



# CELCOM TIMUR (SABAH) SDN. BHD.

<b>SAFE WORK PROCEDURES</b>	
<b>Managing Contractors</b>	
DOCUMENT NO. : CTSSB-OSHMP/SWP-08	

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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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## TABLE OF CONTENT

ITEM	DESCRIPTION	PAGES
1.0	Governing Policy	3
2.0	Purpose	3
3.0	Scope	3
4.0	Reference	3
5.0	Responsibility, Authority And Accountability	4
6.0	Terms And Definitions	5
7.0	Details Procedure	6
8.0	Record Management	9
9.0	Appendices	9

SAFE WORK PROCEDURE	 <b>CELCOM TIMUR (SABAH) SDN. BHD.</b>	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 has been developed to provide, as far as practicable, the principles of managing OSH matters relating to appointing contractors and compliance to related legislative 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. OHSAS 18001:2007
- iv. DOSH Guidelines – "Hazard Identification, Risk Assessment and Risk Control"
- v. CTSSB's OSH Management Plan : Part Four : Responsibility, Authority & Accountability
- vi. CTSSB's Safe Work Procedure : Hazard Identification, Risk Assessment and Risk Control : **CTSSB-OSHMP/SWP -01**
- vii. CTSSB's Safe Work Procedure : Workplace Inspection for OSH Compliance: **CTSSB-OSHMP/SWP -02**
- viii. CTSSB's Safe Work Procedure: Accident Reporting and Investigation **CTSSB-OSHMP/SWP -04**
- ix. CTSSB's Safe Work Procedure: Permit to Work: **CTSSB-OSHMP/SWP -07**

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## 5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

### i. Human Resource and Administration (HRA) Manager

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

### ii. General Manager - Engineering

- Formulate and implement OSH related program to assist and ensure contractors adhere to the legislative and other requirements.
- Participate in the evaluating of contractors' OSH performance.

### iii. Head of Department (HOD) / Officer In-charge (OIC)

- Responsible to ensure contractors engaged by his department are given the appropriate information and knowledge to enable them to adhere to all related legislative and OSH requirement set upon by CTSSB.

### iv. Contractors' Management

- Contractors are responsible to read, understand, and ensure that everyone who works for them read, understand, and follow all applicable regulatory requirements.
- Not placing themselves or others at risk of injury
- Providing OHS information to Company that is relevant to the contract when requested.
- Developing site-specific procedures relevant to site hazards and work activities at the site
- Working in accordance Company OHS standards, procedures and practices where required
- Reporting any incidents, injuries or non compliances to Company Management
- Completing the Contractor Permit to Work in accordance with this procedure
- Participating in related OSH program initiate or coordinate by CTSSB.

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## 6.0 TERMS AND DEFINITIONS

- i. **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.
- ii. **Hazard identification**
  - Process of recognizing that a hazard exists (see above) and defining its characteristics.
- iii. **Risk**
  - Combination of the likelihood and consequences of a specified hazardous event occurring.
- iv. **Risk Assessment**
  - Process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.
- v. **Risk Control**
  - Measures taken in managing risk by the process of eliminating, substituting, isolating, control of engineering, control of administration or personal protective equipment.
- vi. **HIRARC**
  - Hazard identification, Risk Assessment and Risk Control
- viii. **Contractor**
  - is any individual or company:
    - a. Contracted or hired to perform work and who is under the direct control or supervision of CTSSB
    - b. Which is engaged to provide a specific work scope and contract agreement
    - c. Are required to work under its own supervision; or supervised by CTSSB supervision.
    - d. Supply manpower and/or equipment to conduct a specific or multiple tasks.
- vii. **SWI**
  - Safe Work Instruction.

