

	PROJECT DEPARTMENT (SAFETY)	Revision No.: 0	Document Effective Date: 01 Sept 2025	Page 1 of 7
	Safety & Health Committee Procedure			Document Ref: PD-S-PRO-01

Purpose:	To provide a structured platform for management and employees to jointly address occupational safety and health (OSH) matters in compliance with the Occupational Safety and Health Act 1994, the Factories and Machinery Act 1967, and ISO 45001:2018 requirements. The Committee aims to promote a safe and healthy workplace by identifying hazards, assessing risks, ensuring compliance with statutory and client requirements, facilitating consultation and participation of workers, and driving continual improvement of the Company's Occupational Health & Safety Management System (OHSMS).
Scope:	Applies to all projects, sites, and offices under the Company's control, encompassing governance, risk and opportunity management, legal compliance, worker participation and competence, operational control, and emergency preparedness and response. The Committee is responsible for reviewing OSH performance, implementing control measures for high-risk activities, coordinating emergency drills, ensuring adherence to Malaysian OSH laws and industry standards, and supporting ISO 45001:2018 requirements for performance evaluation and continual improvement.
ISO Reference:	MS ISO 45001:2018 Clause No. 5.4

Revision History			
Revision No.	Revision Date	Originator	Description of Changes

Definitions	
EER	Employee Representative
ERR	Employer Representative
ERTO	Emergency Response Team Officer
HR&OMO	HIRAC / Risk & Opportunities Management Officer
JKKP	Jabatan Keselamatan dan Kesihatan Pekerjaan (Malaysia)
LRO	Legal Requirements Officer
LSMO	Electrical Safety Management Officer
OHS	Occupational Health & Safety
OSHA	Occupational Safety & Health Act
SC	Safety Coordinator
SHC	Safety & Health Committee
SHM	Safety & Health Manager
SHO	Safety & Health Officer
T&PCO	Training & Participation Consultation Officer

Step	Activity	Responsibility	Reference
1	Introduction The establishment of our Company's Safety & Health Committee (SHC) is a statutory requirement under the Occupational Safety and Health Act 1994 (OSHA 1994), Section 30, for workplaces with 40 or more employees.	SHM	MS ISO 45001:2018 OHSMS

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Step	Activity	Responsibility	Reference
	The SHC serves as a formal mechanism for employer and employee representatives to collaborate on matters relating to occupational safety and health. Its key purpose is to promote compliance with legal requirements, identify hazards, evaluate risks, recommend preventive and corrective actions, and support the implementation of effective health and safety management practices. In addition to legal compliance, ISO 45001:2018 emphasizes worker consultation and participation (Clause 5.4) as a critical component of an effective Occupational Health & Safety Management System (OHSMS). The SHC, therefore, plays a central role in aligning statutory obligations with international best practices by ensuring that safety and health considerations are integrated into daily operations, project execution, and continuous improvement activities across the company.	SHM	
2	<u>Summary – Roles & Responsibilities of the Safety & Health Committee (SHC)</u> The Safety & Health Committee (SHC) in our Company is responsible for fostering a safe and healthy workplace by advising our management on safety policies, identifying hazards, assessing and controlling risks, and ensuring compliance with Malaysian laws and ISO 45001:2018 requirements. It serves as a platform for consultation and participation between employer and employees, supports safety training and awareness, reviews incidents and emergency preparedness, and monitors overall safety performance to drive continual improvement across all projects and operations.	SHM	
3	<u>Safety & Health Committee (SHC) Organization Chart</u> Our Company's Safety & Health Committee (SHC) Organization Chart as per attachment shows the committee's structure, members, and their roles in managing safety and health matters in the Company. It serves as a reference to ensure compliance with Malaysian laws and ISO 45001:2018, and helps the company clearly define responsibilities and actions to maintain a safe and healthy workplace.	SHM	

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Step	Activity	Responsibility	Reference
4	<u>Safety & Health Manager (SHM - Chairman) - Responsibilities</u> Designation: Safety & Health Manager (Chairman) Reports To: Managing Director / Project Director Minimum Qualification: Degree/Diploma in Occupational Safety & Health, Engineering, or equivalent; Certified SHO (Green Book) preferred. Minimum Experience: Minimum 5–7 years in OHS management, preferably in M&E contracting or construction. Responsibilities: - Lead the Safety & Health Committee meetings in accordance with OSHA 1994 & ISO 45001:2018. - Ensure alignment of OHS objectives with corporate strategy. - Approve Safety & Health policies, plans, and resources. - Review reports from Committee members and escalate unresolved issues to top management. - Ensure continual improvement through audits, reviews, and corrective actions. Authority: - Approve OHS policies and allocate necessary resources. - Recommend to suspend or stop operations in case of imminent danger. - Endorse decisions made by the Safety & Health Committee.	SHM	
5	<u>Safety Coordinator (SC - Secretary) - Responsibilities</u> Designation: Safety Coordinator (Secretary) Reports To: Safety & Health Manager (Chairman) Minimum Qualification: Diploma/Certificate in Safety & Health or equivalent; familiar with ISO 45001 documentation. Minimum Experience: 2–3 years in safety documentation and coordination. Responsibilities: - Organize SHC meetings, prepare agendas, record minutes, and distribute decisions. - Maintain statutory records (JKKP documents, inspection logs, training records).	SC	

