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	Site Safety Procedure			Document Ref: PD-S-PRO-06

Purpose:	To establish minimum site safety arrangements and operational controls for safe execution of M&E installation, testing and commissioning activities.
Scope:	This procedure applies to all Company-controlled project sites and to employees, subcontractors, suppliers and visitors entering or working within those sites.
Duties & Responsibilities	(1) <u>Project Director (PD)</u> : Provides project-level leadership, resources and oversight. (2) <u>Project Manager (PM)</u> : Plans and implements project safety requirements and coordinates stakeholders. (3) <u>Safety and Health Officer (SHO)</u> : Provides competent advice, monitors compliance and verifies effectiveness. (4) <u>Site Safety Supervisor (SSS)</u> : Coordinates daily site controls, inspections, briefings and records. (5) <u>Project Supervisor (PS)</u> : Brief workers, verify controls and stop unsafe work. (6) <u>Workers and Worker Representatives</u> : Participate, follow controls and report hazards or deficiencies.
ISO Reference:	MS ISO 45001:2018 Clause 8

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 8

Abbreviation & Definition	
ERP	Emergency Response Plan
HIRARC	Hazard Identification, Risk Assessment and Risk Control
JSA	Job Safety Analysis
LOTO	Lockout/Tagout
MOC	Management of Change
PM	Project Manager
PPE	Personal Protective Equipment
PTW	Permit to Work
SHO	Safety and Health Officer
SSS	Site Safety Supervisor
SWI	Safe Work Instruction

Step	Activity	PIC	Reference
1	<u>Site Establishment and Access Control</u> 1.1 Boundaries and Access Define site boundaries, controlled entry, visitor arrangements, traffic routes, emergency access and restricted areas.	PM / SHO / SSS	PD-S-PRO-02; Site Layout

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Step	Activity	PIC	Reference
	1.2 Facilities Provide safe offices, welfare, lighting, sanitation, drinking water, first aid, fire protection and emergency information. 1.3 Signage and Security Display mandatory notices, hazards, PPE, speed limits and emergency contacts; prevent unauthorised access. 1.4 Mobilisation Inspection PM and SHO/SSS shall verify readiness before work starts.		
2	<u>Induction, Competence and Supervision</u> 2.1 Induction All personnel and visitors shall receive suitable induction before access. 2.2 Competence Verify statutory and task competence, authorisations, equipment licences and medical fitness where applicable. 2.3 Supervision Provide competent supervision proportionate to risk, experience, language and work complexity. 2.4 Identification Use suitable personnel identification and restrict specialist areas to authorised persons.	PM / HRM / SHO / SSS / PS	HRA-S-PRO-02; Site Induction Record
3	<u>Work Planning, HIRARC, JSA and PTW</u> 3.1 Approved Documents Work shall follow current approved method statement, HIRARC, JSA/SWI and drawings. 3.2 Permit Work Apply PTW for designated high-risk activities and verify prerequisites before issue. 3.3 Daily Coordination Conduct pre-start/toolbox briefing and coordinate simultaneous operations. 3.4 Change Stop and reassess when conditions, sequence, equipment, personnel or interfaces materially change.	PM / SHO / SSS / PS	OCS-S-PRO-02; PD-S-PRO-05; PD-S-PRO-08

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Step	Activity	PIC	Reference
4	<u>High-risk M&E Activities</u> 4.1 Electrical Safety Control energisation, authorised access, testing, earthing, temporary supply, LOTO and live-work prohibition/authorisation. 4.2 Work at Height Use safe access, platforms, scaffolds, edge protection, fall prevention/arrest and rescue planning. 4.3 Lifting and Mechanical Handling Use approved plans, competent personnel, certified equipment, exclusion zones and communication. 4.4 Hot Work / Confined Space / Excavation Apply permits, testing, ventilation, fire watch, rescue, service detection, shoring and access controls as applicable.	PM / SHO / SSS / PS	PD-S-PRO-08; SWI; Approved Lifting Plan
5	<u>Plant, Tools, Materials and Housekeeping</u> 5.1 Plant and Tools Inspect before use, guard moving parts, remove defective items and use only trained/authorised operators. 5.2 Materials Store securely with safe stacking, segregation, SDS access and mechanical handling. 5.3 Housekeeping Keep access, exits, platforms and work areas free from waste, trailing cables, sharp objects and fire load. 5.4 Temporary Works Design, erect, inspect and modify temporary works only under approved control.	PM / PS / SSS	Inspection Registers; SDS; SWI
6	<u>Health, Welfare and Environmental Conditions</u> 6.1 Occupational Health Control noise, dust, chemicals, fumes, heat, vibration, ergonomics, fatigue and communicable-health risks. 6.2 Welfare Maintain suitable rest, hydration, hygiene and accommodation arrangements where provided. 6.3 Weather Apply lightning, rain, flood, wind, heat and visibility stop-work criteria.	PM / SHO / SSS / PS	Monitoring Plan; SDS; Site ERP

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Step	Activity	PIC	Reference
	6.4 Environmental Interface Control spills, waste, emissions and nuisances where they affect worker or public safety and health.		
7	<u>PPE, Barriers and Public Protection</u> 7.1 PPE Provide and enforce approved PPE according to risk assessment. 7.2 Barricades Use suitable guardrails, covers, barricades, warning systems and exclusion zones. 7.3 Public / Occupied Premises Separate work from occupants and public; control deliveries, noise, dust, openings, temporary services and emergency routes. 7.4 Interface Handover Use documented handover where systems or areas transfer between contractors or operational control.	PM / SHO / SSS / PS	PD-S-PRO-04; Client Requirements
8	<u>Inspection, Enforcement and Emergency</u> 8.1 Inspection Conduct daily supervision and planned inspections; immediately control serious deficiencies. 8.2 Stop-work Any person may stop imminent-danger work in good faith; only authorised management may approve restart after verification. 8.3 Violations Manage repeated or deliberate violations fairly under the approved procedure without discouraging reporting. 8.4 Emergency and Incident Maintain ERP, first aid, drills, reporting, investigation and corrective action.	PM / SHO / SSS / Supervisors / Workers	PD-S-PRO-03; PD-S-PRO-10; PD-S-PRO-11
9	<u>Review, Reporting and Records</u> 9.1 Performance Track inspections, observations, incidents, leading indicators, competence, contractor results and action closure.	PD / PM / SHO / SSS / IM	OHSMS-09S; OHSMS-09U; OHSMS-07O

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Step	Activity	PIC	Reference
	9.2 Meetings Review safety performance in project and worker consultation meetings.		
	9.3 Improvement Update controls and share lessons based on monitoring and events.		
	9.4 Records Retain site plans, permits, assessments, inspections, training, meetings, incidents and close-out records.		

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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