



# CELCOM TIMUR (SABAH) SDN. BHD.

<b>SAFE WORK PROCEDURES</b>	
<b>Plant and Machinery</b>	
DOCUMENT NO.	: CTSSB-OSHMP/SWP-15

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REVISION : 0	.....	.....	.....
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DATE:	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 outline the Safe Work Practice for Machinery and Equipment.

## 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**

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## 5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

### i. Manager of Human Resources and Administration

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

### ii. Head of Department (HOD) / Officer in-charge (OIC)

- The HOD / OIC are fully responsible for ensuring the implementation of this procedure and transmittal of the safety information to their subordinate.
- HOD / OIC or designated person shall ensure the implementation of this safe work procedure by instruct or train the new employee or contractor at any workplace under their control.
- Conduct workplace inspections to ensure all the CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas that identified have potential high risk shall implement this Permit to Work System.
- To ensure the records of Permit to Work record are properly kept and easy to retrieve.

### iii. Permit Holder (including Contractor)

- Responsible in assisting the project In-charge in providing advice and support in the implementation of the working at height procedure.
- Shall inspect and ensure the work area is safe prior signing the permit and conduct pre-start briefing to the workers involved with the task.
- Ensure those who will be performing the work are aware of the working at height procedure and the required equipment is in place before work can be allowed to commence.
- Shall be responsible for overseeing the work and ensuring that once the work is completed, thorough housekeeping is conducted and the area is safe to resume normal work operations.
- Shall ensure that, upon completion of work permits are appropriately closed, signed, filed and copies submitted to relevant parties.

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**iv. All Employees (Including Contractor)**

- To comply with this procedures at all time while at workplace owned or under the control of the CTSSB.
- To follow with instructions and/or to give full cooperation to the management or any officer this has been given an authority in order to ensure the implementation of this procedure.
- Each employee shall be held responsible for performing all work in a safe manner so that injuries to that person and to others will be avoided.
- An employee shall notify his employer or supervisor before attempting any work which, in the employee's opinion, appears hazardous above and beyond normal operating conditions.
- An employee shall report all injuries to his employer or supervisor without delay, regardless of the nature of the injury.
- Good housekeeping of all work areas and equipment shall be practiced.

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## 6.0 TERMS AND DEFINITIONS

### i. CTSSB

- Celcom Timur (Sabah) Sdn. Bhd.

### ii. SWP

- Safe Work Procedure

### iii. Hazard identification

- Process of recognizing that a hazard exists (see above) and defining its characteristics.

### iv. Risk

- Combination of the likelihood and consequences of a specified hazardous event occurring.

### v. HIRARC

- Hazard identification, Risk Assessment and Risk Control

### vi. LOTO

- Lock Out and Tag Out.

### vii. PTW

- Permit to work

### viii. Hazardous Energy:

- Electrical, pneumatic, hydraulic, radiation, stored (springs and batteries), potential (by virtue of position), heat (hot water, steam, surfaces).

### ix. Hazardous Substance:

- Solids, gases, vapors, liquids, dust with the potential to cause injury or illness such as toxic, corrosive or flammable.

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## 7.0 DETAILS PROCEDURE

### i. Purchasing Of Plant And Machinery

Prior to purchase, a risk assessment needs to be conducted covering;

- The safety specifications required, such as any standards or legislative requirements to meet, guarding requirements, training which may need to be provided by the supplier or manufacturer.
- Plan on where you will locate the plant or machinery –
- Identified if it need its own restricted area, line marking or fencing, does it need fixing in place or is it safe to use anywhere, will it be an obstruction or emit any odours or fumes that need ventilation, can maintenance be performed safely.
- Any new hazards being introduced by the plant.

### ii. Install The Plant and Machinery

- Install the plant or machinery according to the manufacturer's instructions, taking into account the hazards and risks involved in transporting and setting up the item in the new location.
- Determine through risk assessment and consultation if there are any further hazards or risks which may have been overlooked prior to the plant arriving in its new location. Address these prior to commissioning.

### iii. Commission The Plant and Machinery

- Check that the plant or machinery operates as specified in the manual or if no manual exists that it operates as you expect (this is often done by the manufacturer's representative on site).
- Test the functioning of any safety devices, guards or other engineering controls to ensure they work and are easy to operate.
- Test the functioning of safety controls which are not on the plant itself but assist to control hazardous events arising from the plant, e.g. gas monitors, smoke alarms, electrical safety switches.

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#### iv. Operate The Plant And Machinery

- Use the plant or machinery according to the manufacturer's instructions. If you wish to deviate from them you will need to risk assess that aspect before continuing.
- Train personnel in the safe use of the plant or machinery if that is required. Where an SWP exists then the training should at least be in the demonstrated ability to accurately follow that procedure
- If the plant or machinery or work on the plant or machinery is considered as "High Risk" then use a permit to work system, e.g. confined spaces, hot work in hazard zones, etc.
- Monitor that the plant or machinery is being used correctly and with the correct PPE.
- Report any incidents or malfunctioning of the plant or machinery to the owner/custodian. If it is a matter which you cannot rectify yourself then you may report using the Safety Observation Report forms.
- Any plant or machinery identified as unsafe must be quarantined or withdrawn from service.

#### v. Maintain The Plant And Machinery

- The plant or machinery should be inspected according to its inspection, testing, monitoring schedule by a person competent to detect faults or items requiring maintenance and able to initiate corrective action. Safety controls and engineering controls are items that require Inspection, Testing and Monitoring.
- Maintenance is carried out according to the recommendations of the designer/manufacturer
- plant or machinery should be de-energised, tagged and/or locked out of service during the process of being cleaned, serviced, repaired or altered if that process could pose a risk to health and safety. A SWP for LOTO should be followed for this process.
- Regular workplace safety inspections where plant is checked for correct functioning and operation will help to identify plant or machinery which may pose a hazard and require ad hoc repair or maintenance.



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## 8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

## 9.0 APPENDICES

- i. Standard Form
  - Nil

