



HSE Policies & Guidelines

The company's Health, Safety and Environment
Management System guideline



This guideline is prepared to make sure all related parties understand SAA Engineering & Marine Sdn Bhd HSE policies

APPENDIX NO. 1

HEALTH, SAFETY & ENVIRONMENT POLICY

1.1 The management believed that the HSE training is crucial to HSE management system to ensure personnel awareness, competency and performance.

1.2 In addition, the company also recognized the important of the ongoing involvement and commitment of the management and other employees and the necessity of ensuring that they have the required skills and supports. All works are to be properly and adequately supervised in the HSE aspects.

1.3 It is the policy of the company for all management staff and line supervisors to attend all the core courses and other relevant safety courses. All personnel shall be suitably trained and able to demonstrate specific job related competencies before they are permitted to work.

1.4 It is the main duty of the Contract Manager along with the Supervisor to ensure that all personnel engaged in the jobs are fully versed with their functions, responsibilities and HSE policy to create and maintain high level of HSE awareness.

1.5 All staff shall endure HSE in all aspects in order to perform job efficiently and effectively. .

MOHAMMAD SAUFI YUSOF
Managing Director

APPENDIX NO. 2

DRUGS, ALCOHOL AND SUBSTANCE OF ABUSE POLICY

1.0 It is the policy of the company to achieve and maintain quality services to its clients.

This is fundamental to our business.

1.1 We believe that this policy will contribute positively to the quality of life of our employees, the standards of our operations, productive working environment, and to business success.

- Alcoholic drinks or drugs or substance abuse is strictly prohibited. Workers under the influence of alcohol or drug or other prohibited substances or discovered smoking in a restricted area will be subjected to instant dismissal;
- No employee shall use legal drugs illicitly nor shall they use, possess, distribute, buy or sell alcohol or illegal drugs while performing the work or at any worksite or on any company premises;
- Any employees who are suspected of having consumed alcohol or illegal drugs or other prohibited substances while performing the work shall be required to undergo tests to detect such.

PLEASE TAKE NOTE

VIOLATION OF THE ABOVE PROVISION SHALL BE SUBJECT TO DISCIPLINARY ACTION WHICH MAY INCLUDE INSTANT DISMISSAL WITHOUT COMPENSATION OF ANY KIND.

MOHAMMAD SAUFI YUSOF
Managing Director

3.0 HEALTH SAFETY AND ENVIRONMENT POLICY

3.1 HSE Policy:

It is the company policy, to achieve excellent HSE Performance, aiming for a zero accident rate and man-hour loss, nothing else is acceptable. This is fundamental to our business. We believe that this policy will contribute positively to the quality of life and healthy working atmosphere of our employees, the standards of our operation, the safety of the public, the safeguarding of the environment, and to business success.

3.2 Policy Statement & Objectives

- The company will conduct its operations in such a manner as to:-
- Ensure a healthy and safe working environment;
- Protect its employees and the public from injury or health hazards;
- Prevent loss or damage of property;
- Full compliance with legislative requirements

3.3 Special Target

- The company will strive to:-
- Prevent all occupational illness;
- Prevent all accidents and injuries;
- Prevent pollution of the environment.

3.4 Line Responsibility

The final responsibility for HSE matter including major financial decisions and allocation of resources lies with the Managing Director while the overall responsibility of monitoring the implementations of this manual vest in the incumbent of the position of the HSE Officer.

3.5 Responsibilities of Managing Director on HSE matters

- Responsible to establish and oversee the company HSE policy;
- Responsible for the company's image building efforts especially in promoting HSE consciousness of the worker;
- Receive on exception basis, reports from the HSE Officer and initiate actions as deemed necessary;
- Maintain, revise and enforce the company HSE policy

3.6 Responsibility of the Project Manager

- The Project Manager has the overall responsibility on contract execution and supports the GM and Technical Manager in the above duties.
- The timely completion of the works in accordance to specification, the welfare of all staff and personal and the fulfilment of the company's obligations to the client under the contract represents his purview and role.

4.0 PROGRESSIVE SAFETY MANAGEMENT.

4.1 Goals and Targets;

4.1.1 We are aiming for a zero accident rate nothing else is acceptable.

4.1.2 However, motivation is difficult to sustain if the goal appears to be remote, so sign posts are needed.

4.1.3 To indicate progress, these signposts are intermediate targets, which are set just within the bounds of achievability and their comparison with the actual results actual achieved forms a basis for measuring progress.

4.2 Reporting Historical Events

4.2.1 One of the essential features of effective safety management is the thorough investigation and follow-up of accidents. The main objective of accident investigation is to prevent recurrence of similar accidents by identifying deficiencies and recommending remedial actions. Follow-up should ensure that those actions are implemented. Accidents are investigated, statistic are reports are prepared to present historic facts as a mean of periodically reviewing the failures in accident prevention.

4.3 Planning Future Success

4.3.1 Success in accident prevention requires prediction of future possibilities, taking a wide view and using a long time scale. All relevant data must be utilized – historical data, as well as professional judgment and estimates. Plans for positive action demands teamwork and the involvement of all levels in the company from the Managing Director to the new recruits. Actions at different levels should be based on different time scales but should be integrated so that all efforts are combined to sustain and continually intensify the attack on safety problems.

