SECTION 1

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SECTION 2

Occupational Safety and Health Man Focus Report

Occupational Safety and Health Focus Report

1. **Action to be taken by the employer in order to comply with the requirements of the act or any regulations made under the act.**
   (November 2020)

No	Items	Concern	Recommendation / Action Plan.
1.	**Occupational Safety And Health Act 1994 , Section 16**	Safety Policy	• Displayed at meeting room.
2.	**Occupational Safety And Health Act 1994, Section 30.**	Safety And Health Committee	• To organize SHC at site workplace. • To display the organization chart at safety board. • To confirmation by Appointment Letter. • Site inspection by SHC • Accident or incident investigation and meeting.
3.	**FMA - Building Operations & Works Of Engineering Construction (Safety) – BOWEC Regulation 1989**	Designated person	• List of competency will be updated monthly.
4.	**NIOSH Certificate**	Mobile crane operator	• To endorse the certificate is still valid and keep in record.
5.	**FMA - Building Operations & Works Of Engineering Construction (Safety) – BOWEC Regulation 1989**	Scaffolding control	• Calculation and Drawing by P.E drawing. (BOWEC Reg.75) • Installation in accordance with design specifications set (BOWEC Reg. 75(1)) • Inspection and maintenance by Competent Person (BOWEC Reg.73,74 & 85) • Scaffolding physical condition (BOWEC Reg.72,76,77,80,86,87,77)
6.	**Occupational Safety And Health Act 1994 , Section 15 (2)(b)**	Assessment Of Safety Manual, HIRARC And Permit To Work.	• To develop Occupational Safety and Health Manual. • To develop HIRARC followed for every scope of work at construction site for hazard identification and risk assessment and to confirm the risk control for all workers involved. • To make sure compliance with permit to work for daily work.
7.	**Occupational Safety And Health Act 1994 , Section 15 (2)(d)**	Safety and health training programmed (encouragement, worker induction	• Continuous conducting safety induction to new workers. • CIDB card holder

		and distribution of information)	
8.	**Occupational Safety And Health Act 1994 , Section 15 (2)(a)**	Record keeping system	• To develop master list file and record keeping file.
9.	**Factory And Machinery Act 1967**	Machine	• A valid qualification certificate (FMA Sec 19) • Machine guarding if needed. • Machine inspection programmed (OSHA sec 15(2)(a) • Maintenance Scheduled To Be Display And Inform Site Supervisor And Foreman
10.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Platform	• Calculation and drawing design by P.E (OSHA sec 15(2)(b) • Safe working load (SWL) (OSHA sec 15(2)(a) • Guarding or holder (BOWEC Reg. 88) • Maintenance and tidiness (OSHA sec 15(2)(a) (BOWEC Reg. 9) • Working platform and access (OSHA Sec.15(2)(d) (BOWEC Reg. 10,88)
11.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Floor opening	• Suitability of the Guard Installations. (SHW Reg.8 & BOWEC reg.108) • Appropriate warning signs (bilingual/symbol) (OSHA Sec. 15(2)(c) • Inspection and maintenance (OSHA Sec.15(2)(a) • Suitability of the guard installations (OSHA Sec. 15(2)(a) • Appropriate warning signs (bilingual/symbol) (OSHA Sec.15(2)(c) • Inspection and maintenance (OSHA Sec.15(2)(c)
12.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Work access	• Egress / ingress – OSHA SEC.15(2)(B) • Passage Way – BOWEC Reg.1-(2)/OSHA Sec.15(2)(d) • Level Sidewalk – BOWEC Reg.10(1),20 • Inspection and Maintenance. • Recommendation for two different access for workers and vehicle to workplace area.
13.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Working At Height	• Safe working procedure and HIRARC (OSHA Sec.15 (2)(c) • Provides protections such as safety anchorage etc. (FMA Reg.12 SHW / BOWEC Reg.51)
14.	**Factory And Machinery**	Civilian Safety	• Signboards – BOWEC Reg.18

