

OHSMS AWARENESS & IMPLEMENTATION TO CONTRACTORS & VENDORS



Objective

- Introduction to Health & Safety.
- To appreciate the importance of managing H&S.
- Basic knowledge OHSMS.
- System of managing contractor.
- How to fill in New Vendor H&S Evaluation Form.

What is occupational safety, & health?

- **Safety**

- the prevention of accidents

- **Health**

- the prevention of diseases

- **Accident**

- An occurrence arising out of or in the course of work which result in fatal injury or not fatal injury.



What is occupational safety, & health?

- **Hazard**

- Source or situation that can cause harm.

- **Risk**

- is the likelihood (chance/probability) of harm being done and severity.

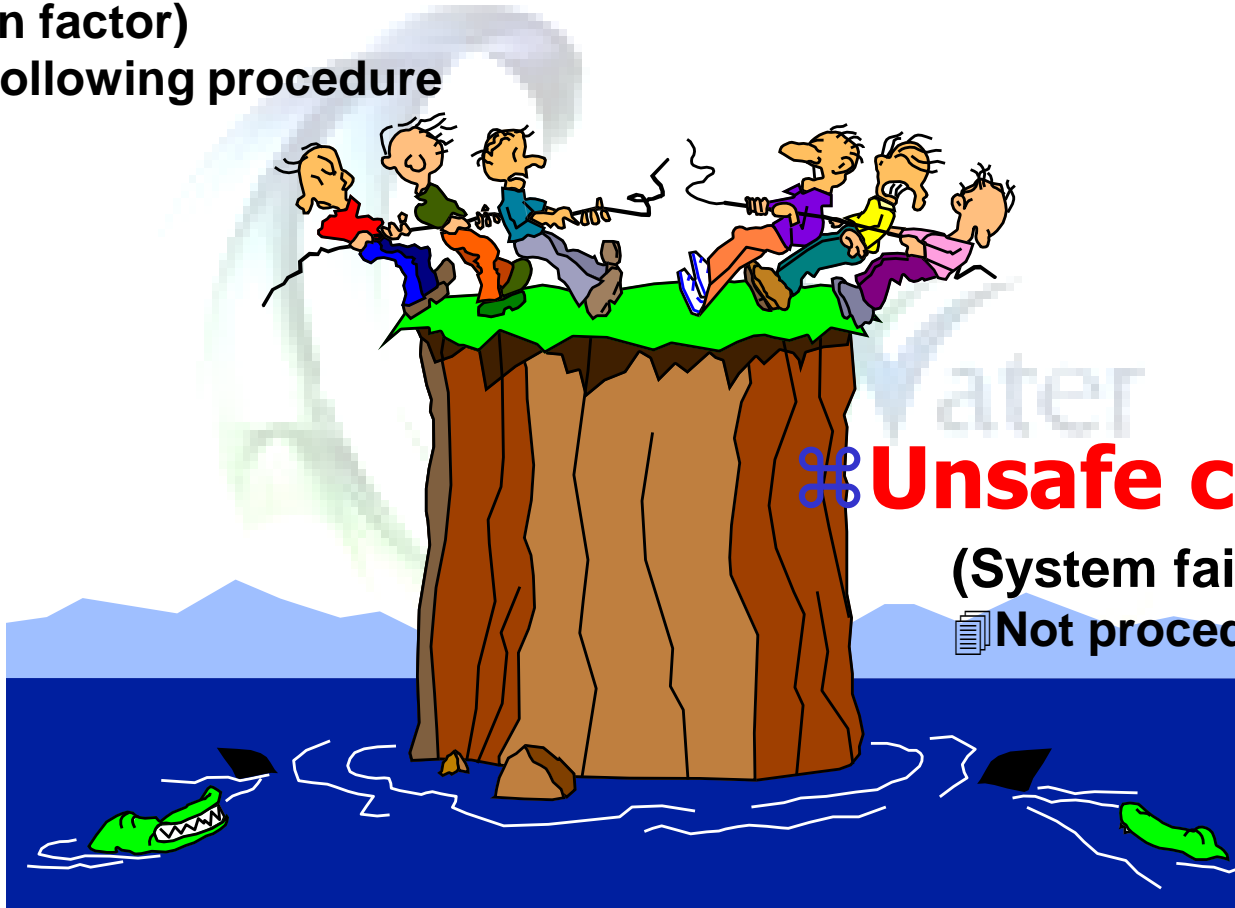


Why accident happens??????

⌘ Unsafe act

(Human factor)

📄 Not following procedure



⌘ Unsafe condition

(System failure)

📄 Not procedure

Why manage occupational H&S?

