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	Safety Violations At Site Procedure			Document Ref: PD-S-PRO-13

Purpose:	To address site safety violations consistently, correct unsafe behaviour and prevent recurrence while protecting workers from retaliation.
Scope:	This procedure applies to Company personnel, contractors and visitors at project sites and other workplaces under Company control.
Duties & Responsibilities	(1) <u>Project Manager (PM)</u> : Ensures fair enforcement and decides serious site restrictions. (2) <u>Safety and Health Officer (SHO)</u> : Advises on classification, investigation and corrective action. (3) <u>Site Safety Supervisor (SSS)</u> : Identifies violations, stops unsafe work and issues records. (4) <u>Safety Coordinator (SC)</u> : Assists monitoring and maintains the violation register. (5) <u>Supervisors</u> : Correct violations and control assigned workers. (6) <u>Workers</u> : Follow site rules and cooperate with corrective measures. (7) <u>Contractor Representative</u> : Controls contractor violations and completes required actions.
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	
JSA	Job Safety Analysis
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
PPE	Personal Protective Equipment
PTW	Permit to Work
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

Step	Activity	PIC	Reference
1	<u>Safety Rules and Communication</u> 1.1 Requirements Site rules, prohibited acts, PPE, PTW, access and task controls shall be communicated during induction and briefings.	PM / SHO / SSS / Supervisors	Site rules; Induction records

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Step	Activity	PIC	Reference
	1.2 Understanding Instructions shall be provided in a language and manner understood by affected persons. 1.3 Worker Protection Good-faith hazard reporting, refusal of imminent-danger work and participation in OHS activities shall not be treated as violations.		
2	<u>Identification and Immediate Control</u> 2.1 Observation A violation may be identified during supervision, inspection, audit, incident review or a reported concern. 2.2 Stop Work Any person observing imminent danger shall stop the affected work and notify the supervisor or safety personnel. 2.3 Correction The unsafe condition or behaviour shall be corrected before work resumes. The area shall remain controlled when immediate correction is not possible.	SSS / SC / Supervisors / Workers	Site inspection record; Stop-work record
3	<u>Classification</u> 3.1 Assessment The SSS and SHO shall consider actual and potential harm, intent, knowledge, repetition and adequacy of supervision. 3.2 Categories Violations may be classified as minor, serious or major according to the approved site criteria. 3.3 Consistency Similar cases shall be treated consistently while allowing for relevant facts and contractual or employment requirements.	SHO / SSS / PM	Violation classification criteria
4	<u>Recording and Response</u> 4.1 Record The violation record shall describe the rule, evidence, immediate action, responsible party and required correction. 4.2 Opportunity to Explain The affected person and supervisor shall be allowed to provide relevant facts before final action is determined.	PM / SHO / SSS / SC / Supervisors	Safety violation report; Violation register

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	4.3 Response Actions may include coaching, retraining, written warning, removal from the task, suspension of site access or escalation under applicable Company or contract processes. 4.4 Authorisation Serious restrictions or removal from site shall be authorised by the PM or designated management representative.		
5	<u>Contractor Violations</u> 5.1 Notification The Contractor Representative shall be informed of violations involving contractor personnel. 5.2 Corrective Action The contractor shall correct the breach, brief affected workers and provide evidence within the assigned period. 5.3 Escalation Repeated or major contractor violations may result in work suspension, personnel removal, performance downgrade or contractual action.	PM / SHO / SSS / Contractor Representative	PD-S-PRO-09; Contractor evaluation
6	<u>Corrective Action and Reinstatement</u> 6.1 Cause Review Repeated or serious cases shall be reviewed for causes involving training, supervision, planning, equipment, communication or work pressure. 6.2 Competence Retraining or reassessment shall be completed where competence contributed to the violation. 6.3 Reinstatement A person or activity restricted from work may resume only after specified conditions are satisfied and authorisation is recorded.	PM / SHO / SSS / Supervisors	Training record; Corrective action record
7	<u>Monitoring and Improvement</u> 7.1 Follow-up The SSS and SC shall track assigned actions and confirm closure.	PM / SHO / SSS / SC	OHSMS-09S; OHSMS-10W

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Step	Activity	PIC	Reference
	7.2 Trend Analysis The SHO shall analyse violations by project, contractor, activity, rule and recurring cause. 7.3 Improvement Results shall be used to improve induction, supervision, JSA, PTW, site rules and higher-level controls. 7.4 Confidentiality Personal information shall be limited to persons with a legitimate need for the record.		

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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