OH&S policies and shall support prevention of injury and ill health, hazard elimination, risk reduction, legal compliance and continual improvement. 2.2 Measurability Each objective shall be measurable where practicable and shall specify a baseline, KPI, target, responsible owner and completion period. 2.3 Approved Priorities Priority shall be given to legal obligations, high and critical risks, high-potential events, failed critical controls and significant worker concerns.	MD / ED / IM / SHO / HOD / PM	OHSMS-05G; OHSMS-06L
3	<u>Planning to Achieve Objectives</u> 3.1 Action Programme Each objective shall define actions, milestones, resources, responsibilities, completion dates and the method for evaluating results. 3.2 Integration Actions shall be integrated into business plans, project programmes, design, procurement, training, maintenance and operational controls. 3.3 Change Risk Potential risks arising from planned actions shall be assessed and controlled before implementation.	IM / SHO / HOD / PM	OHSMS-06J; OHSMS-06L; OHSMS-08

	OPERATIONS CONTROL SERVICES	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 3 of 4
	Health, Safety & Environment (HSE) Procedure			Document Ref: OCS-S-PRO-01

Step	Activity	PIC	Reference
4	<u>Resources and Competence</u> 4.1 Resources MD, ED, HOD and PM shall provide suitable people, time, finance, equipment, technology and specialist support. 4.2 Competence Personnel assigned to HSE programmes shall be competent through education, training, skills or experience. 4.3 Contractor Support Relevant requirements, resources and evidence shall be incorporated into contractor and supplier controls where objectives depend on outsourced parties.	MD / ED / HR / HOD / PM / SHO	OHSMS-07M; PD-S-PRO-07
5	<u>Communication and Implementation</u> 5.1 Communication Approved objectives, targets, responsibilities and relevant progress shall be communicated in a form understood by affected personnel. 5.2 Implementation The responsible HOD or PM shall implement the programme and retain objective evidence of completed actions. 5.3 Stop-work and Escalation Workers may report hazards and stop work exposed to imminent danger in good faith. Material constraints shall be escalated promptly.	IM / SHO / HOD / PM	OHSMS-05I; OHSMS-07N
6	<u>Monitoring and Evaluation</u> 6.1 Progress Monitoring Objective owners shall report KPI results and milestone status at planned intervals, normally monthly for active projects and quarterly for corporate objectives. 6.2 Evaluation Results shall be compared with the baseline, target, timetable, legal criteria and intended HSE benefit. 6.3 Corrective Response Delayed, ineffective or adverse results shall be investigated and the programme, resources or controls revised as necessary.	IM / SHO / HOD / PM	OHSMS-09S; OHSMS-10V

	OPERATIONS CONTROL SERVICES	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 4 of 4
	Health, Safety & Environment (HSE) Procedure			Document Ref: OCS-S-PRO-01

Step	Activity	PIC	Reference
7	<u>Review and Continual Improvement</u> 7.1 Management Review Top Management shall review objective achievement, constraints, resources and opportunities for improvement. 7.2 Changes Objectives and programmes shall be updated when risks, legal requirements, operations, technology, interested-party needs or strategic priorities change. 7.3 Records Approved objectives, plans, monitoring results, decisions and effectiveness evidence shall be retained as documented information.	MD / ED / IM / SHO	OHSMS-09U; OHSMS-10W; OHSMS-07O

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
--	--

End