- **Prevention of accident**
- **Cost of**
 - Human Life, Facilities, Morale, Quality
- **Legal requirement**
 - OSHA, FMA
- **Moral obligation**
 - Caring, welfare, asset
- **Image building**
 - Business competitiveness, mileage



What is a system?

- An orderly set of components that work together for a certain purpose.

Why Do We Need a System?

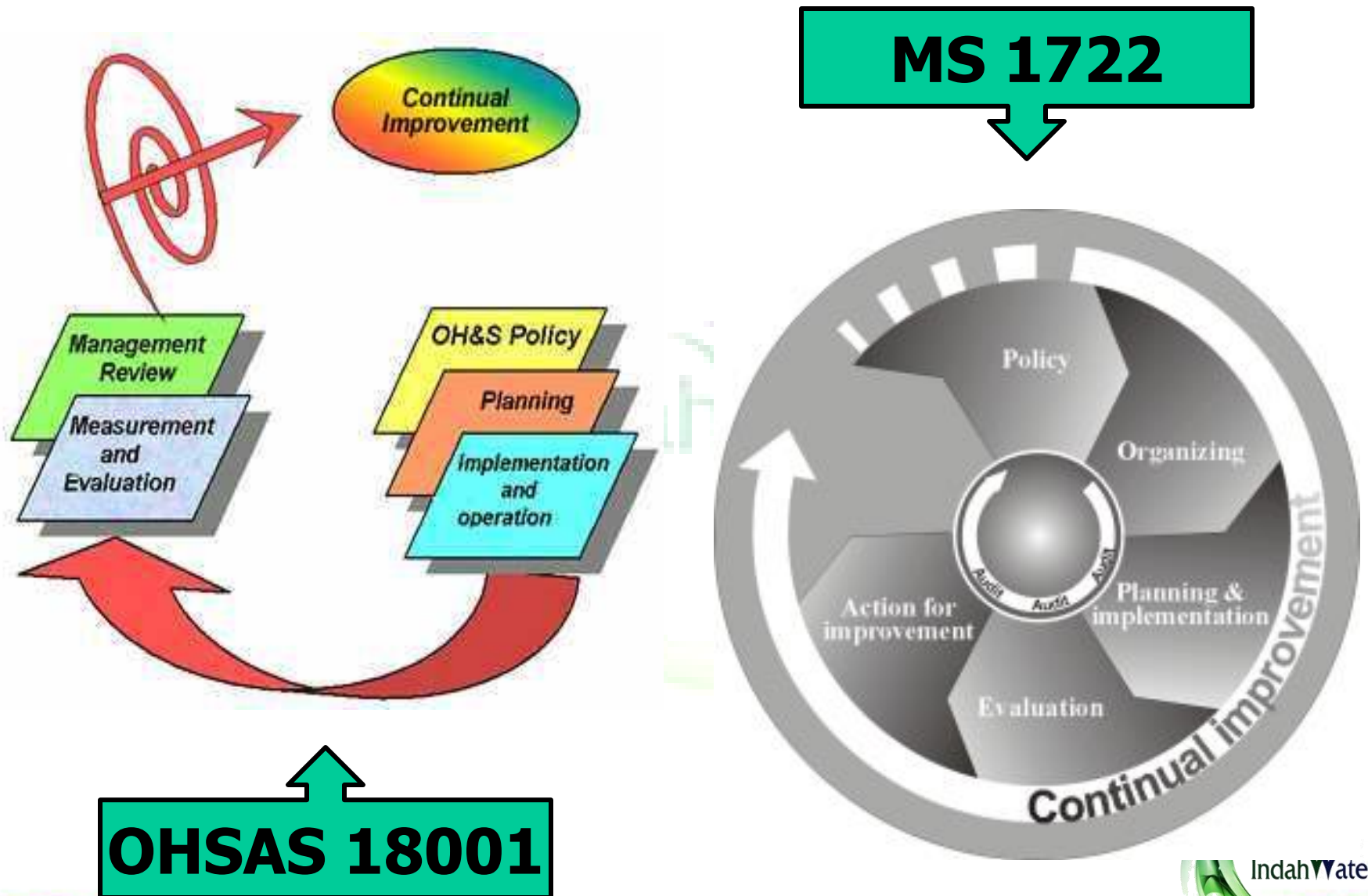
- A system organizes and simplifies complexity.
- A system provides order, structure and focuses on the purpose and objective of activities.



What is an OSH Management System?

- An OSH management system :
- Components :
Arrangements (Policy, organizing, planning & implementation, evaluation and improvement).
- Purpose :
 1. To ensure safety, health and welfare of workers.
 2. To comply with regulation.

