



CELCOM TIMUR (SABAH) SDN. BHD.

SAFE WORK PROCEDURES	
Hazard Identification, Risk Assessment and Risk Control (HIRARC)	
DOCUMENT NO. : CTSSB-OSHMP/SWP-01	

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SAFE WORK PROCEDURE	 CELCOM TIMUR (SABAH) SDN. BHD. <small>A CELCOM-SABAH JOINT VENTURE COMPANY</small>	Issued No. 1
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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 hazards, environment impact and aspects are continually identified, potential risks are assessed and necessary control measures are effectively implemented.

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.* CTSSB's Occupational Safety & Health Policy Statement.
- iv.* OHSAS 18001:2007
- v.* DOSH Guidelines : " Hazard Identification, Risk Assessment and Risk Control'
- vi.* CTSSB's OSH Management Plan : Part Four : Responsibility, Authority & Accountability

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5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

i. Human Resources and Administration (HRA) Manager

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

ii. Other Head of Department (HOD) / Officer In-Charge (OIC)

- Responsible to assist HRA Manager to ensure the implementation of this procedure.
- Coordinating with his subordinate in the development of HIRARC.
- Verified/approving of developed HIRARC prior to being registered.
- Ensure all documentation is readily available and displayed at the work area prior to commencing work.
- Conduct random checks on the implementation of the HIRARC and officially report any irregularities.
- Review the effectiveness of HIRARC upon occurrence of any incident and revise if required.

iii. OSH Coordinator

- Identify hazards pertaining to the task, analyse, evaluate the hazards and recommend remedial action/s to be taken. Develop the HIRARC and if required, proceed with SWP / SWI.
- Document HIRARC in the appropriate forms, attain signatures from the relevant parties and ensure the contents of HIRARC are disseminated to the workforce.

iv. Contractors

- Prior to conducting work for the company, sub-contractors are to submit the HIRARC and/or SWP for the contracted job to the CTSSB's Management for review and approval.
- Ensure the HIRARC is communicated to the workforce through daily pre-start briefings prior to commencing work.

v. Contractor Project In-charge

- Responsible for ensuring all recommendations in the HIRARC are in place and continuously implemented.
- Explain and ensure their subordinates understand the HIRARC for each task they are to perform.
- Conduct random checks on the implementation of the HIRARC and officially report any irregularities.

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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. **Routine activities**
 - Activities that are performed on a regular basis and standard manner.
- v. **Non – routine activities**
 - Activities which are performed on a specific period and / or on occasions when required.
- vi. **Hazard**
 - Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to workplace environment or a combination of these.
- vii. **Hazard identification**
 - Process of recognizing that a hazard exists (see above) and defining its characteristics.
- viii. **Risk**
 - Combination of the likelihood and consequences of a specified hazardous event occurring.
- ix. **Risk Assessment**
 - Process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.
- x. **Risk Control**
 - Measures taken in managing risk by the process of eliminating, substituting, isolating, control of engineering, control of administration or personal protective equipment.
- xi. **HIRARC**
 - Hazard identification, Risk Assessment and Risk Control

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7.0 DETAILS PROCEDURE

i. Hazard Identification.

- Identify the critical operations or processes in the work place. This shall include :-
 - a. Routine and non routines activities
 - b. Activities of all employees and other interested parties having access to the work place
 - c. The facilities at the work place.
- Establish the frequency of this operation or processes.
- Establish the potential OSH hazards associated with each operation or process on the basis of familiarity of processes, operations and machinery in the plant, as well as past year's accident/incident or illness records.
- The OSH Coordinator shall coordinate with the relevant HOD/OIC to document the identified potential hazards.
- The HOD/OIC shall record the reported potential hazard, in **Hazard Register Form CTSSB-OSHMP(F)-01** and submit to OSH Coordinator for risk assessment.
- The identification of hazard shall be an ongoing process. All employees shall report for any other potential hazard to the HOD/OIC in their workplace.

ii. Risk Assessment

- Perform Probability-Impact hazard analysis for each and every identified potential hazards associated with each operation or process.
- Determine, for each probability-impact analysis performed in **Hazard Identification and Risk Assessment and Risk Control Form CTSSB-OSHMP(F)-02**, a risk ranking level based on the pre-established risk ranking indices for various processes or operations.
- Establishment of risk ranking indices shall be based approve risk matrix.

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iii. Risk Control

- Establish the necessary measures to monitor and control the risk.
- Identified the competency and training requirements to implement the control measures.
- The effectiveness of the control measures taken shall be in accordance to **Hazard Identification and Risk Assessment and Risk Control Form CTSSB-OSHMP(F)-02** which describes the necessity to add/amend the hazard identification, risk assessment and risk control process in the light of operating experience
- The control measures shall be described in the relevant work instructions.
- Any complete and establish **Hazard Identification and Risk Assessment and Risk Control Form CTSSB-OSHMP(F)-02** shall be approved by HOD/OIC prior to distribute, display and/ or implemented at the any company premises and/ or associate work area

iv. Follow Up

- The OSH Coordinator shall assist HOD/OIC to establish a follow-up action plan to monitor progress of measure taken in reducing the identified risks.
- The follow-up action plan shall monitor using the **Action Tracking List form CTSSB-OSHMP(F)-03**.

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8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

9.0 APPENDICES

- i. Standard Form
 - Hazard Register Form : **CTSSB-OSHMP(F)-01**
 - Hazard Identification and Risk Assessment and Risk Control Form : **CTSSB-OSHMP(F)-02**
 - Action Tracking List : **CTSSB-OSHMP(F)-03**