	Act 1967. / Occupational Safety And Health Act 1994.		• Security enter the work area (the system and officials, fences, etc. (OSHA Sec 17(1) • Traffic control at site area (system or officer) – BOWEC Reg.18 • Materials arrangement and handling person in charge – OSHA Sec.15 (2)(b)
15.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	**ELECTRICAL SAFETY (MAJOR CONCERN)**	• Suitable signboards (bilingual /symbol) – BOWEC reg.15 & FMA reg.11 • Designated person and maintenance • scheduled – BOWEC Wiring method – BOWEC Reg.15(2)Reg.15 (12)
16.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Cleanliness and neatness	• Tidiness and hygiene, passageway – BOWEC Reg.121, FMA (SHW)Reg.23 • Disposal Waste – BOWEC Reg.22 & 123 • Inspection and maintenance • Signage / signboard – BOWEC Reg.48
17.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Materials storage	• Storage / storage of construction materials / hazardous materials – OSHA Sec.16(2)(b) / BOWEC Reg.21 • Construction materials storage – BOWEC Reg.21, 122 • Hazardous material storage (chemicals) – USECHH Reg./OSHA Sec. 15(2)(b)
18.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Health and welfare	• First aid and officer – FMA (SHW)Reg.38 • Suitable Signboards – OSHA Sec.15(2)(E)/Reg.9 USECHH • First aid box at site • Inspection and maintenance – OSHA Sec.15(2)(e)
19.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Form work	• Calculation and drawing design by accredited engineer – BOWEC Reg.30(4) • Installations accordance with specifications and design. • Inspection and observation by competent person before, during and after work. – BOWEC Reg.29
20.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Personal Protective Equipment (PPE)	• Provided And Recorded – BOWEC Reg.13,14,15,24 /OSHA Sec.15 • Users Training – OSHA Sec.15(2)(c) • Dress compliance – OSHA sec.15(2)(c) • Inspection and Maintenance –OSHA Sec.15(2)(c) • Suitable signboards – OSHA Sec.15(2)(c)
21.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Excavation and shoring	• Signboards and suitable hording – BOWEC Reg.13 (7) • Inspection and supervision by designated person – BOWEC Reg.113 (2) • HIRARC preparation and Safe Operating Procedure. OSHA Sec.15 (2)(b)

			• The structures of struts (shoring) designed by PE - BOWEC Reg.112, 116 • Shoring design by PE • Safe place for machinery – BOWEC Reg.118
22.	**Factory And Machinery Act 1967. / Occupational Safety And Health Act 1994.**	Piling	• Structural support for determining the structural stability adjacent – BOWEC Reg.124 • Piling machine condition – BOWEC Reg.130,131,134 • Inspection and supervision by a designated person – BOWEC Reg.125 • Method of maintenance and supervision of other types of piling – OSHA Sec. 15(2)(a)

2. <u>Report For Method Of Establishing And Maintaining A Safe And Healthy Working Condition In The Place Of Work.</u>
(November 2020)

No	Items	Concern	Recommendation / Action Plan.
1.	**Occupational Safety And Health Audit**	Conducting Safety Audit by third parties involved.	Preparation of all the OSH documentation for safety compliance by law and audit requirement. • The safety audit will be conduct by the DOSH Officer. • CIDB inspection • Ministry Of Health Audit • Clients audit
2.	**Safety and Health Management**	Safety Policy	• Displayed at meeting room.
		Site Safety Supervisor	• Employed (Reported duty on July 2020).
		Safety and Health Committee	• To be appointed.
		Designated person	• To be appointed.
		JKKP Registered Crane operator	• None.
		JKKP Registered Competent Scaffold Person	• To be appointed.
		Safety Manual,SOP,Work Permit	• Safety manual and SOP available (PTW for workers Hot work) • Request by Site Supervisor daily • Request by Foreman daily • Approval by Safety Personnel
		Safety and Health Training Program (Induction, Toolbox and Information)	• (Toolbox and safety induction). • Toolbox talk every Monday and safety induction ongoing.

