Purpose:	To control the preparation, approval, communication, use and review of clear task-specific Safe Work Instructions for activities requiring consistent execution.
Scope:	This procedure applies to recurring or safety-critical M&E tasks for which a standardised instruction supports HIRARC, method statements, JSA and permit-to-work controls.
Duties & Responsibilities	(1) Project Manager (PM): Ensures SWIs are available for relevant project activities. (2) Safety and Health Officer (SHO): Controls the SWI methodology and reviews safety-critical content. (3) Engineering Manager (EM): Verifies technical accuracy and manufacturer/design requirements. (4) Site Safety Supervisor (SSS): Controls distribution, briefing and workplace availability. (5) Project Supervisor (PS): Implements the SWI and verifies understanding.
ISO Reference:	MS ISO 45001:2018 Clause 8.1.2

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 8.1.2

Abbreviation & Definition	
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	**Determine the Need for an SWI** **1.1 Selection Criteria** Develop an SWI for recurring, safety-critical, equipment-specific or standardised tasks where clear sequential instruction reduces variability and risk. **1.2 Inputs** Use HIRARC, JSA, method statement, drawings, manufacturer manuals, SDS, legal/client requirements, incidents and worker experience.	PM / SHO / SSS / EM	OCS-S-PRO-02; PD-S-PRO-05

Step	Activity	PIC	Reference
	1.3 Limitation An SWI does not replace project-specific risk assessment, competent supervision, PTW or engineering instruction.		
2	**Preparation of Safe Work Instruction** **2.1 Task Definition** State title, scope, location/equipment applicability, competent persons, prerequisites and prohibited conditions. **2.2 Required Content** Include tools/equipment, PPE, isolation, preparation, numbered work steps, hazards/controls, hold points, acceptance checks, emergency actions and close-out. **2.3 Language and Visuals** Use clear concise language understood by users; include diagrams or photographs where they materially improve safe execution. **2.4 Critical Controls** Visibly identify controls whose absence requires work to stop.	SHO / IM / EM	SWI Template; Manufacturer Manual
3	**Technical and HSE Review** **3.1 Technical Review** Verify sequence, equipment limits, tolerances, drawings, energisation state and manufacturer requirements. **3.2 HSE Review** Verify hazards, hierarchy of controls, PPE, permits, emergency and environmental conditions. **3.3 User Validation** Where practicable, trial the draft with experienced workers under controlled conditions and resolve feedback. **3.4 Conflict Resolution** Higher legal, design, manufacturer or client requirements prevail; conflicts shall be escalated before approval.	SHO / IM / EM	OCS-S-PRO-03; Design Documents
4	**Approval and Document Control** **4.1 Approval** IM and PM shall approve; the SHO approves safety-critical content.	PM / SHO / IM / DC	OHSMS-07N; OHSMS-07O

Step	Activity	PIC	Reference
	4.2 Identification Each SWI shall carry a unique reference, title, revision, effective date, preparer, reviewers and approver. **4.3 Controlled Distribution** Maintain the master copy, distribution/access list and revision history. **4.4 Obsolete Copies** Withdraw superseded copies promptly and retain archival versions according to retention requirements.		
5	**Briefing, Competence and Availability** **5.1 Training / Briefing** Affected persons shall be trained or briefed before first use and after material revision. **5.2 Understanding** Verify understanding through questions, demonstration or supervised performance as appropriate. **5.3 Workplace Access** Current SWIs shall be readily available at the point of use in a legible form. **5.4 Language / Literacy** Provide translation, pictorial support or direct demonstration where necessary.	PS / SSS / SHO / HRM	HRA-S-PRO-02; Training Record
6	**Use and Field Verification** **6.1 Pre-start Check** Confirm correct SWI revision, prerequisites, permit, competent crew, tools, PPE and workplace conditions. **6.2 Compliance** Perform steps in the specified order and observe hold points and acceptance criteria. **6.3 Deviation** Do not improvise or bypass controls. Stop work and obtain reassessment/approval when the SWI is unsuitable or conditions change. **6.4 Supervision** Supervisors shall observe implementation and correct deficiencies without discouraging hazard reporting.	PS / SSS / SHO	PD-S-PRO-06; PD-S-PRO-08
7	**Review, Revision and Improvement** **7.1 Planned Review** Review at a defined interval based on risk and usage.	PM / SHO / IM	OHSMS-10V; OHSMS-10W; OHSMS-07O

Step	Activity	PIC	Reference
	7.2 Review Triggers Review after incident, near miss, audit finding, worker feedback, legal/manufacturer change, new technology or control failure. **7.3 Change Control** Assess revision impacts, obtain reapproval and communicate changes before use. **7.4 Records** Retain approved revisions, reviews, training/briefing and effectiveness evidence.		

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

End