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## PART ONE;


### INTRODUCTION

#### a) Purpose

The purpose of this **Occupational Safety and Health Plan (OSH Plan)** is to provide an authoritative source of information to assist all members in this organization in their efforts to conduct **Celcom Timur (Sabah) Sdn. Bhd. (CTSSB)** business in a safe and healthy manner consistent with applicable law, rule, policy, or regulation. This **CTSSB's OSH Plan** contains information and guidance about maintaining a safe and secure work environment for employees, including visitors, and the public, that is free from Injury and Illness.

This **CTSSB's OSH Plan** represents the most current information about Departmental policies, procedures, and work practices. It is important to understand that it is impossible to adopt or set standards and procedures which will apply to every work setting or operation that may arise. In situations where unusual work conditions exist, or where hazards may be present, additional precautions and/or procedures may be designed or required to ensure safety.

The **CTSSB's OSH Plan** is not intended to be a single source document and does not provide all of the details and information necessary to fulfill the requirements of the **CTSSB** Safety and Health Policy Statement. The user will have to consult with and research other **CTSSB** reference materials including code of standard operating Procedures, Human Resources and Administration Policy & Procedures and other documents for specific subject matter details if the information is not specifically covered in this **OSH Plan**.

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## b) Scope


This procedure shall apply to all **Celcom Timur (Sabah) Sdn. Bhd. (CTSSB)**'s employees and other interested parties at all CTSSB's premises and associated work areas.

## c) Legislative Requirements

**The Occupational Safety & Health Act (1994)** requires employers to take all practicable steps to ensure the health and safety of staff members at work by:

- providing a safe working environment;
- providing and maintaining facilities for staff members' safety and health;
- ensuring plant and equipment on the premises are safe;
- ensuring staff members are not exposed to hazards;
- developing emergency procedures; and
- ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person.

Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors and staff members.

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## **PART TWO:**

### **COMPANY OCCUPATIONAL SAFETY & HEALTH (OSH) POLICY**

#### **a) Introduction**

The Celcom Timur (Sabah) Sdn. Bhd. is firmly committed to providing a safe and healthy work environment for staff members, contractors and other visitors and to continually improving the systems, practices and appropriate resources to achieve this. A safe and healthy work environment is achieved through the cooperation and compliance of every staff member with University procedures and relevant work standards which are developed through a participatory approach.

#### **b) Objective**


The Celcom Timur (Sabah) Sdn. Bhd.'s health and safety policy aims to:

- promote excellence in health and safety management;
- continually improve current health and safety performance;
- provide a safe and healthy work environment;
- identify and control actual and potential hazards;
- establish and maintain communication on health and safety;
- support staff participation in health and safety matters;
- identify needs and provide training on health and safety;
- demonstrate a commitment to the accurate reporting and recording of health and safety matters; and
- comply with legal and organizational obligations;

#### **c) Scope**

This policy shall apply to all Celcom Timur (Sabah) Sdn. Bhd. (CTSSB)'s employees and other interested parties at all CTSSB's premises and associated work areas.




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#### d) Terms of Reference

- This policy takes into account of the following documents:
  - the Occupational Safety & Health Act (1994) and its Regulations
  - the Factory Machinery Act and its Regulations
  - other relevant Regulations and Codes of Practice

#### e) Accountability and Responsibilities

- **The Chief Executive Officer** is accountable for the provision and maintenance of a safe and healthy work environment, and delegates relevant responsibilities to departmental managers.
- **Departmental managers** must manage health and safety within their areas of responsibility as an integral part of their day-to-day activities and must take all practicable steps with respect to their areas of responsibility to:
  - provide and maintain a safe and healthy work environment by establishing and implementing appropriate standards and procedures
  - establish and insist on safe methods, safe equipment, proper materials, and safe practices at all times
  - provide appropriate training for staff
  - provide opportunities for staff to participate in health and safety forums
  - ensure compliance with relevant CTSSB's policies, legislative requirements and standards
  - ensure that safety takes precedence over expediency at all times.
- **Staff and contractor** must:
  - observe safe work practices
  - follow CTSSB's procedures and comply with relevant work standards and statutory obligations
  - comply with relevant directives from departmental managers.

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- **Breaches:**

- Departmental managers must report any breaches of this policy to General Manager and Human Resource and Administration Department.
- Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.

**The current policy is attached in Appendix A**



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## PART THREE.

### DEFINITIONS AND ABBREVIATIONS

#### 1. Definitions

For the purposes of this Safety and Health Plan, the following definitions apply.

