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# HEALTH & SAFETY PLAN

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## **1.0 Introduction**

Bidder considers the health and safety of its employees as vital to the continued well being of its business. Bidder recognizes its duty to operate its activities in a way that do not create risks to health, safety, and environmental of its employees or to members of the public.

The achievement of the aims of this plan will require continued commitment and sustained efforts by everybody concerned. All employees have a personal responsibility to prevent injury or risk to health to themselves and to anyone else who may be affected by their concern.

The Safety Manual has been developed in accordance with the requirements of Laws of Malaysia Act 514 Occupational Safety and Health Act 1994 and the Malaysian Standard Code of Practice for Safety and Health at Work (OSH) Act 1994.

## **2.0 Scope**

It is the intention of this document to describe the specific procedures to be adopted by all to safeguard personnel and equipment during the construction of the proposed Project.

## **3.0 Policy**

Bidder is committed to ensuring that all their personnel work in a safe and healthy environment at the project site. It is the Bidder's policy to:

- ensure the health, safety, and welfare at work of all employees
- recognize the legal obligations placed on the relevant health and safety at work
- carry out activities in such a way as to ensure that all persons engaged at the site and visitors to the site are not exposed to risks to their health and safety
- ensure that all Environmental Preservation Requirements comply with the Environmental Impact Assessment Report and Malaysian Law.

## **4.0 Organisation**

The Bidder's Project Management team shall be fully responsible for the implementation of the project. The HSE Manager shall provide the necessary support for the execution of the HSE aspect of the project. A site HSE Committee shall be established which will assist in the execution and monitoring of this HSE Plan.



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## **5.0 Responsibility and Function**

**5.1** The Policy places responsibilities and obligation on all employees to ensure that sound health, safety and environmental practices are implemented.

### **5.2 Project Manager**

The Project Manager is totally committed to promote a continuously improvement process in all areas of safety and health of their employees and:

- comply with the Client's requirements and policies of HSE
- ensure that safe system of work and safe working environment are established and maintained by Senior Personnel/Supervisors/Foreman and employees at the job site
- appointing of a qualified HSE personnel who will assist in all aspects on HSE
- to form an effective HSE Committee and chairing the HSE Meeting regularly

### **5.3 HSE Manager**

The prime responsibility of the HSE Manager is to ensure that the HSE Plan remains up-to-date at all time. To accomplish this the following shall apply:

- Ensuring that all Government Laws, Ordinances concerning Industrial Safety and Health are incorporated in the HSE Plan
- Securing necessary assistance from outside agencies on matters pertaining to safety, health and environmental issues
- to ensure that proper approved Personnel Protective Equipment are issued to workers
- Ensuring that a suitable Emergency Response Plan is available
- to coordinate and conduct regular HSE Meetings
- to organise Safety Incentive scheme

### **5.4 Safety Officer**

- assisting the HSE Manager on all HSE aspects.
- to monitor that safe working conditions are maintained for all employees working at the job site
- to ensure that good housekeeping in all areas of the work site
- assisting the HSE Manager in maintaining HSE records and submitting reports to the HSE Manager when necessary.



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## **5.5 Supervisor/Foreman**

Supervisor and foreman shall play an important role on HSE issues. Therefore it is a responsibility to himself and his workers to work safely at all times. He is accordingly committed to the following requirements of this HSE Plan:

- to ensure that the workers conform with the relevant sections of the Safety Rules and Regulations of this Manual
- to supply his workers with appropriate approved PPE for the work they are assigned
- to attend safety meetings
- to rectify all unsafe conditions that are within his area of responsibility
- to participate in Emergency Response Plan Training and to be part of Emergency crew.

## **5.6 Worker**

This HSE plan has been developed to protect the interest of everyone involved in this project including the workers. They are committed to the following requirements:

- to obey all Safety Rules and Regulation, to protect himself and his coworkers from accidents/incidents.
- to immediately report all Accident or Near Miss to his Supervisor
- to seek first aid for all injuries however slight it maybe
- to immediately report all unsafe condition to the Supervisor
- to seek advice from his Superior when not sure of the safe way to do a job.