4.3.2 The main areas of action are maintenance of current minimum standards, periodic review and development of safety organization and safety awareness. All action must of course, be continually monitored and controlled so that plan is actually achieved.

4.4 Maintenance of Standards

4.4.1 This area directly affects the work place where the accidents happen, and deals

- Mainly with human nature.
- Immediate compliance by working group;
- Continuous direct control by supervisors;
- Minimum supervision by management.

4.4.2 In addition, which should be a part of the routine performance of daily work, is the formal safety inspection, which will be carried out in a more structured way at frequent intervals.

4.5 Development of the safety organization.

4.5.1 Periodically senior management should review all aspects of the company overall safety performance – successful result as will be, in effect, a validation of the effectiveness of the safety policy and organization.

4.5.2 This review process cannot be achieved by dealing with business decisions in widest sense. Safety has to become a criterion of business success.

4.6 Be proactive in accident prevention

4.6.1 The management of accident prevention must be progressive because a changing network of contrary influences is continually operating from both inside and outside the company. Relaxation of control inevitably leads of success. Progressive safety management is consistent, comprehensive and future-oriented.

5 ACCIDENT REPORTING AND INVESTIGATION

5.1 Every accident should be investigated. Lessons learned from accidents, which are believed to be of benefit for other staff should be disseminated to all staff through appropriate channels.

5.2 The level of investigators and detail of the investigation will vary and will depend on the actual or potential injury, damage or loss. The team responsible for leading an investigation will be as follows:-

- Fatality / Major Damage – Managing Director
- Major injury – Project Manager
- Minor & Slight incident/accident– HSE Officer.

5.3 Note: Analyzing reports and devising solutions will be the responsibility of the Managing Director and / his Nominated Deputy.

6 SAFETY INSPECTION AND AUDITS

6.1 A team comprising of the Managing Director, Project Manager, HSE Officer and Line Supervisors shall perform quarterly audits / inspection at the work site and the Managing Director will review / action findings.

The audits/inspection programmer covers the following areas:-

1. Unsafe Acts
2. Omissions (failure to act)
3. Improper behaviour

Unsafe Acts/bad work practices

- Speed
- Inadequate/unsafe/damaged equipment
- Housekeeping
- Unauthorized/forbidden procedures
- Storage etc.

7 SAFETY OPERATION & IMPLEMENTATION

7.1 Safety Meetings

HSE meetings involving senior management of the company, Project Manager, HSE officer, Line supervisors and other personnel shall be conducted on monthly basis. These meetings will cover specific training topics, review of injuries/incidents including near misses, current performance and status of safety actions. The Managing Director will chair these or his Nominated Deputy while the Line Supervisors will be assigned to record and distribute the minutes.

7.2 Tool Box Briefings

During workforce toolbox briefings, training aids such as safety video, pictures and charts, demonstration pieces, the real thing (tool, equipment etc.) will be used to enhance understanding thus effectiveness of the briefings.

7.3 Safety Induction Programmer

HSE Officer and Line Supervisors shall conduct workforce briefings on a work related

Subject including HSE matters. These includes all works and safety related topics, such as the use of hand tool, first aid, industrial and electrical safety to ensure that the conducts of the work team are carried out to the best performance of the contract and at the same time for the protection of HSE of the workers.

8 SAFETY TRAINING

The management believed that training is integral to HSE management system to ensure personnel competency. In addition, the company also recognized the important of the ongoing involvement and commitment of the management and other employees and the necessity of ensuring that they have the required skills and supports. All works are to be properly and adequately supervised.

It is the policy of the company for all management staff and supervisors to attend all the core courses and other relevant safety courses. All personnel shall be suitably trained and able to demonstrate specific job related competencies before they are permitted to work.

8.1 Core Courses

- Basic & Officer HSE for SS & Contractor Management
- Industrial HSE for SS & contractor Management
- Basic HSE
- Officer HSE
- Industrial HSE

8.2 Non Core Courses

- On-The job Training Presentation skills
- Basic First Aid
- Accident Investigation
- Permit To Work
- Scaffolding Safety
- Safe Driving

9 WORK LOCATIONS

SAA Engineering & Marine Sdn. Bhd.
Lot 2955, Jalan Kelisa,
Kampung Layout Cacar Pantai,
23100 Paka, Dungun,
Terengganu Darul Iman.

10 GENERAL SAFETY RULES AND REGULATIONS

- No smoking in non-smoking areas;
- Alcoholic drinks or drugs are strictly prohibited. Workers under the influence of alcohol or drug or discovered smoking in a restricted area will be subjected to instant dismissal.
- First Aid kits and fire-fighting equipment are for first aid treatments and emergency use only. Disciplinary action will be taken against any person found interfering with, or intentionally damaging such equipment.
- All personnel shall participate in fire and emergency drills.
- Before commencing any job ,ensure that workers are in safe conditions to work, check the PPE and correct any errors;
- Do not work in unsafe conditions and acts.



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