

	OPERATIONS CONTROL SERVICES	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 3
	Safety Shoe Procedure			Document Ref: OCS-S-PRO-04

Purpose:	To ensure all qualified employees with Grade E3 & Below are to be equipped with appropriate safety footwear to minimize workplace injuries, comply with safety regulations, and enhance overall productivity.
Scope:	Applicable to all qualified employees with Grade E3 & Below who are involved in project or maintenance related activities where safety footwear is required.
Duties & Responsibilities:	(1) <u>Project Director (PD)</u>: Ensure enforcement of the policy and provide necessary footwear to qualified employees with Grade E3 & Below, to approve safety shoe application and to verify the shoe reimbursement receipt. (2) <u>Human Resources Manager (HRM)</u>: To monitor and record the safety shoe entitlement for each qualified employee with Grade E3 & Below in the Company. (3) <u>Finance Manager (FM)</u>: To make payment to the qualified employee with Grade E3 & Below for the shoe reimbursement receipt via monthly staff claim. (4) <u>Safety & Health Officer (SHO) / Site Safety Supervisor (SSS)</u>: To monitor compliance and report any violations. (5) <u>Qualified employee with Grade E3 & Below</u>: To wear safety shoes at all times at designated work areas or project sites.
ISO Reference:	MS ISO 9001:2015 Clause 7.3 & MS ISO 45001:2018 Clause No. 8.1.2

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 8.1.2

Definitions	
FM	Finance Manager
PD	Project Director
MD	Managing Director
HRM	Human Resources Manager
SHO	Safety & Health Officer
SSS	Site Safety Supervisor

Step	Activity	Responsibility	Reference
1	Mandatory Use: Qualified employee with Grade E3 & Below who are required to conduct their project or maintenance work at designated areas or project sites must wear industry standards approved safety shoes.	Grade E3 & Below Employee	
2	Shoe Specifications: Qualified employee with Grade E3 & Below is to ensure that the safety shoes worn by them must meet industry standards and provide protection against common hazards such as impact, puncture, electrical risks, and slips.	Grade E3 & Below Employee	

**Safety Shoe Procedure**

Step	Activity	Responsibility	Reference
3	Safety Shoe Benefit for Qualified Employee With Grade E3 & Below: Our Company shall provide a RM70 reimbursement for Employee with Grade E3 & Below who had been confirmed in their employment and who are involved with project or maintenance related activities on the following conditions: a. Application Amount: (1) The Company will reimburse up to RM70 for the purchase of safety shoes on presentation of the receipt by the qualified Grade E3 & Below Employee. (2) If the cost exceeds RM70, the Grade E3 & Below Employee is responsible to pay for the remaining amount. (3) If the cost is less RM70, the Company will only reimburse the amount written on the receipt. b. Application Process: (1) <u>Application & Purchase Approval</u>: The qualified Grade E3 & Below Employee is to raise the Safety Shoe Application Form for HRM to verify the entitlement and subsequently submit the said form to PD for approval before purchasing the safety shoe. (2) <u>Receipt Submission</u>: The qualified Grade E3 & Below Employee must submit the original receipt for PD's verification on the receipt and subsequently submit the receipt together with the approved application form via the monthly staff claim for reimbursement by FM. (3) <u>Application Payment</u>: FM shall process the staff claim and make reimbursement payment to the Grade E3 & Below employee accordingly. c. Frequency & Replacement: Grade E3 & Below employee is eligible for safety shoe replacement once every 24 months, unless early replacement is required due to wear and tear, as determined by PD.	Grade E3 & Below Employee Grade E3 & Below Employee Grade E3 & Below Employee, HRM, PD/HOD Grade E3 & Below Employee, PD/HOD, FM FM Grade E3 & Below Employee	Safety Shoe Application Form Original receipt, Approved Safety Shoe Application Form Staff Claim

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Step	Activity	Responsibility	Reference
4	Non-Compliance Consequences: (1) Grade E3 & Below employee without proper safety shoes may be denied work site entry. (2) Repeated violations may result in disciplinary action or imposition of safety non-compliance penalty.	Grade E3 & Below Employee	

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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