Purpose:	To establish and maintain operational controls for eliminating hazards, reducing OHS risks, managing changes, controlling procurement and preparing for emergencies.
Scope:	This document applies to all Company functions, departments, projects, workers, contractors and subcontractors within the OHSMS scope.
Duties & Responsibilities	(1) Managing Director (MD): Accountable for effective operational control and emergency preparedness. (2) Executive Director (ED): Oversees operational implementation and provides resources. (3) ISO Manager (IM): Coordinates operational documentation and OHSMS change controls. (4) Contracts Manager (CM): Integrates OHS requirements into tendering and procurement. (5) Safety and Health Officer (SHO): Establishes operational controls and emergency arrangements. (6) Safety Coordinator (SC): Coordinates workplace controls, inspections and emergency readiness. (7) Site Safety Supervisor (SSS): Supervises site controls and reports unsafe conditions. (8) Head of Department (HOD): Implements operational controls within the department. (9) Project Manager (PM): Implements project controls and manages contractors. (10) Workers and Worker Representatives: Follow controls and participate in operational improvement.
ISO Reference:	MS ISO 45001:2018 Clauses 8.1 and 8.2

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 8

Abbreviation & Definition	
CM	Contracts Manager
ERP	Emergency Response Plan
HOD	Head of Department
IM	ISO Manager
JSA	Job Safety Analysis
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

Step	Activity	PIC	Reference
1	**Operational Planning and Control** **1.1 Operational Criteria** The Company shall establish criteria and controls for activities that can affect OHS performance. **1.2 Work Planning** Risk assessments, project safety plans, method statements, JSA, permits and work instructions shall be prepared where applicable. **1.3 Implementation and Monitoring** Controls shall be communicated, implemented and monitored through supervision, inspections, briefings and performance reporting. **1.4 Multi-employer Workplaces** The Company shall coordinate relevant controls with clients, principal contractors, subcontractors and other employers sharing the workplace.	SHO / SC / SSS / HOD / PM	PD-S-PRO-02; PD-S-PRO-05; PD-S-PRO-06
2	**Eliminating Hazards and Reducing OHS Risks** **2.1 Hierarchy of Controls** Controls shall be selected in the following order: (a) Eliminate the hazard. (b) Substitute with a less hazardous process, operation, material or equipment. (c) Apply engineering controls and work reorganisation. (d) Apply administrative controls including training and safe work procedures. (e) Provide and enforce suitable PPE. **2.2 Control Review** Control effectiveness shall be reviewed after inspections, incidents, worker feedback or changes in work conditions.	SHO / SC / SSS / HOD / PM / Workers	OHSMS-06J; OCS-S-PRO-02; PD-S-PRO-04

Step	Activity	PIC	Reference
3	**Project and Site Operational Controls** **3.1 Pre-mobilisation** Project hazards, legal requirements, client rules, resources, emergency needs and competent personnel shall be confirmed before mobilisation. **3.2 High-risk Activities** Permit and supervision controls shall apply to electrical energisation, lifting, working at height, excavation, confined space, hot work and machinery operation. **3.3 Inspection and Reporting** Workplaces, plant, equipment, temporary works and PPE shall be inspected with unsafe conditions corrected and recorded. **3.4 Demobilisation and Closure** Project closure shall include safe removal, waste control, outstanding action review and retention of required records.	SHO / SC / SSS / PM	PD-S-PRO-06; PD-S-REC-PSP; PD-S-REC-HPCC
4	**Management of Change** **4.1 Changes Requiring Review** Temporary and permanent changes to organisation, personnel, design, equipment, materials, processes, legislation or work methods shall be assessed before implementation. **4.2 Change Assessment** The assessment shall identify new hazards, changed risks, competence needs, resources, legal requirements and affected persons. **4.3 Approval and Communication** Approved controls shall be communicated and relevant documents, training and emergency arrangements shall be updated. **4.4 Unintended Changes** Consequences of unintended changes shall be reviewed promptly and actions taken to minimise adverse effects.	IM / SHO / HOD / PM	OHSMS-06J; OHSMS-07N; QSA-S-REC-QDCL

Step	Activity	PIC	Reference
5	**Procurement** **5.1 Procurement Controls** OHS requirements shall be included in specifications, tender evaluations, purchase orders and contracts for goods, equipment and services. **5.2 Evaluation and Acceptance** Suppliers, equipment and materials shall be evaluated against legal, technical and OHS requirements before approval and use. **5.3 Receipt and Verification** Purchased items shall be checked for conformity, safe condition, required certification and operating information.	CM / SHO / HOD / PM	CD-S-PRO-01; CD-S-REC-SHEAC
6	**Contractor and Subcontractor Control** **6.1 Pre-qualification and Selection** Contractors shall be evaluated for competence, legal compliance, past OHS performance, resources and ability to meet project controls. **6.2 Coordination and Induction** Contractors shall receive applicable OHS requirements, site induction, hazard information and emergency arrangements before work starts. **6.3 Monitoring and Performance** Contractor work shall be monitored through supervision, inspections, meetings, audits and corrective actions. **6.4 Nonconformity** Unsafe contractor work may be stopped and repeated or serious breaches shall affect continued approval.	CM / SHO / SC / SSS / PM	PD-S-PRO-07; PD-S-REC-HRFCS

Step	Activity	PIC	Reference
7	**Outsourced Functions and Processes** **7.1 Control and Influence** Outsourced functions and processes affecting the OHSMS shall remain under appropriate Company control or influence. **7.2 Defined Requirements** The type and degree of control shall be defined through contracts, specifications, competency criteria, reporting and monitoring arrangements. **7.3 Performance Review** Outsourced-provider performance shall be reviewed and deficiencies addressed before further work or continued engagement.	CM / IM / SHO / HOD / PM	OHSMS-04D; PD-S-PRO-07
8	**Emergency Preparedness** **8.1 Emergency Identification** Potential emergencies shall be identified from risk assessments, project conditions, legal requirements and previous incidents. **8.2 Emergency Arrangements** The ERP shall define: (a) Emergency roles, alarms, communication and escalation routes. (b) Evacuation, rescue, first aid, firefighting, spill control and utility isolation. (c) Emergency equipment, contact details, assembly points and coordination with external services. **8.3 Information and Training** Workers, contractors, visitors and relevant interested parties shall receive suitable emergency information and training.	SHO / SC / SSS / PM	OHSMS-08R; PD-S-PRO-03; PD-S-PRO-09

Step	Activity	PIC	Reference
9	**<u>Emergency Response, Testing and Review</u>** **9.1 Emergency Response** Emergency personnel shall protect life, raise the alarm, control immediate hazards and contact external services. **9.2 Exercises and Drills** Emergency arrangements shall be tested at planned intervals through drills appropriate to workplace risks. **9.3 Review and Records** Drills and actual emergencies shall be reviewed with observations, deficiencies and required actions documented. **9.4 Improvement and Communication** Lessons learned shall update controls, training and emergency information and shall be communicated where relevant.	IM / SHO / SC / SSS / PM / Emergency Team	OHSMS-08R; PD-S-PRO-09; PD-S-REC-SEIR

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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