			• Tool Box Meeting No : 17
		Safety and Health Record keeping System.	• Recorded and Provided.
2.	**PUBLIC SAFETY**	Warning signage (symbol/bi-language)	• To be provided. • To be placed at strategic location.
		Proper control of entrance(proper security system and fencing)	• Main access gate manned by security personnel.
		Traffic control system	• Site speed limit 15/km/hr. Traffic control at main gate controlled by security. • Vehicle used at construction site have valid driving licence. • Proper temporary signage,Flagman, (barricade,delineator,batten light,blinker, and safety cone).
		Safe handling of building material	• Stored and stacked at proper location.
3.	**SAFETY AND HEALTH COMMITTEE**	Appointment Letter as Chairman, Secretary and Safety and Health Committee Members	• To be appointed.
		Regular meeting	• First meeting = to be conducted.
		Site Inspection by SHC	• To be conducted.
		Membership from sub-con reps and employees	• As per SHC members organization Chart
		Accident investigation	• None.
		Cooperation from from management, action taken from reports	• Complying.
4.	**ELECTRICAL SAFETY**	Proper warning signage (symbol/bi-language).	• To be implemented. • To be placed at strategic location.
		Proper method of electrical wiring	• Carried out by trained Electrical personnel.
5.	**HOUSEKEEPING AND HYGIENE**	Housekeeping and Hygiene including walkway.	• To be conducted..

		Proper disposal of waste material	• Complying.
		Person in charge to monitor material inventory.	• Appointed.
		Allocate specific area for materials.	• Allocated.
5.	**HEALTH AND WELFARE**	First Aid kit and Officer	• First aid box = To be provided. • Trained first aider = to be appointed.
		Facilities for meals ,drinks ,toile ts ,and resting area.	• Provided.
		Pest control	• Fogging once a Month.
		Worker health/Medical checkup	• Not applicable at the moment.
6.	**DAILY WORKPLACE INSPECTION**	Conducting daily workplace inspection.	• Re bar works. • Form works. • Concrete works. • Excavation works. • Earthing works.
7.	**Weekly safety inspection**	To list out the items to comply with the safety & health requirement.	• Carried out by Safety site supervisor.
8.	**Unsafe Act Unsafe Condition Corrective.**	Issuing of unsafe act and unsafe condition for corrective action.	Monthly report to be provided to Project Manager concerning the *unsafe act and unsafe condition* at construction site for corrective action and raise at SHC meeting if not complete.
9.	**Safety & Health Promotion**	- Safety Signage - Safety Information	To provide safety warning signage at site main entrance and posted at strategic location. Occupational Safety And Health Board displayed at site for safety and related information.

3. <u>Recommendation for continuously improve the layout, facilities for safety & health purpose.</u> (November 2020)

No	Items	Concern	Recommendation / Action Plan.
1.	**Personal Protective Equipment (PPE)**	• Safety Helmet • Safety Shoes • Safety Vest • Safety Coverall Jacket • Dust Mask • Hand glove leather glove, cotton glove	All Sub Contractor are provided with PPE during work.

		and etc. • Full safety body harness • Ear plug or ear muff	
2.	**Others Equipment.**	Fire Extinguisher.	- To be provided.

4. <u>Work related to safety and health which has been carried out by any persons, or group of persons, engaged by employer in order to promote safety & health in work place.</u>

No	Items	Concern	Recommendation / Action Plan.
1.	**General construction workers.**	Housekeeping	Workplace housekeeping.
2.	**Supervisor / Foreman.**	HIRARC revision.	To maintain safety way doing the job.

