



# CELCOM TIMUR (SABAH) SDN. BHD.

<b>SAFE WORK PROCEDURES</b>
<b>Journey Safety Management</b>
DOCUMENT NO. : CTSSB-OSHMP/SWP-09

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<b>REVISION : 0</b>	.....	.....	.....
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<b>DATE:</b>	1 <sup>st</sup> JANUARY 2013	1 <sup>st</sup> JANUARY 2013	1 <sup>st</sup> JANUARY 2013

<b>SAFE WORK PROCEDURE</b>	 <b>CELKOM TIMUR (SABAH) SDN. BHD.</b> <small>A CELKOM-SABAH JOINT VENTURE COMPANY</small>	Issued No. 1
<b>Journey Safety Management</b>		Revision No. 0
Document No. <b>CTSSB-OSHMP/SWP – 09</b>		Effective Date 1 Jan. 2013

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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 ensure that all CTSSB's employees and contractors are competent, physically fit and the vehicles they operate are roadworthy in order to prevent and /or minimize risk to personnel and damage to equipment.

## 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. OHSAS 18001:2007
- iv. DOSH Guidelines – " Hazard Identification, Risk Assessment and Risk Control'
- v. CTSSB's OSH Management Plan : Part Four : Responsibility, Authority & Accountability
- vi. CTSSB's Safe Work Procedure : Hazard Identification, Risk Assessment and Risk Control : **CTSSB-OSHMP/SWP -01**
- vii. CTSSB's Safe Work Procedure : Workplace Inspection for OSH Compliance: **CTSSB-OSHMP/SWP -02**
- viii. CTSSB's Safe Work Procedure : Emergency Response and Preparedness: **CTSSB-OSHMP/SWP -03**
- ix. CTSSB's Safe Work Procedure : Accident Reporting and Investigation: **CTSSB-OSHMP/SWP -04**

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## 5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

### i. Human Resource and Administration (HRA) Manager

- Responsible for the overall implementation of this procedure including its periodic review.
- Ensure all project operational related company owned, hired vehicle and transportation contractors comply with the legal and other related requirements, the vehicles are roadworthy condition, the operators possess the required certification / licenses and fit for work.
- Shall maintain a record of all vehicles used for projects, the duration of hire and other relevant information.

### ii. Head of Department (HOD) / Officer In-charge (OIC)

- Responsible to inspect vehicles prior to being hired.
- Shall conduct ongoing monitoring of trucks and other vehicles.
- Take the necessary corrective and preventative action on any non conformance of legal or other requirements related to vehicle and transportation.
- Liaise with contractors and suppliers on OSH related issues.

### iii. Drivers / Motorcyclist

- Shall possess valid driving licenses and competent to operate the vehicle under their control.
- Report any loss of accident and /or damage to vehicle.
- Shall abide to all legislative and other related requirements.
- Shall perform regular visual inspection of their respective vehicle/s to ensure they are safe and roadworthy.

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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

- Health & Safety Management Committee

### v. SOR

- Safety Observation Report

### vi. PUSPAKOM

- 'Pusat Pemeriksaan Kenderaan Berkomputer'

### vii. GDL

- Goods Driving Licence

### viii. Inclement Weather

- Any condition due to rain, wind, thunder storm, lightning and haze

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## 7.0 DETAILS PROCEDURE

### i. General Requirements

- Company Vehicles are to be used for CTSSB's business only.
- The use of company vehicles for personal business is prohibited. In certain situations, written agreements may allow for personal use of Company Vehicles.
- Allow only authorized passengers to ride in company vehicles.

### ii. Vehicle Requirements

- Vehicles must be selected and purchased or hired as "fit-for purpose", assuring proper equipment and meeting the recommended set of vehicle safety specifications.
- Any cargo being carried by a motor vehicle including equipment, materials, CTSSB's property, or personal property shall be properly secured by the motor vehicle operator at all times.
- Drivers that have been assigned a Company Vehicle shall assure that the vehicle is maintained in accordance with manufacturer's recommendations.
- Under no circumstance should anyone operate a motor vehicle if they believe it is not in safe working condition.
- The motor vehicle operator shall ensure that the vehicle they are operating has the appropriate vehicle registration and insurance coverage in place prior to driving.

