



# CELCOM TIMUR (SABAH) SDN. BHD.

<b>SAFE WORK PROCEDURES</b>	
<b>Emergency Response and Preparedness</b>	
DOCUMENT NO. : CTSSB-OSHMP/SWP-03	

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REVISION : 0	.....	.....	.....
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<b>DATE:</b>	1 <sup>st</sup> JANUARY 2013	1 <sup>st</sup> JANUARY 2013	1 <sup>st</sup> JANUARY 2013

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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 define the basic requirements for emergency response and preparedness to protect all personnel and equipment in emergency situations and to ensure compliance with the relevant legislative and other related requirements.

## 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
- vii.* CTSSB's Safe Work Procedure : Hazard Identification, Risk Assessment and Risk Control : **CTSSB-OSHMP/SWP -01**
- viii.* 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. Human Resources and Administration (HRA) Manager

- Responsible to ensure that all department / operation have received a copy of this document and are aware of the procedures to follow in the case of emergency.

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

- Responsible to ensure that their employees are aware of their responsibilities in an emergency situation and in the prevention of one. HOD/OIC should also ensure that their employees attend / participate in all training /drills conducted on this topic.

### iii. Employees (Including contractor)

- All employees are responsible to know the proper procedures presented in this procedures and to follow them accordingly. All employees also have the responsibilities to attend training sessions organized for them.

### iv. External Parties

- In the case of evacuation, visitors or contractors are the responsibility of the employee (CTSSB contact person) whom they are visiting or working for and the HOD/OIC. The employee (CTSSB contact person) should direct visitors to the assembly point. Contractor should be instructed on the Emergency procedures before they start work by the officer in-charge of their work. Contractor should also move to the assembly point during evacuation.

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## 6.0 TERMS AND DEFINITIONS

### i. Emergency Event

- Any sudden or an unexpected event or situation that may cause harmful or an adverse impact to personnel, equipment and company reputation and requiring immediate action

### ii. Emergency Response Plan

- A plan describing the procedure employer and employees shall follow to ensure the safety and security of personnel and company asset during an emergency situation.

### iii. Evacuation

- The removal of people or things from an area of danger to a safe place

### iv. Assembly Point

- A safe meeting point for personnel evacuating a building or area.

### v. Fire Warden

- A person appointed as the coordinator of the area evacuation at assembly point.

### vi. ERT

- Emergency Response Team

### vii. Controller

- Person in control of the plant at the time of event during the emergency

### viii. All clear

- The all clear can only be given by the controller or a Safety Department representative, the all clear signifies that it is safe for all personnel to return to work

### ix. Fire and Safety Block Plan

- A diagram that outlines in detail the location of all firefighting equipment, evacuation routes and assembly points

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## 7.0 DETAILS PROCEDURE

### i. Notification and Reporting

- In case of fatality or major incident, HOD/OIC shall notify and report to Senior Management, Manager of Human Resources and Administration, OSH Coordinator, related authorities, family of victim and media (if required).
- Only the authorised communication protocol personnel shall deal with a situation to prevent conflicting reports.
- Notification protocol shall include the detailed roles of the individuals, possible scenarios shall be explored and communication procedures developed.

### ii. Emergency Exit

- Emergency exit only applicable for work activity that carry out inside the building i.e. office, control rooms, store and workshop.
- All emergency exits shall be clearly marked, identified with illuminated signs, and kept free of obstructions.
- Emergency lighting of all evacuation routes shall be provided.
- Exit signs shall be posted at distances required by local legislative requirements

### iii. Inspection

- Schedule inspection of emergency response equipment shall be conducted using the relevant **Safety Observation Report or SOR form: CTSSB-OSHMP(F)-04** and records maintained by OSH Coordinator.

### iv. Communications

- All on-site personnel and visitors/suppliers/contractors/clients entering the CTSSB's premises shall be informed of evacuation procedures during their safety briefing.
- All personnel in the premises shall be informed of the evacuation routes, nearest assembly points and familiarized with the sound of the evacuation siren and fire bell.
- A list of emergency contact numbers of external organizations and related government authorities are available and posted at strategic locations in the event of an emergency. – Please refer to **Emergency Contact Information Register form: CTSSB-OSHMP(F)-05.**

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#### v. **Emergency Report**

Any emergency situation shall report by given but not limited to the followings information;

- Name, position of person conveying the message.
- Location of the affected area.
- Date, time and nature of emergency.
- Number and condition of casualties.
- Extent of damage to equipment.
- Lost production time.
- Actions taken to prevent reoccurrence.
- External parties engaged to control the emergency.
- Additional information.

#### vi. **Assembly Point**

- The purpose of the assembly points is to assemble all personnel in one area, to enable a head count to be conducted to ascertain if all personnel are accounted for.
- When selecting the location for the assembly point the following factors shall be considered :-
  - a. The number of people that are likely to evacuate at one time.
  - b. Potential emergencies and the distance people will have to be evacuated to ensure their safety.
  - c. Prevailing winds.
  - d. Weather conditions.
- The possibility of the people using the assembly point endangering or hindering emergency response vehicles or personnel.
- For all work areas there shall be two possible evacuation routes to the assembly point to ensure that in the event of one of the evacuation routes being unusable due to the emergency, another safe and controlled evacuation route is available.

#### vii. **Fire and Safety Block Plan**

- Diagram showing the location and type of firefighting equipment shall be displayed in a prominent position.

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#### viii. Emergency Drill

- Evacuation/emergency drills are necessary to ensure that all personnel are aware of the procedures and that the procedures are working.
- Both surprise and notified evacuation drills shall be conducted at reasonable intervals.
- Emergency response and evacuation drills shall be held at least annually, and shall include support services such as fire department, medical, and spill cleanup.
- Drills and actual responses shall be recorded to continually improve the effectiveness of the service.

#### ix. Training

- The Controller, ERT, Fire warden and First Aider shall be trained in all areas of the emergency evacuation procedure that he/she is responsible for.
- All personnel in premises shall be inducted in the evacuation procedure, raising the emergency alarm, assembly point locations, means of notification of emergency, safe evacuation methods and take part in evacuation drills.
- All personnel shall be trained in the basic emergency response procedures, emergency evacuation route and their responsibilities during the emergency.
- Employees that have a role in responding to emergencies shall be trained in the use of the emergency equipment that they will be expected to use.
- Each assembly points of the premises shall have a trained fire warden in the duties
- Emergency evacuation training drills shall be conducted on a regular basis as scheduled in OSH Annual Programme Plan.



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**8.0 RECORD OF AMENDMENT**

Version No	Approval Date	Approved by	Amendment

**9.0 APPENDICES**

- i. Standard Form
  - Emergency Contact Information Register form: **CTSSB-OSHMP(F)-05.**