An OSH-MS System Model



Major Benefits of OSH MS

- a) Fewer injuries and improve morale
- b) Real cost reductions and improved profitability
- c) Improved company reputation and relationships with the authorities.
- d) Ensure legal compliance.



General Duties Of Employers and Self-Employed

- Under OSHA 94, Section 15 - employer must safeguards, so far as is practicable,
 - provide and maintain plant and system of work
 - make arrangements for the safe use, operation, handling, storage and transportation of substance and plant
 - provide information, instruction, training and supervision
 - provide and maintain safe means of access and egress
 - provide and maintain safe working environment and without health risk and welfare facilities.



General Duties Of Employees

- Under OSHA 94, section 24, employees to:-
 - to take reasonable care to avoid injury to themselves or to others by their activities
 - to cooperate with employers
 - to use and wear protective equipment
 - to abide all the OSH rules



Implementation of OHSAS 18001 & MS1722 in IWK.

General Statement in Health & Safety Policy



HEALTH & SAFETY POLICY

Indah Water Konsortium Sdn Bhd (IWK) is committed to safeguarding and improving its health and safety performance by conducting its business undertaking in an organized and responsible manner through the adoption of a certified health and safety management system. We will endeavour to ensure that our activities, services and products do not harm employees, customers and members of the public. We believe it is necessary to adopt sound management practices with a comprehensive health and safety policy of the highest standard.

Health & Safety Policy



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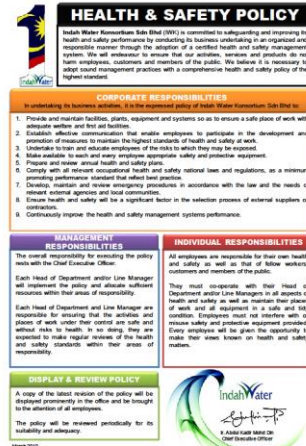
Clinics, First aid procedure.

CORPORATE RESPONSIBILITIES

In undertaking its business activities, it is the expressed policy of Indah Water Konsortium Sdn Bhd to:

1. Provide and maintain facilities, plants, equipment and systems so as to ensure a safe place of work with adequate welfare and first aid facilities.
2. Establish effective communication that enable employees to participate in the development and promotion of measures to maintain the highest standards of health and safety at work.
3. Undertake to train and educate employees of the risks to which they may be exposed.
4. Make available to each and every employee appropriate safety and protective equipment.
5. Prepare and review annual health and safety plans.
6. Comply with all relevant occupational health and safety national laws and regulations, as a minimum promoting performance standard that reflect best practice.
7. Develop, maintain and review emergency procedures in accordance with the law and the needs of relevant external agencies and local communities.
8. Ensure health and safety will be a significant factor in the selection process of external suppliers or contractors.
9. Continuously improve the health and safety management systems performance.

H&S requirement mention in BQ.



Health & Safety Policy Cont..

MANAGEMENT RESPONSIBILITIES

The **overall responsibility** for executing the policy rests with the **Chief Executive Officer**.

Each Head of Department and/or Line Manager will implement the policy and allocate **sufficient resources** within their areas of responsibility.

Each Head of Department and Line Manager are **responsible** for ensuring that the **activities** and **places** of work under their control are **safe and without risks to health**. In so doing, they are expected to make regular reviews of the health and safety standards within their areas of responsibility.

HIRARC

INDIVIDUAL RESPONSIBILITIES

All employees are responsible for their **own** health and safety as well as that of fellow workers, customers and members of the public.

They must **co-operate** with their Head of Department and/or Line Managers in all aspects of health and safety as well as maintain their places of work and all equipment in a **safe and tidy condition**. Employees must **not interfere** with or **misuse safety and protective equipment** provided. Every employee will be given the opportunity to make their views known on health and safety matters.



DISPLAY & REVIEW POLICY

A copy of the **latest revision** of the policy will be **displayed prominently** in the office and be brought to the **attention** of all employees.

The policy will be **reviewed periodically** for its suitability and adequacy.

March 2010



All iwk staff must be informed if H&S policy has been reviewed.
Ex. Tool box briefing, Display H&S Policy.
To ensure old H&S policy replaced.



Budget for Health & Safety matters.

Ex.Safety & Health Committee meeting, Section meeting.

Document related to OHSAS 18001 & MS1722 in IWK.