5. Other safety & health matters.

No	Items	November 2020	Accumulative From 01 June 2020
1.	**Safety Induction Completed (Contract Workers only)**	0	24
2.	**CIDB valid**	5	2
	Need to renewal	1	4
	Need to new registration	9	7
3.	**No of HIRARC**	1	2

Man Power Report

3. NOVEMBER 2020 – Monthly Man Power Record

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MANPOWER LIST – NOVEMBER 2020

Bill	Name	I/C	Designation	CIDB		
				Valid	Renewal	Nil
CIVIL & STRUCTURE WORKERS						
1.	KAHAL BIN MOHD	610101-65-5857	FOREMAN		√	
2.	ZULBIN BIN RINGGO	940808-12-5501	GENERAL WORKER			√
3.	ARIF BIN HAMDULLAH	H6000177340	GENERAL WORKER			√
4.	BANSAR BIN MADJANANI	IP-12081-15209	GENERAL WORKER			√
5.	AJUNER BIN HAIMI	IP-12014-3349	GENERAL WORKER			√
6.	RAZWAN BIN RINGGO	011001-12-0981	GENERAL WORKER			√
7.	JURAH BIN JAJI	PLH/0185	GENERAL WORKER			√
8.	JEFRIN BIN AGANG	670620-12-5035	OPERATOR EXCAVATOR			√
9.	HUSIN BIN HASAN	IP-12011-11091	GENERAL WORKER			√
10.	BONA VENTURE	860412-49-5645	FOREMAN	12/04/21		
11.	JAILIS BIN ANDIB	751220-12-6121	GENERAL WORKERS			√
12.	FREDOLIN BIN GARAKAN	770123-12-5649	GENERAL WORKER	23/01/21		
13.	ALVON BIN CALVIN	021121-12-0993	GENERAL WORKER			√
14.	ARIEL JONATHAN	020522-12-0893	GENERAL WORKER			√

Monthly Safety Statistic

REMT UTAMA SDN BHD

TITLE: MONTHLY SAFETY STATISTIC

Month : November 2020	Date : 01th November 2020-30th November 2020

A. MANPOWER STATISTIC

No	Description	This Month (November)	Previous Month (October)	Accumulative From 01 June 2020 2020-31th November 2020
1.	Overall Man Power (**Average**)	**16**	22	
2.	Overall Man Hours (No. of Workers X No. of Days X 8Hrs.Per Day)	**3840**	4567	**17,077**
3.	Number of Days Without Lost Time Injuries (LTI)	**30**	26	**157**
4.	Accident related fatality	**0**	**0**	**0**
5.	Major Injury	**0**	**0**	**0**
6.	Minor Injury (First Aid Case)	**0**	0	**0**
7.	Medical Treatment Case (MTC)	**0**	0	**0**
8.	Unsafe Act / Unsafe Condition	**1**	2	**6**
9.	Near Miss Cases	**0**	0	**0**
10.	Fire	**0**	0	**0**
11.	Safety Talk	**4**	4	**17**
12.	VISIT BY AUTHORITIES – DOSH/CIDB/OTHERS	**0**	**0**	**1**

B. SAFETY AND HEALTH STATISTIC

No	Description	This Month (November)	Accumulative Previous Months (October)	Accumulative From 01 June 2020 2020-30th November 2020
A	**Occupational Incident Cases**			
1.1	Number of fatality	0	0	0
1.2	Number of Lost Time Injury or Accident(LTI) - (More than 4 days given MC/did not come to work)	0	0	0
1.3	Number of Incident Cases Resulted in Lost Work Day(Less Than 4 days MC/did not come to work)	0	0	0
1.4	Number of Lost Work Days Due to Incident	0	0	0
1.5	Number of Incident Without Lost Work Day	0	0	0
B	**Occupational Poisoning And Disease Cases**			
1.6	Number of Fatality	0	0	0
1.7	Number of Lost Time Injury (LTI) -(More than 4 days given MC/did not come to work)	0	0	0
1.8	Number of Poisoning or Disease cases Resulted in Lost Work Day (Less Than 4 days MC/did not come to work)	0	0	0
1.9	Number of Lost Work Days Due to Poisoning or Disease.	0	0	0
1.10	Number of Poisoning or Disease Cases without Lost Work Day	0	0	0
	Dangerous Occurrence			

