



CELCOM TIMUR (SABAH) SDN. BHD.

SAFE WORK PROCEDURES	
Workplace Inspection For OSH Compliance	
DOCUMENT NO.	: CTSSB-OSHMP/SWP-02

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1.0 GOVERNING POLICY

This procedure is made under the CTSSB's Occupational Safety and Health Policy.

2.0 PURPOSE

The purpose of this procedure is to outline the process for conducting and scheduling inspections and the training required by the persons conducting the inspections.

3.0 SCOPE

This procedure shall apply to all CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas.

4.0 REFERENCES

- i.* OSH Act 1994
- ii.* FMA 1967
- iii.* CTSSB's Occupational Safety & Health Policy Statement.
- iv.* OHSAS 18001:2007
- v.* DOSH Guidelines : " Hazard Identification, Risk Assessment and Risk Control"
- vi.* CTSSB's OSH Management Plan : Part Four : Responsibility, Authority & Accountability
- vii.* CTSSB's Safe Work Procedure : Hazard Identification, Risk Assessment and Risk Control : **CTSSB-OSHMP/SWP -01**

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5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

i. Human Resources and Administration (HRA) Manager

- Responsible for the overall implementation of this procedure including its periodic review.
- Ensure personnel responsible in conducting workplace inspections are trained

ii. Other Head of Department (HOD) / Officer In-Charge (OIC)

- Responsible to assist HRA Manager to ensure the implementation of this procedure.
- Conduct workplace inspections prior to commencing rectify any non conformity identified and maintain records of the inspections.
- Submit any findings from the workplace inspections.
- In the event of the finding of significant hazard, immediately alert their respective HOD / OIC.

iii. All Employees (Including contractors)

- To comply with instructions and/or to give full cooperation to the management or any officer this has been given an authority in order to ensure the implementation of this procedure.
- Each employee shall be held responsible for performing all work in a safe manner so that injuries to that person and to others will be avoided.
- An employee shall notify his employer or supervisor before attempting any work which, in the employee's opinion, appears hazardous above and beyond normal operating conditions.
- An employee shall report all injuries to his employer or supervisor without delay, regardless of the nature of the injury.
- Good housekeeping of all work areas and equipment shall be practiced.

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6.0 TERMS AND DEFINITIONS

- i. **CTSSB**
 - Celcom Timur (Sabah) Sdn. Bhd.
- ii. **OSHMP**
 - Occupational Safety & Health Management Plan
- iii. **SWP**
 - Safe Work Procedure
- iv. **SHMC**
 - CTSSB's Safety & Health Management Committee
- v. **Workplace inspection**
 - An inspection of a workplace, or area of a workplace, is carried out to identify hazards or non conformances with the CTSSB's standards and procedures.
- vi. **Management Walkabout**

Management walkabout team lead by a member from the management comprising of personnel from various departments. When available, a representative from sub-contractors and clients will be invited.
- vii. **Action Tracking List**
 - A register for recording completed inspections. The name of the person who conduct the inspection, the area inspected, date of inspection, hazards found, and remedial actions taken are recorded in the register.
- viii. **SOR**
 - Safety Observation Report - A form used to report negative and positive OSH findings

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7.0 DETAILS PROCEDURE

i. Workplace Inspection Format

- Obtain the **Safety Observation Report or SOR form : CTSSB-OSHMP(F)-04**
- Carry out the inspection.
- Hazard identified, raised SOR and take remedial action.
- Report hazard and remedial action taken to OSH Coordinator and area in-charge.
- If required, the HOD/OIC or his/her subordinate will conduct a hazard analysis to ensure that the remedial action has been adequately taken or removed.
- The SOR is recorded in the **Action Tracking List form : CTSSB-OSHMP(F)-03**

ii. Inspection Schedule

- At least once a year for the CTSSB's Safety & Health Management Committee (SHMC)
- At least twice a year for the workplace inspections by CTSSB's project in-charge.
- Quarterly for the workplace inspections by contractor's in-charge.

iii. Inspection Training

- To ensure workplace inspections are conducted thoroughly and efficiently, it is essential that the person undertaking the inspections be trained in the inspection process and has knowledge in hazard identification of the area being inspected.

iv. Inspection Process

- Focus should be on physical conditions rather than individual's behaviour.
- Any unsafe condition should be immediately identified and controlled.
- The inspection checklist should be worked through systematically.
- Respective CTSSB's HOD/OIC or contractor's in-charge to be actively participating in the inspection process.

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v. Inspection Closure

- Action taken for corrective action will be periodically analysed by HOD/OIC and OSH Coordinator in order to identify repetitive hazards and potentially serious hazards, these types of hazards should be discussed at CTSSB's Safety & Health Management Committee (SHMC) meetings and suitable actions taken to ensure that they do not continue.
- An important function of the safety inspection is the analysis of developing trends in the workplace.
- Findings from CTSSB's Safety & Health Management Committee (SHMC) Walkabouts will be reported using the SOR cards / forms. SORs are registered and tracked in the **Action Tracking List form : CTSSB-OSHMP(F)-03** for closure with status quo presented as a minimum, on monthly basis.

8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

9.0 APPENDICES

- i. Standard Form
 - Observation Report or SOR form : **CTSSB-OSHMP(F)-04**
 - Action Tracking List form : **CTSSB-OSHMP(F)-03**

