



CELCOM TIMUR (SABAH) SDN. BHD.

SAFE WORK PROCEDURES	
Inclement Weather	
DOCUMENT NO.	: CTSSB-OSHMP/SWP-12

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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 standard is to ensure control measures are in place to prevent incidents in the event of inclement weather conditions such as rain, wind, thunder storm, lighting and haze.

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 & Risk Control: **CTSSB- OSHMP/SWP – 01**
- vii.* CTSSB's Safe Work Procedure: Workplace Inspection for OSH Compliance **CTSSB - OSHMP/SWP – 02**

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5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

i. Manager of Human Resources and Administration

- Responsible for the overall implementation of this procedure including its periodic review.

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

- The HOD / OIC are fully responsible for ensuring the implementation of this procedure and transmittal of the safety information to their subordinate.
- HOD / OIC or designated person shall ensure the implementation of this safe work procedure by instruct or train the new employee or contractor at any workplace under their control.
- Conduct workplace inspections to ensure all the CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas that identified have potential high risk shall implement this Permit to Work System.
- To ensure the records of Permit to Work record are properly kept and easy to retrieve.

iii. All Employees (Including Contractor)

- To comply with this procedures at all time while at workplace owned or under the control of the CTSSB.
- To follow 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. OSH

- Occupational Safety and Health

ii. CTSSB

- Celcom Timur (Sabah) Sdn. Bhd.

iii. OSHMP

- CTSSB's Occupational Safety & Health Management Plan

iv. SWP

- CTSSB's Safe Work Procedure

v. SOR

- Safety Observation Report

vi. Inclement Weather

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

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7.0 DETAILS PROCEDURE

i. Rain

- Poor visibility due to rain and the darkness of the sky can affect personnel working outside or driving vehicles.
- Work shall stop immediately and re-commence once conditions improve.
- To reduce the risk of personnel slipping on wet surfaces, all slip hazards shall be identified and remedial actions implemented.
- Stairs and walkways shall have anti slip surfaces attached.
- If personnel are working at height or on scaffolding and the task becomes hazardous due to slippery surfaces the work shall be suspended immediately.

ii. Lightning / Thunder storm

- Lightning strikes may result in electrocution / fire.
- The responsible person shall be aware of all work taking place in the process plant, the yard and the movement of vehicles between the port and the yard.
- The responsible person shall suspend all work in the yard or outside the plant, this includes ensuring that all vehicles stop and the driver remains in the vehicle.
- Once the lightning storm has passed, the responsible person shall inform the yard supervisor and all personnel working outside to resume work.

iii. Wind

- Cranes may become unstable in windy conditions and loose material may fall.
- If the wind speed reaches 25 knots (40km/hr) or when the operator raise concern on safety all work at height and crane activities shall be suspended.

iv. Haze

- Limitations or adverse effects caused by haze shall be referred to the current air pollution index from the metrological department or electronic media announcement.

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v. Electrical

- The use of electrical tools and equipment shall be prohibited in wet areas.

vi. Safe Areas

- Fully enclosed metal vehicles with windows up.
- Substantial and permanent buildings.

vii. Unsafe Areas

- Small structures including huts, trees and shelters.
- Nearby metallic objects such as pipes, fences, gates and electrical equipment.
- Personnel are not to use office landline telephones, cellular phones or walkie-talkies during lightning storm.

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8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

9.0 APPENDICES

- i. Standard Form
 - Nil