##### a. **Continual improvement**

Process of enhancing the HSE Management System to achieve improvements in overall HSE performance in line with the organization's HSE policy.

##### b. **Environment**

Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

##### c. **Accident**

An occurrence arising out of or in the course of work which result in fatal or non fatal injury and property damage.

##### d. **Audit**

Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organizations policy and objectives.

##### e. **Hazard**

Source or situation with a potential for harm in terms of injury or ill health, damage to property, damage to the workplace environment, or a combination of these.


##### f. **Hazard identification**

Process of recognizing that a hazard exists and defining its characteristics

##### g. **Incident**

An event that gives rises to an accident or had the potential to lead to an accident



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**h. Interested parties**

Individual or group concerned with or affected by the HSE performance of the organization

**i. Non-conformance**

Any deviation from work standards, procedures, practices, regulations that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environment, or a combination of these.

**j. Objectives**

Goals, in terms of HSE performance, that an organization sets itself to achieve

**k. Occupational Health and Safety**

Conditions and factors that affect the well being of employees, temporary workers, contractors, visitors and any other person in the workplace

**l. OHS Management System**

Part of the overall management system that facilitates the management of the HSE risks associated with the business of the organization. This includes the organizational structure, planning activities, responsibilities, practices, procedures, processes and resource developing, implementing, achieving, reviewing and maintaining the organizations HSE policy.

**m. Organization**


Company, operation, firm, enterprise, institution or association, or part thereof, whether incorporated or not, public or private, that has its own functions and administration.

**n. Performance**

Measurable results of the HSE management system, related to the organizations control of health and safety risks, based on its HSE policy and objectives.

**o. Risk**

Combination of the likelihood and consequences of a specified hazardous event occurring.

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**p. Risk assessment**

Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable

**q. Safety**

Freedom from unacceptable risk of harm.

**r. Tolerable risk**

Risk that has been reduced to a level that can be endured by the organization having regard to its legal obligations and its own HSE policy.

**s. HSE aspect and Impact**

Element of an organization's activities, products or service that can interact with the health and safety of personnel or the environment

## **2. Abbreviations.**

Further, abbreviations are defined as follows when used in this HSE Manual :

**a. OSHA**

Occupational Safety and Health Act 1994 (Act 514)

**b. FMA**

Factory Machinery Act 1967 (Act 139)

**c. DOSH**

Department of Occupational Safety and Health (JKKP)

**d. CTSSB**

Celcom Timur (Sabah) Sdn. Bhd.

**e. OSH**

Occupational Safety and Health.

**f. OSHMP**

Occupational Safety and Health Management Plan

**g. OSHWI**

h. CTSSB's Safe Work Procedure.

**i. CEO**

Chief Executive Officer

**j. SHO**

Safety and Health Officer


**k. LOTO**

Lock Out Tag Out

**l. PTW**

Permit To Work



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## **PART FOUR**

### **OHS RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY**

#### **a) Purpose**

The purpose of the OHS Responsibility Procedure is to ensure that responsibility and authority for all elements of the Company's OHS Plan are adequately defined and clearly documented in a manner that is accessible to the position holder. It is also to ensure that an accountability process is defined and implemented to make certain that responsibilities are performed effectively.

#### **b) Scope**

This procedure applies to the management and conduct of OHS activities across all operational areas.

#### **c) Definitions**


For the purposes of this procedure, the following definitions apply unless otherwise stated:

- **Senior Management:**  
Chief Executive Officer, General Manager, Chief Financial Officer.
- **Middle Management:**  
Departmental Managers, Engineer, executives.

#### **d) Requirement**

- **Define and Document OHS Responsibility, Authority and Accountability**

Responsibility, authority and accountability for OHS matters must be defined in position descriptions, aggregated format, system planning arrangements, procedures or instruments (tools and forms). Such documentation must be readily accessible to the position holder.

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- **Responsibility, Authority and Accountability for Company's OSH Plan**

Responsibility and authority for the development, resourcing, implementation, audit and continuous improvement of the Company's OSH Plan is assigned to the Chief Executive Officer or his delegate.

- **Responsibility, Authority and Accountability for Company's OSH Plan Implementation**

The Chief Executive Officer or his delegate is required to develop and implement an accountability process to ensure that this responsibility is performed effectively.

Managers are similarly responsible and have authority for implementation of all Company's OSH Plan requirements within their Department. They are accountable to the Chief Executive Officer.

- **Responsibility, Authority and Accountability for OHS Document Control**

Implementation and maintenance of the Company's OHS Plan document control system is the responsibility of the Manager of Human Resources and Administration.