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Step	Activity	Responsibility	Reference
	(c) Track progress on committee action items and follow up with responsible parties. (d) Support in internal audits and document control. Authority: (1) Filing of all OHS records and documents. (2) Issue meeting notices and formal reminders on compliance matters.	SC	
6	<u>Employer Representative (ERR) - Responsibilities</u> Designation: Employer Representative Reports To: Managing Director / Senior Management Minimum Qualification: Senior management staff with authority to commit organizational resources. Minimum Experience: At least 5 years in leadership or project management. Responsibilities: (a) Represent employer's interests in SHC. (b) Ensure adequate resources (budget, manpower, training) are provided for OHS programs. (c) Support SHO/Chairman in implementing OHS policies. Authority: (1) Propose resource allocation for OHS initiatives. (2) Commit organizational support to committee decisions.	ERR	
7	<u>Employee Representative (EER) - Responsibilities</u> Designation: Employee Representative Reports To: Safety & Health Committee Minimum Qualification: Nominated/selected staff with good standing among employees. Minimum Experience: Minimum 2 years' experience within the company. Responsibilities: (a) Represent employees' concerns, feedback, and suggestions on OHS matters. (b) Communicate committee decisions to the workforce. (c) Participate in workplace inspections and risk assessments.	EER	

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Step	Activity	Responsibility	Reference
	Authority: (1) Escalate worker safety concerns directly to SHC. (2) Request management action on unresolved safety issues.	EER	
8	<u>HIRAC / Risk & Opportunities Management Officer (HR&OMO) (Clause 6.1.2) - Responsibilities</u> Designation: HIRAC / Risk & Opportunities Management Officer Reports To: Safety & Health Manager (Chairman) Minimum Qualification: Engineering/Safety background; trained in HIRARC methodology. Minimum Experience: At least 3 years in risk assessment, preferably in M&E. Responsibilities: (a) Conduct Hazard Identification, Risk Assessment & Risk Control (HIRARC). (b) Maintain the Company's risk register and update during project lifecycle. (c) Monitor risk treatment effectiveness and propose improvements. (d) Support continual improvement under ISO 45001 Clause 6.1.2. Authority: (1) Recommend control measures and work stoppage if high-risk hazards are identified. (2) Require supervisors to implement corrective actions.	HR&OMO	
9	<u>Legal Requirements Officer (LRO) (Clause 6.1.3) - Responsibilities</u> Designation: Legal Requirements Officer Reports To: Safety & Health Manager (Chairman) Minimum Qualification: Knowledge of OSHA 1994, CIDB Act, and relevant Malaysian legislation. Minimum Experience: 3–5 years in compliance management. Responsibilities: (a) Identify and update legal & regulatory requirements related to OHS. (b) Maintain Legal Register and ensure compliance audits.	LRO	

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Step	Activity	Responsibility	Reference
	(c) Liaise with DOSH, CIDB, BOMBA, and other authorities. (d) Advise SHC on new or amended legal requirements. Authority: (1) Recommend updates to policies and procedures to maintain compliance. (2) Report non-compliance directly to the Chairman.	LRO	
10	<u>Training & Participation Consultation Officer (T&PCO) (Clause 7.2 & 5.4) - Responsibilities</u> Designation: Training & Participation Consultation Officer Reports To: Safety & Health Manager (Chairman) Minimum Qualification: HR/Training background with knowledge of OHS. Minimum Experience: 2–3 years in training coordination or HR. Responsibilities: (a) Develop annual OHS training plan. (b) Organize toolbox talks, induction, and refresher training. (c) Promote employee participation and consultation (ISO 45001 Clause 5.4). (d) Evaluate training effectiveness and maintain records. Authority: (1) Request supervisors to release staff for training. (2) Recommend competency improvements to management.	T&PCO	
11	<u>Electrical Safety Management Officer (LSMO) (Clause 8.1.2) - Responsibilities</u> Designation: Electrical Safety Management Officer Reports To: Safety & Health Manager (Chairman) Minimum Qualification: Competent Person certified by Suruhanjaya Tenaga (ST). Minimum Experience: 3–5 years in electrical safety for M&E works. Responsibilities: (a) Ensure safe electrical installation, testing, and maintenance practices.	LSMO	

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Step	Activity	Responsibility	Reference
	(b) Conduct inspections on switchgears, transformers, gensets, and wiring. (c) Maintain Lock-Out Tag-Out (LOTO) procedures. (d) Ensure compliance with Energy Commission (ST) requirements. Authority: (1) Advise stop unsafe electrical work immediately. (2) Issue safety clearance for electrical energization.	LSMO	
12	<u>Emergency Response Team Officer (ERTO) (Clause 8.2) - Responsibilities</u> Designation: Emergency Response Team Officer Reports To: Safety & Health Manager (Chairman) Minimum Qualification: Certified in Fire Safety, First Aid, Emergency Response. Minimum Experience: 2–3 years in emergency planning. Responsibilities: (a) Develop and implement Emergency Response Plan (ERP). (b) Lead fire drills, evacuation drills, and emergency exercises. (c) Coordinate with BOMBA, hospitals, and external agencies. (d) Maintain emergency equipment (fire extinguishers, alarms, first-aid kits). Authority: (1) Activate emergency response plan when needed. (2) Direct staff evacuation and emergency procedures.	ERTO	

Prepared By: Name: Philip Yong Appointment: ISO Manager Date: 01 Sept 2025	Approved By: Name: Ong Lay Cheong Appointment: Managing Director Date: 01 Sept 2025
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