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	Annex S - Analysis And Evaluation			Document Ref: OHSMS-09S

Purpose:	To establish and maintain a consistent method for analysing and evaluating verified OH&S monitoring and measurement results and determining OHSMS performance and effectiveness.
Scope:	This document applies to OH&S monitoring, measurement, analysis and evaluation records generated by all Company functions, departments, projects and workplaces within the OHSMS scope.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u> : Approves resources and reviews significant OHSMS performance and improvement matters. (2) <u>Executive Director (ED)</u> : Oversees implementation and verifies this controlled record. (3) <u>ISO Manager (IM)</u> : Maintains the master record, coordinates inputs and controls supporting files. (4) <u>Safety and Health Officer (SHO)</u> : Validates OH&S information, results, findings and effectiveness. (5) <u>Head of Department (HOD)</u> : Provides accurate departmental records and completes assigned actions. (6) <u>Project Manager (PM)</u> : Provides accurate project records and completes assigned actions.
ISO Reference:	MS ISO 45001:2018 Clause 9.1

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 9.1

Abbreviation & Definition	
ED	Executive Director
HOD	Head of Department
IM	ISO Manager
KPI	Key Performance Indicator
MD	Managing Director
NC	Non-Conformity
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>Monitoring and Measurement Inputs</u> 1.1 Performance Information The IM and SHO shall compile verified information on incidents, near misses, occupational ill health, inspections, critical controls, competence, objectives, emergency preparedness, audits, worker participation and contractor performance.	IM / SHO / HOD / PM	OHSMS-06K; OHSMS-08Q; OHSMS-10V

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Step	Activity	PIC	Reference
	1.2 Legal and Other Requirements Applicable compliance-evaluation results, licences, permits, statutory inspections and client requirements shall be included. 1.3 Data Quality The source, reporting period, unit, completeness, classification and responsible data owner shall be verified before analysis.		
2	<u>Analysis of OH&S Information</u> 2.1 Comparison Actual results shall be compared with baseline, target, previous period and applicable acceptance criteria. 2.2 Trend and Pattern Analysis shall consider frequency, severity, recurrence, activity, location, contractor, causal factors and failed controls. 2.3 Balanced Indicators Both leading and lagging indicators shall be reviewed. Measures shall not discourage incident, near-miss or hazard reporting.	IM / SHO	OHSMS-06L; OHSMS-08Q
3	<u>Evaluation of Performance and Effectiveness</u> 3.1 Evaluation Conclusion Each subject shall be evaluated as effective, partially effective or ineffective against objectives, legal requirements, risk controls and intended outcomes. 3.2 Compliance Evaluation Compliance shall be evaluated at planned intervals and whenever a material legal or operational change requires review. 3.3 Escalation Legal noncompliance, adverse trends, failed critical controls and unmet objectives shall be escalated and controlled promptly.	IM / SHO / MD / ED	OHSMS-06K; OHSMS-09U; OHSMS-10V
4	<u>Analysis And Evaluation Record</u> Record No.: _____ Reporting Period: _____ Indicator / Subject: _____ Source Record / Evidence: _____	IM / SHO	OHSMS-09S; OHSMS-07O

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Step	Activity	PIC	Reference
	Baseline / Target: _____ Actual Result: _____ Trend / Analysis: _____ _____ Evaluation / Conclusion: _____ Action / PIC / Due Date: _____ Supporting File Reference: _____		
5	<u>Reporting, Review and Retention</u> 5.1 Communication Relevant results and actions shall be communicated to management, workers and worker representatives in a suitable form. 5.2 Management Review Significant results, trends, compliance status and resource needs shall be presented as management review inputs. 5.3 Retention Analysis, evaluation, source evidence, decisions and action records shall be retained under the documented-information retention requirements.	IM / SHO / MD / ED	OHSMS-07O; OHSMS-09U; OHSMS-10W

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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