The Manager of Human Resources and Administration coordinate the development, review and maintenance of Company OHS documents including policy, procedures, guidelines, forms and templates.

Day to day coordination of OHS document control is delegated to the Human Resources and Administration staff member.

- **Responsibility, Authority and Accountability for OHS Activities**

Managers must ensure that responsibility, authority and accountability are defined and documented for line supervisors, safety officers and other persons (including contractors and visitors) engaged by the respective Department, to perform OSH activities.



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Requirements for training, qualification, certification and/or experience to undertake OSH activities must also be defined and documented.


Responsibility for OSH activities must be assigned only to employees with the requisite level of authority, and who have completed the necessary training, qualifications, certification and/or experience. OSH activities include, but are not limited to:

- ❖ design and verification processes for buildings, facilities and plant;
- ❖ creation and modification of OSH documents;
- ❖ establishing and documenting OSH specifications for goods and services, and verifying compliance on receipt;
- ❖ assessing the competence of contractors and suppliers of goods, services and labour hire to meet OSH specifications;
- ❖ identifying, assessing and controlling OSH risks such as documentation and approval of risk assessments, and incident investigation and reporting;
- ❖ developing, approving and maintaining process control documentation;
- ❖ inspection, testing and monitoring processes such as planning, conduct and verification;
- ❖ development and implementation of corrective action processes and follow through on identified non-conformances;
- ❖ identification of record keeping compliance requirements and provisions;
- ❖ conduct of OSH Plan audits; and
- ❖ OSH training development, delivery, supervision, and assessment/verification of competency.

#### • **Accountability Process**

An accountability process must be defined, documented and implemented by the relevant Manager to ensure that OSH responsibilities are performed effectively and in accordance with schedule. This may be achieved through quarterly and annual reporting, performance appraisals, project review, scheduled meetings, or other means. Documented evidence of accountability monitoring must be maintained, such as copies of reports, minutes of meetings, or entries in notebooks/diaries.



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- **Duties of OSH Representatives and OHS Committees**

The duties of OSH Representatives and OSH Committee members are defined within the Consultation element of the Company's OSH Plan and are not required to be documented elsewhere.


- **Authority for Decisions Affecting Health, Safety and Welfare**

Authority for decisions affecting health, safety and welfare is assigned to the position with responsibility or control, namely:

- ❖ Chief Executive Officer for the entire Company;
- ❖ Managers for their respective Departments;
- ❖ Supervisors for their respective areas.
- ❖ Facilities Management staff, such as Security, administration officer, have authority to stop an activity and evacuate an area where there is an imminent and significant risk of harm or damage, for example:
  - in relation to events of fire on Company premises; or
  - failure of building or facilities infrastructure or essential services such as electricity and water,.
- ❖ All members of the Company have a duty of care and authority to initiate action to stop a hazardous activity. The appropriate action will vary depending on the circumstances and may include, for example:
  - direct request to the person causing the hazard or their supervisor;
  - calling Security in case of emergency;
  - calling departmental Managers for building or contractor hazards;
  - completing an OSH hazard report form; or
  - notifying their OSH Representative.

- **Monitor And Review**

- ❖ This document shall be reviewed within two years of the date of issue.
- ❖ Changes in legislation, or corporate Policy may necessitate earlier review and subsequent amendment or re-issue.

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## DETAILS OF STRUCTURES AND RESPONSIBILITIES

### i. The Chief Executive Officer,

as the employer, has ultimate accountability for the health and safety of all Celcom Timur (Sabah) Sdn. Bhd.'s staff. This is provided for by:

- demonstrating continuous improvement through a systematic approach to occupational health and safety matters that includes setting specific objectives, systems and programmes in partnership with senior managers and relevant others;
- documenting and communicating the [Health and Safety Policy](#) and holding staff members responsible for supporting the policy and related procedures;
- taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice;
- incorporating health and safety as an element in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate; and
- expecting all staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.




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## ii. Chief Technical Officer

have key responsibilities for developing, implementing and improving the Celcom Timur (Sabah) Sdn. Bhd.'s health and safety management system as an integral part of day-to-day operations. These include the following:


- providing leadership and direction in matters of health and safety;
- developing staff commitment to achieving excellent health and safety standards;
- developing a clear chain of responsibility for health and safety matters through normal line management channels;
- establishing and achieving overall health and safety goals and objectives as part of the business and/or strategic plans for their areas of responsibility;
- including measurable health and safety objectives (based on responsibilities) in the overall performance objectives of staff;
- demonstrating a commitment to continually improving health and safety performance;
- electing, (or selecting), and supporting a Health and Safety Representative for the Celcom Timur (Sabah) Sdn. Bhd.;
- participating in regular, documented health and safety management audits and taking steps to remedy any deficiencies;
- sustaining interest in and communications about health and safety throughout the organisation;
- supporting staff member participation in health and safety activities;
- formally acknowledging excellence in such activities or initiatives when appropriate; and
- allocating the necessary human and financial resources to achieve the goals.



