

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex K - OH&S Legal Requirements And Other Requirements			Document Ref: OHSMS-06K

Purpose:	To identify, access, determine and maintain applicable OH&S legal requirements and other requirements.
Scope:	This document applies to Company functions, workplaces, projects, workers, contractors and M&E activities in Malaysia and overseas.
Duties & Responsibilities	(1) <u>ISO Manager (IM)</u> : Maintains the Legal and Other Requirements Register. (2) <u>Safety and Health Officer (SHO)</u> : Identifies requirements and evaluates their OHS application. (3) <u>Safety Coordinator (SC)</u> : Monitors workplace requirements and reports changes. (4) <u>Site Safety Supervisor (SSS)</u> : Monitors project compliance and statutory controls. (5) <u>Head of Department (HOD)</u> : Implements applicable departmental requirements. (6) <u>Project Manager (PM)</u> : Implements project, contractual and authority requirements. (7) <u>Workers and Worker Representatives</u> : Follow requirements and report compliance concerns.
ISO Reference:	MS ISO 45001:2018 Clause 6.1.3

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 6.1.3

Abbreviation & Definition	
DOSH	Department of Occupational Safety and Health Malaysia
HOD	Head of Department
IM	ISO Manager
M&E	Mechanical and Electrical
OH&S	Occupational Health and Safety
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PM	Project Manager
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor
ST	Suruhanjaya Tenaga

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Step	Activity	PIC	Reference
1	<u>Identification of Requirements</u> 1.1 Legal Requirements The IM and SHO shall identify laws, regulations, orders, codes, licences, permits and authority conditions applicable to Company activities and workplaces. 1.2 Other Requirements Other requirements may arise from contracts, clients, main contractors, insurers, corporate commitments, industry standards and voluntary undertakings. 1.3 Overseas Requirements Overseas projects shall identify host-country requirements and apply the more stringent requirement where contractually or legally required.	IM / SHO / HOD / PM	OHSMS-06K; Legal Register
2	<u>Principal Malaysian Legal Sources</u> 2.1 Occupational Safety and Health The review shall include the Occupational Safety and Health Act 1994, its amendments and applicable regulations including construction work design and management requirements. 2.2 Electrical Safety Applicable Electricity Supply Act 1990 requirements, electricity regulations, ST conditions and competent-person requirements shall be identified. 2.3 Related Requirements Fire safety, local authority, building, environmental, machinery, hazardous chemical, public health and employment requirements shall be considered where they affect OHS.	IM / SHO / HOD / PM	DOSH Portal; ST Portal; Legal Register

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3	<u>Access and Verification</u> 3.1 Authoritative Sources Current requirements shall be obtained from official legislation, regulator portals, licences, permits, contracts and competent professional advice where needed. 3.2 Change Monitoring The IM or SHO shall monitor regulatory updates, authority notices, contract revisions and industry communications. 3.3 Verification Uncertain requirements shall be confirmed with the relevant authority, legal adviser, client or competent person before implementation.	IM / SHO	DOSH Portal; ST Portal; Contract Documents
4	<u>Applicability Evaluation</u> 4.1 Applicability The SHO, HOD and PM shall determine how each requirement applies to activities, hazards, equipment, persons, locations and project stages. 4.2 Compliance Actions Applicable duties shall be translated into controls, competent-person appointments, inspections, training, monitoring, reporting, permits and records. 4.3 Responsibility Each applicable requirement shall be assigned to a responsible HOD or PM with an implementation date and evidence requirement.	SHO / HOD / PM	Legal Register; Compliance Action Plan
5	<u>Legal and Other Requirements Register</u> 5.1 Register Content The register shall record the source, requirement, applicability, responsible function, compliance method, evidence, review date and status. 5.2 Status Control The IM shall maintain current versions and identify new, revised, pending or superseded requirements. 5.3 Supporting Documents Licences, permits, certificates, authority correspondence and other compliance evidence shall be linked to the register.	IM / SHO	OHSMS-06K; Legal Register

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Step	Activity	PIC	Reference
6	<u>Integration and Communication</u> 6.1 OHSMS Integration Applicable requirements shall be considered in hazard assessments, objectives, operational controls, procurement, contractor management, emergency planning and management of change. 6.2 Communication The HOD, PM, SC or SSS shall communicate relevant duties to workers, contractors and other affected parties in a suitable form. 6.3 Worker Consultation Workers and worker representatives shall be consulted where requirements affect work methods, controls, competence or working conditions.	SHO / SC / SSS / HOD / PM / Workers	OHSMS-05I; OHSMS-06J; OHSMS-08
7	<u>Review and Compliance Follow-Up</u> 7.1 Review The register shall be reviewed at planned intervals and when legal, contractual, organisational, operational or location changes occur. 7.2 Compliance Evaluation Compliance shall be evaluated periodically and identified gaps shall be corrected, assigned and monitored to closure. 7.3 Reporting and Records Significant changes and compliance status shall be reported to management and retained as documented information.	IM / SHO / HOD / PM	OHSMS-09S; OHSMS-09U; Legal Register

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 September 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 September 2026
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