## **6.0 Action Plan for Implementing the Policy**

### **6.1 Hazards of the Workplace**

All operational hazards encountered in offices, construction areas, and other work site will be considered.

### **6.2 Instruction and Training**

All employees at all levels will receive such instruction and training necessary to enable them to carry out their responsibilities in a healthy and safe manner.



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**6.3 Third Parties**

Members of the public and visitors entering the work site via authorisation shall be informed of precautions to be taken to prevent accidents and ill-health.

**6.4 Safety Audits**

Audits shall be carried out by HSE Committee at least once a month. The findings of the audit shall be recorded and distributed to affected parties for action.

**6.5 Accident Investigation and Reporting**

Accident investigation and reporting is required as part of Site Management Procedures on safety and relevant working instructions.

**6.6 Reporting Unsafe or Unhealthy Conditions**

Reporting on unsafe and unhealthy conditions of work for appropriate remedial action.

**6.7 Emergency Planning**

Procedures are required for dealing with emergencies that are likely to occur within an area of responsibility such as an Emergency Response Plan.

**6.8 Personal Protective Equipment**

All work site activities will necessitate the use of appropriate and approved personal protective equipment and protective clothing.

**6.9 Health and Safety Evaluation**

As part of the commitment to health and safety, Bidder's resources shall be available to monitor health and safety issues which are likely to influence operations.

**6.10 Safety System of Work**

Special detail procedures shall be developed for identified hazardous work such as underground trenching work, radiography, confined space work, etc.

**6.11 Health**

The medical health of all employees is an integral part of the health and safety policy. Occupational health related matters which affect the workplace such as fumes, smokes, etc shall be constantly monitored. The site will be supported by First Aid facilities appropriate for the size of the premises in question.



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**6.12 HSE Committee**

The HSE Committee will consist of Chairman, Secretary, and Committee Members. Regular meeting will be held at the Site Office. All HSE matters highlighted, discussed and remedial action will be taken. Meeting will be minuted and documented.

**6.13 Safety Incentive Scheme**

Bidder will introduce Safety Incentive Scheme for all its employees. A procedure will be drawn and documented. This scheme is to motivate all employees to work safely.

**6.14 Tool Box Meeting**

Tool Box Meeting is a short informal meeting which will be conducted by Supervisors and assisted by Safety Personnel. Meeting will be conducted on a weekly basis and documented. Topics will be related to HSE.

**6.15 Enforcement on Breach of Health and Safety Rules**

Bidder will take a serious view on any employee who violate the company's Safety Rules, Regulation and Safe Working Procedures as per the Safety Instruction and Orientation.

The company will take disciplinary actions as follows:

Offender

1st time	Written warning to the person concerned
2nd time	Written warning with suspension for two days
3rd time	Dismissal from site

**7.0 Material Suppliers**

Bidder places equal importance to safety in regards to their material and equipment suppliers. The suppliers shall be warned beforehand regarding the dress code and the use of proper Personal Protective Equipment while they are on the project work site. This shall include the observance of Safety Warning Signs and Notices in relation to the use of PPE and site vehicle speed limit.



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## 8.0 Warning Notices

It will be the responsibility of the company to ensure that necessary Warning Signs and Notices are posted at prominent locations around the site. Such signs and notices would include but not limited to the following:

**“DANGER” - “NO ENTRY , RESTRICTED AREA” - “NO SMOKING, NO NAKED LIGHTS” - “DANGER HIGH VOLTAGE” - “HARD HAT AREA” - “X RAY IN PROGRESS” - “NO ENTRY” - “EYE PROTECTION SHALL BE WORN BEYOND THIS POINT”**

All Signs and Notices displayed at the work site shall be both written in a language that can be understood by all employee such as Bahasa Malaysia and English Language. It is the responsibility and the obligation of any person entering the work site to abide by these warnings.