SAFE WORK PROCEDURE	 <b>CELCOM TIMUR (SABAH) SDN. BHD.</b>	Issued No. 1
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## 7.0 DETAILS PROCEDURE

### i. Managing Contractors

- Prior to a contractor being engaged to work, the contractor shall complete the **Contractor OSH Compliance Agreement forms: CTSSB-OSHMP(F)-15** and be accepted to comply all the OSH related regulation and CTSSB's OSH requirement during performing their work as part of contract obligation.
- Prior to any contractor commencing work, the CTSSB's person responsible to engage the contractor shall complete the **General permit to work form - CTSSB-OSHMP(F)-13**.
- The contractor shall be present when the permit is developed to ensure that they fully understand the requirements.
- The contractor shall be part of the team performing the HIRARC and develop the SWI for the work that is to be undertaken.
- Where required, additional permits shall be raised in accordance to the requirements.

### ii. Housekeeping

- Good housekeeping is essential for safe work. Contractors shall ensure that the site is properly maintained at all times. The following areas shall receive special attention :
  - a. Walkways and walking surfaces.
  - b. Any dust or debris that travels or is tracked away from the construction site. (eg. drywall dust).
  - c. Slipping and tripping hazards.
  - d. Storage of materials and waste.
  - e. Waste and trash removal.
  - f. Fire hazards.
- If CTSSB is required to clean any contractor sites, the Contractor will incur the cost.

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<b>Managing Contractors</b>		Revision No. 0
Document No. <b>CTSSB-OSHMP/SWP – 08</b>		Effective Date 1 Jan. 2013

iii. **Hoarding Lines for Construction Site**

- Contractors is responsible for ensuring that the construction site or area is properly segregated or otherwise made safe so that CTSSB employees and/or visitors will not come to harm.
- Fencing, enclosures or similar devices must be of appropriate construction and design to ensure the safety of all persons.
- Where fencing and other enclosures are not practical, contractor shall post adequate notices, guards, or otherwise make the public aware of the hazards.
- No one is allowed in the contractor's work area without proper personal protective equipment (PPE).

iv. **Inspections**

- Contractors is responsible for, keeping the construction site clean and free from all recognized hazards and debris.
- This can be accomplished by regular safety inspections.
- These inspections shall be carried out by competent persons and a record of the inspection shall be kept.
- When required, these records shall be forwarded to CTSSB.
- CTSSB's OSH Coordinator may conduct periodic inspections of the work site.
- Where required, a contractor may be asked to make improvements to the program and/or to specific items.
- Such improvements shall be carried out without delay.

v. **Mobile Equipment, Lift Truck, Crane and Hoist Safety**

- Contractors are responsible for ensuring that all mobile equipment is in good working condition and designed for the type of work for which it is used.
- All workers must be trained in the proper operation of the equipment and where applicable have the correct and current type of license and/or certificate.
- If requested a copy of all licenses and certificates shall be forwarded to CTSSB.

vi. **Hand Tool and Power Equipment Safety**

- Contractors are responsible for ensuring that all hand tools and power equipment are of the proper type and in good working condition.
- All necessary hand tools and power equipment shall be supplied and employees trained in the proper use of these tools.

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vii. **Work Permit Program**

- Any work to be done by the contractor must be performed under the control of Work Permit that has been pre-approved by CTSSB's Authorised Personnel as per listed in the ***PTW Authorised Personnel Register: CTSSB-OSHMP(F)-12***

viii. **Work at Elevated Locations**

- All contractor employees when working at elevated locations greater than 3m (10 feet) above floor level shall use required fall protection equipment.

ix. **Hazardous Chemical/Substance Notification**

- Contractors must follow the OSHA 1994 requirements including use safe handling and storage of chemicals.
- Contractors are required to inform CTSSB of all hazardous substances which may be brought on to CTSSB property, including providing the most current Material Safety Data Sheet (MSDS) for each substance.
- All spills and leaks of hazardous chemicals must be immediately reported to the CTSSB.

x. **Environmental Rules**

- The contractor must remove any remaining materials that were brought on site by the contractor upon completion of the job.
- CTSSB will not be responsible for disposal of any hazardous or non-hazardous materials.



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## 8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

## 9.0 APPENDICES

- i. Standard Form
  - Contractor OSH Compliance Agreement forms: **CTSSB-OSHMP(F)-15**