C				
1.11	Collapse of Scaffolding	0	0	0
1.12	Collapse of Building or Structure	0	0	0
1.13	Electrical Short Circuit	0	0	0
1.14	Escape of Substance	0	0	0
1.15	Explosion or Fire	0	0	0
1.15	Lifting Machinery	0	0	0
	Others- Refer to NADOPOD Table 6	0	0	0
D	**Others**			
1.16	Number of Near Miss	0	0	0
1.17	Number of Unsafe Act and Unsafe Condition	2	1	6
1.18	Number of Property Damage	0	0	0

Total Number of Days Without Lost Time Injury (LTI) (Up to Date)	**157 Days**
Total Man Hour Accident Free	**17,077 Man Hours**

C. UNSAFE ACT (UA) & UNSAFE CONDITION (UC) STATISTIC

No. of Unsafe Act (UA) (November)	**0**	**No. of Unsafe Condition (UC) (November)**	1
No. of Pending UA (November)	**0**	**No. of Pending UC (November)**	1
No. of Closed UA (November)	**0**	**No. of Closed UC (November)**	0

No. of UA/UC Previous Month (October)	**0**	**No. of UA/UC (November)**	1
Total No. of Pending UA/UC (November 2020)	**1**	**Total No. of Closed UA/UC (November 2020)**	5

No.	NCR No	Date Issued	Description	Date Closed	Status
	N/A				

D.NON-CONFORMANCE REPORT (NCR) STATISTIC

SECTION 4

Unsafe Act & Unsafe Condition Report

NO	FINDINGS	LOCATION	REGULATIONS	RECCOMENDATIONS	
1.	Poor Housekeeping	Construction site	• **OSHA SEC.15 2)(b)(d) & BOWEC Reg.121, FMA (SHW)Reg.23**	Unused timber need to be stored properly in good manner	**PENDING**



PENDING

UNSAFE CONDITION : NAILS PROTRUDING FROM UNUSED TIMBER

Plant & Machinery Maintenance Report

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REMT UTAMA SDN BHD – PLANT & MACHINERY REPORT

Report for any machinery, plant, equipment, appliances, substances or process or any description of manual labour used in the place of work which is of such nature liable to cause bodily injury to any person working in the site workplace.

Report For The Month Of: October 2020

NO	ITEMS	VALID PMA/OTHERS	RECOMMENDATION OR ACTION PLAN	OPERATOR	OPT.REG NO :
1.	EXCAVATOR EX 200 (Hitachi)	NIL	GOOD CONDITION OPERATING.	Jefrin bin Agang	NIL
2.	PILING RIG MACHINE	NIL	GOOD CONDITION OPERATING.	Kahal bin Mohamad	NIL
3.	WATER PUMP	NIL	GOOD CONDITION OPERATING.	Zulbin bin Ringgo	NIL
4.	VIBRATOR POKER	NIL	GOOD CONDITION OPERATING.	-	NIL
5.	GENERATOR SET	NIL	GOOD CONDITION OPERATING.	-	NIL
6.	BAR BENDING MACHINE	NIL	GOOD CONDITION OPERATING.	Arif bin Hamdullah	NIL
7.	BAR CUTTING MACHINE	NIL	GOOD CONDITION OPERATING.	Bansar	NIL
8.	CUTTING MACHINE	NIL	GOOD CONDITION OPERATING	Bansar	

Prepared By :
_____ **Ahmad Khairy Bin Mohd Yasin** **Safety Site Supervisor**

Personal Protective Equipment Report

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REMT UTAMA SDN.BHD.

