

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Site Safety Committee Procedure			Document Ref: PD-S-PRO-01

Purpose:	To establish project-level arrangements for worker consultation and participation through the Site Safety Committee and to coordinate site occupational health and safety matters.
Scope:	This procedure applies to Company projects where a Site Safety Committee is required by applicable legal, contractual, client or Company requirements.
Duties & Responsibilities	(1) <u>Safety & Health Manager (SHM)</u>: Provides oversight, guidance and escalation to the Company Safety & Health Committee. (2) <u>Project Manager (PM)</u>: Chairs the Site Safety Committee and ensures resources and implementation of its decisions. (3) <u>Safety Coordinator (SC)</u>: Acts as Committee Secretary and coordinates meetings, records and action follow-up. (4) <u>Employer Representatives (ERR)</u>: Represent project management and facilitate agreed resources and actions. (5) <u>Employee Representatives (EER)</u>: Represent workers and communicate their concerns, knowledge and recommendations. (6) <u>HIRARC / Risks & Opportunities Management Officer (R&OMO)</u>: Coordinates project HIRARC and OH&S risks and opportunities. (7) <u>Legal Requirements Officer (LRO)</u>: Coordinates applicable requirements and evaluation of compliance. (8) <u>Training & Participation Consultation Officer (TPCO)</u>: Coordinates project competence, awareness, consultation and participation. (9) <u>Electrical Safety Management Officer (ESMO)</u>: Advises on electrical hazards, safe systems of work and electrical safety performance. (10) <u>Emergency Response Team Officer (ERTO)</u>: Coordinates project emergency preparedness, drills and response readiness.
ISO Reference:	MS ISO 45001:2018 Clause 5.4.

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 5.4.

Abbreviation & Definition	
EER	Employee Representatives
ERTO	Emergency Response Team Officer
ERR	Employer Representatives
ESMO	Electrical Safety Management Officer
HIRARC	Hazard Identification, Risk Assessment and Risk Control
LRO	Legal Requirements Officer
OH&S	Occupational Health And Safety
OHSMS	Occupational Health And Safety Management System
PIC	Person in Charge
PM	Project Manager

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 2 of 4
	Site Safety Committee Procedure			Document Ref: PD-S-PRO-01

R&OMO	Risks & Opportunities Management Officer
SC	Safety Coordinator
SHC	Safety & Health Committee
SHM	Safety & Health Manager
TPCO	Training & Participation Consultation Officer

Step	Activity	PIC	Reference
1	<u>Committee Establishment and Appointment</u> 1.1 Requirement PM shall establish the Site Safety Committee during project mobilisation or before relevant work starts when required by law, contract, client requirement or project risk. 1.2 Composition The Committee shall include PM as Chairman, the SC as Secretary, ERR, EER and relevant functional officers. Contractor or specialist representatives shall attend where their activities or expertise are relevant. 1.3 Selection and Appointment EER shall be selected without management interference. Appointment records shall state each member's role, authority and term.	SHM / PM / SC / ERR / EER	OHSMS-05H2; OHSMS-05H3; Appointment records
2	<u>Meeting Administration</u> 2.1 Frequency Meetings shall be held at planned intervals and following a serious incident, significant change, urgent compliance matter or significant OH&S risk requiring additional review. 2.2 Agenda The agenda shall cover incidents, hazards, HIRARC, inspections, applicable requirements, worker concerns, training, electrical safety, emergency preparedness and outstanding actions. 2.3 Notice and Attendance SC shall issue the meeting notice and record attendance. An authorised substitute shall attend when an appointed member is unavailable.	PM / SC	Meeting notice; Attendance record
3	<u>Consultation and Participation</u> 3.1 Worker Input EER and workers shall be given adequate time, information and opportunity to raise concerns, identify hazards and recommend controls before relevant decisions are made.	PM / SC / ERR / EER / TPCO	OHSMS-05I; Toolbox records

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 3 of 4
	Site Safety Committee Procedure			Document Ref: PD-S-PRO-01

Step	Activity	PIC	Reference
	3.2 Protection Workers may report hazards and remove themselves from serious and imminent danger without retaliation. 3.3 Communication Relevant decisions, assigned actions and reasons where proposals are not adopted shall be communicated through toolbox meetings, briefings, notices or other suitable methods.		
4	<u>Site Review and Functional Support</u> 4.1 Performance and Workplace Review The Committee shall review inspections, incident trends, corrective actions, occupational health risks, contractor performance and planned site changes. 4.2 HIRARC and Compliance R&OMO shall present significant risks, opportunities and overdue controls. LRO shall present applicable requirements, compliance status and relevant changes. 4.3 Competence, Electrical Safety and Emergency Readiness TPCO shall report competence and participation matters. ESMO shall report electrical safety matters and ERT0 shall report emergency preparedness, drill and response matters.	PM / R&OMO / LRO / TPCO / ESMO / ERTO	PD-S-PRO-02; PD-S-PRO-05; PD-S-PRO-06
5	<u>Minutes and Action Control</u> 5.1 Minutes SC shall record discussions, decisions, PICs and target dates in the approved minutes format. 5.2 Follow-up and Escalation Action owners shall report progress and submit completion evidence. Overdue, ineffective or significant actions shall be escalated to PM and SHM. 5.3 Retention Signed minutes, attendance records, inspection findings, reports and action closure evidence shall be retained as OHSMS records.	PM / SHM / SC / PIC	SHC minutes; Action register

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 4 of 4
	Site Safety Committee Procedure			Document Ref: PD-S-PRO-01

Step	Activity	PIC	Reference
6	<u>Effectiveness Review and Improvement</u> 6.1 Effectiveness Review PM and SHM shall review attendance, worker participation, action closure, feedback and site OH&S performance to determine Committee effectiveness. 6.2 Improvement Membership, meeting arrangements or consultation methods shall be improved when ineffective. 6.3 Company-Level Reporting Significant or unresolved site OH&S matters shall be reported to the Company SHC.	PM / SHM / SC	OHSMS-05H3; OHSMS-09S; OHSMS-10W

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