### iii. Motor Vehicle Operators

- A current, valid driver's license and/or other required certification for the type and class of motor vehicle to be operated must be held by the individual prior to and during their operation of any vehicle on CTSSB's operated site or business.
- Motor vehicle operators must notify their head of department immediately of any event that might change their driver's license status.
- Personnel shall not operate a motor vehicle on Company business when they are in such a mentally or physically impaired condition that they are not able to properly operate the vehicle in a safe manner. This includes conditions such as operating a vehicle while under the influence of drugs, medicines, or alcohol, or when under conditions of extreme stress, fatigue, or any other physical or mental impairment that may hinder safe vehicle operation.

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#### iv. Pre-trip Inspection and Planning

- Prior to use of any motor vehicle on Company business, a pre-trip vehicle inspection must be conducted.
- The vehicle's user should walk around the vehicle's exterior and look for potential safety hazards such as cracked windshields, missing mirrors, defective tires, and other vehicle body damage or defects. For Company vehicles and rental vehicles, exterior and/or interior defects should be reported to the responsible Head of Department (HOD).
- The vehicle's user should familiarize themselves with interior features and controls and make appropriate adjustments, e.g., seat, mirrors, necessary to assure safe operation.

#### v. Long Journey

- All long journeys over 25 kilometres in distance shall complete and submit **journey management plan form: CTSSB-OSHMP(F)-16** to HRA Department with remedial actions to alleviate the hazards of long distance driving and to be accompanied by a second driver.
- The drivers shall inspect on the security of the load prior to commencement and periodically during the journey.
- The minimum safety / emergency equipment required in a truck shall be but is not limited to:
  - a. Dry powder fire extinguisher
  - b. Triangular reflective warning sign
  - c. Hand held torch light
  - d. List of emergency contact numbers
  - e. Route map
  - f. Basic tool kit
  - g. Basic 1<sup>st</sup> Aid box
- Drivers on medication that have detrimental effect will mean he / she being barred from driving.
- No person shall be allowed to drive in a fatigue condition.
- In the event of poor visibility due to inclement weather, drivers are required to park their vehicles at a safe position / location and activate the hazard light. Driving can re-commence only when visibility improves.
- The drivers' maximum working hours are 12 hours per journey.
- Where available seat belts shall be fastened at all times when driving.

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- Drivers are prohibited from using a cell phone or two-way radio, whether it is CTSSB's -provided or personal, while operating a motor vehicle on Company business.
  - a. This applies to both hands-free and non-hands-free devices.
  - b. If the use of such a device by the motor vehicle operator is necessary, it is only allowed when the motor vehicle is stationary and in a safe location off the roadway.
  - c. Passive listening to necessary communication by two-way radio is allowed provided that the driver neither has to divert attention from driving, nor respond to the communication while driving.

#### vi. **Accident Reporting**

- All accidents involving a Company or Personal Vehicle being used on Company business must be reported by the vehicle's user to their immediate supervisor , no matter how minor the incident.
- The initial report must include the location of the accident and a description of injuries and/or property damage. Subsequent reports must include passenger data, destination of injured passengers removed from the scene and general assessment of the situation.
- Cooperate fully with government agencies (police, fire department, etc.), but do not issue statements to insurance companies, news groups, or other agencies not in the district.
- Do not leave the accident scene until released by a police officer in-charge, unless you require emergency medical attention.
- The vehicle driver will complete the accident notification form and subsequently assist the SHMC to conduct and complete the accident investigation report.



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## 8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

## 9.0 APPENDICES

- i. Standard Form
  - Journey Management Plan : **CTSSB-OSHMP(F)-16**