PROJEK : CADANGAN PEMBINAAN PROJEK BALAI BOMBA BEAUFORT

PERSONAL PROTECTIVE EQUIPMENT (PPE) MONTHLY REPORT

BILL	TYPE OF PPE	NOVEMBER 2020																												SUMMARY
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
1	DUST MASK																															24
2	HAND GLOVE																															24
3	SAFETY SHOES																															24
4	RAINBOOTS																															
4	SAFETY HELMET																															24
5	WELDING FACE SHIELD																															
6	FULL BODY HARNESS																															
7	RUBBER GLOVES																															
8	LEATHER HAND GLOVES																															
9	SAFETY VEST																															24

Prepared by :

_____

Ahmad khairy Mohd Yasin
Safety Site Supervisor,
Jaya Exim Sdn.Bhd.

PROGRAM & ACTIVITIES

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No.	Activity	Frequency	Time	Remarks
1.	Toolbox Meeting	Weekly	8.30 a.m.	Toolbox meeting on 02/11/20,10/11/20,16/11/20, 04/12/20
2.	HSE induction training to the new workers.	Based on project requirement	8.30 a.m.	Safety induction = TBC
3.	Unsafe Act and Unsafe Condition	Daily	Working hours.	Done everyday
4.	Safety Walkabout	Weekly	10.00 a.m. or 2.30 p.m.	TBA
5.	HSE training	Based on project requirement	TBA	Toolbox Briefing
6.	Safety Committee Meting	Once a Month	9.00 a.m.	TBA
7.	HSE Management walkabout	TBA	TBA	Audit by HSE committee
8.	Machinery inspection	16/11/20	Construction Area	Comply and recorded
9.	Internal audit	TBA	Construction Area	To be conducted
10.	Authority Visit	TBA	Construction Area	TBA

MONTH OF DECEMBER ACTIVITY PLANNING

No.	Activity	To be Carried Out	Time
1.	HSE Induction for new worker/visitor	weekly	Mon , Wed, Fri or When necessary
2.	Toolbox Talks/Safety briefing	4 Times	08/12/20, 15/12/20,22/12/20 & 29/12/20
3.	HSE induction training	Everyday	TBA
4.	UAUC	Daily	Working hours.
7.	Safety Walkabout	Weekly	8.00 a.m.
8.	HSE training	Based on project requirement	Working hours
11.	Equipment and Tools inspection	Monthly	15/12/20
12.	HSE Committee Meeting	TBA	TBA
13.	HSE Management walkabout	TBA	TBA

SECTION 8

Safety, Health & Environment Activity

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HSE ACTIVITIES NOVEMBER 2020





TOOLBOX TALK & SAFETY BRIEFING





WORKPLACE INSPECTION





HOUSEKEEPING

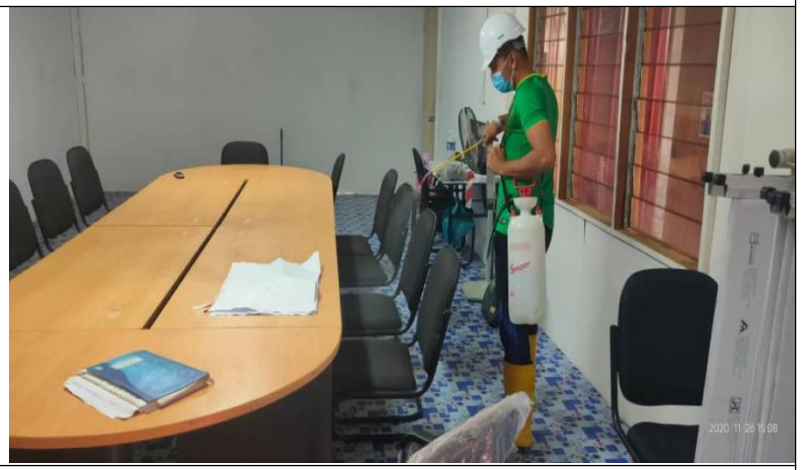




REMT UTAMA SDN BHD

HSE ACTIVITIES NOVEMBER 2020





COMPLIANCES TO SOP COVID-19