1. H&S Manual
2. IWK-HSMP-01 Document Control
3. IWK-HSMP-02 Control of records
4. IWK-HSMP-03 Internal Audit
5. IWK-HSMP-04 Competence, Training & Awareness
6. IWK-HSMP-05 Hazard Identification & Risk Assessment
7. IWK-HSMP-06 Objective, Target & Programmes
8. IWK-HSMP-07 Operational Control
9. IWK-HSMP-08 Preventive Maintenance for HS
10. IWK-HSMP-09 Control of Monitoring & Measurement Equipment
11. IWK-HSMP-10 HS Performance Measurement
12. IWK-HSMP-11 Communication, Participation and consultation
13. IWK-HSMP-12 HS Non Compliance, Corrective and Preventive Action
14. IWK-HSMP-13 HS Legal & Other Requirement
15. IWK-HSMP-14 HS Management Review
16. IWK-HSE-08 Emergency Preparedness & Response.
17. IWK-HS-P-001 Accident Reporting & Investigation



Managing Suppliers/Contractors

Clause	Responsible	Activity	Interface	Explanation
5.3.1	Originator	Draft Bill of Quantity (BQ) and Spec with element of H&S.		Originator must get advice from S&H practitioner on H&S element.
5.3.2	Originator	Selection of supplier/contractor by e-Procurement	Performance Evaluation Form PE3 New vendor H&S evaluation form. IFS system for vendors list.	Contractors/Suppliers listed in e Procurement (which can be selected for auction) are those with good /satisfactory performance and have no disciplinary problems. New vendor to have basic requirement as in new vendor H&S evaluation form.
5.3.3	UM/HOS	Review Bill of Quantity (BQ) and Spec before BQ being approved.	E –auction draft	UM/HOS must sign the e-Auction draft to indicate that they approve the BQ, Spec and supplier/contractors selected and proceed for auction.
5.3.4	Originator	Site briefing (if required)	Site visitation attendance list.	H&S factors should be explained to all contractors.
5.3.5	UM/HOS	Selection of contractor. Must full fill BQ requirement and lowest total <u>cost</u> .	E Procurement report.	Contractor to produce relevant document on H&S Elements. Fail to produce will be considered poor.

Managing Suppliers/Contractors

5.3.6	HOS	Kick off meeting.	Relevant Operational/Work Instructions identified in Appendix A Contractor induction list	To brief on relevant legal requirements and IWK H&S requirement. Related document to be given to contractor by HOS. Briefing Notes on Health & Safety for contractors must be vetted by H&S Practitioner. To use Contractor Pre-Start Checklist. Refer OPI/HS/003.
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**OPI/HS/003-Safe
Working By
Contractor**

New Vendor Evaluation Form

IWK operates a Health & Safety Management System (HSMS) and requires health & safety management details of potential vendors for our records and to assist in the assessment of the capabilities of suppliers or contractors to comply with our management system requirements.

Please note that failure to complete this form may affect your opportunity to supply products / services to our company.

Part A : To be completed by Vendor

Company Name:

Contact Person:

Tel: Fax: Email:

Address:

Brief description on products / services provided:

1. Does your organisation have an in-house health & safety policy?

☐ No ☐ Yes (Please attach a copy)

2. Does your organisation allocate sufficient budget for Health & Safety?

☐ No ☐ Yes

3. Does your organisation identify hazard which is related to your nature of job?

☐ No ☐ Yes (Please provide details)

4. Does your organisation provide health & safety related trainings to your staff?

☐ No ☐ Yes

Ex: Electrical works,
Cleaning services,
Stationary.

Latest review: How many
workers?

1

Section 16, OSHA
Commitment of intent by the
Top Management

2

Sufficient budget required
for control measure.

Ex: to buy PPE

3&4

Section 15, OSHA
Employer responsibility to
ensure workplace is safe
and training given to their
employees.



New Vendor Evaluation Form

5. Does your organisation provide sufficient personal protective equipment & HS Equipment?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	
6. Has your organisation breached any health & safety legislation for the past one year?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes (Please provide details)	
7. Any serious incident or accident thus far?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes (Please provide details)	
Company Chop and Signature:		Date:
Part B: To be completed by IWK		
IWK's comments and recommendations		
Name and position	Signature	Date

Section 15, OSHA
Employer responsibility to ensure work environment is safe.

5

6

To check if the company have been summoned for H&S offences.

7

To check if the company aware of NADOPOD requirement.



Sample Only.

SUPPLIER SUPPLYING OFFICE EQUIPMENT

No	Process	Hazard	Consequences	Committed Control measures
1	Office equipment delivery	Manual lifting	Back ache	<ol style="list-style-type: none">1. Provide training on correct way of lifting.2. Provide trolley.

Sample Only.

SERVICES PEST CONTROL SERVICES

No	Process	Hazard	Consequences	Committed Control measures
1	Do fogging	pesticide	Pesticide poisoning	<ol style="list-style-type: none">1. Provide training on hazard related to pesticide.2. Provide appropriate personal protective equipment.

Q & A Session !



The END

