

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Support			Document Ref: OHSMS-07

Purpose:	To ensure adequate resources, competent and aware personnel, effective communication and controlled documented information for the OHSMS.
Scope:	This document applies to all Company functions, departments, projects, workers, contractors and subcontractors within the OHSMS scope.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u>: Accountable for providing adequate OHSMS resources. (2) <u>Executive Director (ED)</u>: Oversees support arrangements and resource allocation. (3) <u>ISO Manager (IM)</u>: Controls OHSMS documents, records and communications. (4) <u>Human Resources Manager (HRM)</u>: Coordinates competence, training and personnel records. (5) <u>Safety and Health Officer (SHO)</u>: Determines OHS competence, awareness and communication needs. (6) <u>Safety Coordinator (SC)</u>: Coordinates workplace awareness and supporting records. (7) <u>Site Safety Supervisor (SSS)</u>: Conducts site briefings and verifies worker competence. (8) <u>Head of Department (HOD)</u>: Identifies departmental resources and competence needs. (9) <u>Project Manager (PM)</u>: Provides project resources and ensures effective communication. (10) <u>Workers and Worker Representatives</u>: Maintain competence and follow communicated OHS requirements.
ISO Reference:	MS ISO 45001:2018 Clauses 7.1, 7.2, 7.3, 7.4 and 7.5

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 September 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 7

Abbreviation & Definition	
ED	Executive Director
HOD	Head of Department
HRM	Human Resources Manager
IM	ISO Manager
MD	Managing Director
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
PPE	Personal Protective Equipment
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Support			Document Ref: OHSMS-07

Step	Activity	PIC	Reference
1	<u>Resources</u> 1.1 Resource Determination The Company shall determine and provide the resources needed to establish, implement, maintain and improve the OHSMS. 1.2 Resource Requirements Resources shall include: (a) Competent personnel, supervision, training and specialist support. (b) Safe equipment, PPE, test instruments, emergency facilities and welfare provisions. (c) Adequate finance, time, technology, information and administrative support. 1.3 Resource Review Resource adequacy shall be reviewed during budgeting, project planning, performance meetings and management review.	MD / ED / HOD / PM	OHSMS-07M; OHSMS-09U
2	<u>Competence</u> 2.1 Competence Requirements Required competence shall be determined for work that can affect OHS performance or fulfilment of legal requirements. 2.2 Competence Evaluation Competence shall be evaluated through qualifications, licences, experience, training, assessment and observed work performance. 2.3 Competence Development Training, coaching, reassignment, recruitment or specialist engagement shall be arranged when competence gaps are identified. 2.4 Records Evidence of competency certificates, training, assessments and authorisations shall be maintained and kept current.	HRM / SHO / SC / SSS / HOD / PM	OHSMS-07M; HRA-S-PRO-02

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Support			Document Ref: OHSMS-07

Step	Activity	PIC	Reference
3	<u>Awareness</u> 3.1 Awareness Requirements Workers shall be aware of the OHS Policy, applicable objectives, significant hazards, controls and their contribution to OHSMS effectiveness. 3.2 Consequences and Rights Workers shall understand the consequences of nonconformity, relevant incidents and their right to report hazards or stop unsafe work in good faith. 3.3 Awareness Methods Awareness shall be provided through induction, toolbox meetings, briefings, campaigns, alerts, signage and lessons learned. 3.4 Effectiveness Awareness effectiveness shall be checked through interviews, observation, quizzes, inspections and performance monitoring.	SHO / SC / SSS / HOD / PM	OHSMS-02; OCS-S-REC- HSEAMC
4	<u>Communication Framework</u> 4.1 Communication Process The Company shall determine what, when, with whom and how OHS information is communicated and who is responsible for each communication. 4.2 Communication Considerations Communication shall consider language, literacy, culture, disability, legal requirements and the needs of workers and interested parties. 4.3 Reliable Information OHS information shall be accurate, consistent, understandable and retained as evidence where required.	IM / SHO / HOD / PM	OHSMS-04C; OHSMS-07N

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Support			Document Ref: OHSMS-07

Step	Activity	PIC	Reference
5	<u>Internal Communication</u> 5.1 Communication within the Company Relevant OHS information shall be communicated across functions and levels including changes that affect workers, contractors and project teams. 5.2 Communication Methods Internal communication may include meetings, briefings, notices, email, digital platforms, reports, permits, work instructions and emergency alerts. 5.3 Feedback Workers shall be able to provide feedback and improvement suggestions through supervisors, worker representatives and consultation arrangements.	IM / SHO / SC / SSS / HOD / PM	OHSMS-05; PD-S-PRO-01
6	<u>External Communication</u> 6.1 External Parties Relevant OHS information shall be communicated to regulators, clients, contractors, suppliers, emergency services and other interested parties as required. 6.2 Authorised Communication Only authorised personnel shall issue formal external OHS communications, statutory notifications or public statements. 6.3 Enquiries and Complaints External OHS enquiries, concerns and complaints shall be recorded, directed to the responsible PIC and addressed promptly.	ED / IM / SHO / HOD / PM	OHSMS-04C; OHSMS-07N
7	<u>Documented Information</u> 7.1 OHSMS Documentation The OHSMS shall include documents required by MS ISO 45001:2018 and records necessary for effective planning, operation and control. 7.2 Creation and Updating Documents shall have suitable identification, title, date, reference, revision status, format and responsible authorisation. 7.3 Review and Approval Documents shall be reviewed for suitability and adequacy before issue and after relevant changes.	IM / Document Owners	OHSMS-07N; QSA-S-PRO-01

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Support			Document Ref: OHSMS-07

Step	Activity	PIC	Reference
8	<u>Control of Documented Information</u> 8.1 Availability and Protection Current documented information shall be available where needed and protected from loss, damage, unauthorised access or unintended alteration. 8.2 Document Control Controls shall address distribution, access, retrieval, use, storage, preservation, revision, retention and disposal. 8.3 External Documents Relevant external documents shall be identified, updated and controlled at their points of use. 8.4 Records and Retention Records shall remain legible, traceable and retrievable throughout their approved retention period.	IM / Docu- ment Owners	OHSMS-07N; OHSMS-07O; QSA-S-PRO-01

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
---	---

End