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### iii. Human Resources and Administration (HRA) Manager


- Shall advice and coordinate on all Occupational Safety and Health (OSH) related matters to all CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas
- Shall support the management in their OSH roles, including the conducting of risk assessments and the development of SWP and SWI.
- To compile and analyse the OSH statistics.
- Provide and support OSH training as required.
- Shall review all accident / incident reports and ensure that remedial actions have been implemented.
- To ensure hazards associated with plant and equipment have been identified and appropriate control measures put in place.
- To review and update the safe work procedures and standards as the process and circumstances change.
- To ensure that the Emergency Response Plan is regularly reviewed and up to date.
- Liaise with the relevant government authorities on OSH related issues.
- To liaise and monitor CTSSB's OSH Consultant performance and activities.

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#### iv. Head of Department (HOD) and Officer In-charge (OIC)

are responsible for taking all practicable steps to create a safe and healthy work environment. These include the following:

- Implementing hazard management procedures in every work area under their control. This includes formalising regular reviews of currently identified hazards and arranging for new processes, equipment or chemicals to be assessed for actual or potential hazards prior to use;
- taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled;
- informing staff, other stakeholder (and contractors in appropriate circumstances) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard;
- ensuring that all staff members receive appropriate training, and are involved in the improvement of systems and practices where relevant;
- ensuring that unsafe acts and unsafe conditions are appropriately addressed;
- conducting regular health and safety inspections;
- participating in health and safety audits and taking steps to remedy deficiencies as recommended;
- ensuring all accidents and incidents are recorded accurately, investigated and reported to the Health and Safety Co-ordinator, and for taking steps to prevent any recurrence of a similar event; and
- Encouraging good health and safety performance by suppliers and contractors.

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#### v. Safety and Health Management Committee

have delegated responsibilities for:


- supporting senior and other line managers with the day to day management of the health and safety programme in accordance with legislative requirements and Celcom Timur (Sabah) Sdn. Bhd.'s policies and procedures;
- participating in meetings with other health and safety representatives on Celcom Timur (Sabah) Sdn. Bhd.'s and the Health and Safety Co-ordinator, and attending health and safety training courses where appropriate; and
- participating in health and safety audits in partnership with the General Manager.

#### vi. Health and Safety Co-ordinator

reports directly to the Manager of Human Resource and Administration Department and is responsible for:

- providing specialist support by acting as a consultant to managers and staff members where necessary;
- analysing audits, injury trends, and hazards and reporting results to the Chief Executive Officer and General managers;
- advising on new processes or equipment relative to their health and safety impact;
- maintaining up to date information on changes to health and safety legislation, regulations, Codes of Practice and Standards;
- assisting in the formation and implementation of The Celcom Timur (Sabah) Sdn. Bhd.'s wide policies, plans, and procedures; and
- providing strategic direction and oversight of all health and safety initiatives.



 <small>A CELCOM-SABAH JOINT VENTURE COMPANY</small>	<b>CELCOM TIMUR (SABAH) SDN. BHD.</b>		
	<b>Occupational Safety and Health Management Plan (OSHMP)</b>		
<b>Document Doc. :</b> CTSSB-OSHMP/01-0	<b>Rev. No. :</b> 0	<b>Effective Date :</b> 1 <sup>st</sup> Jan. 2013	

**vii. All Employees (Including Contractor)**

are responsible for:

- becoming familiar with and abiding by all applicable Celcom Timur (Sabah) Sdn. Bhd.'s policies and guidelines, and relevant statutory obligations;
- following established procedures to ensure safe performance of a given task;
- reporting all occupational injury, illness, near miss incidents, environmental spills or fire, regardless of its severity, to a supervisor;
- reporting hazards which may result in an injury, illness, spill or fire to a supervisor;
- advising colleagues and relevant staff members when unsafe acts and/or conditions occur;
- correcting unsafe conditions when appropriate, possible and safe to do so; and
- behaving in a manner which does not endanger the health and safety of themselves, other employees or students.