



CELCOM TIMUR (SABAH) SDN. BHD.

SAFE WORK PROCEDURES	
Pre-purchase OSH Assessment	
DOCUMENT NO. : CTSSB-OSHMP/SWP-18	

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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 gain a perspective of the OSH implications of any new item that is intended to be introduced to CTSSB.

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**

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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)

- The HOD is fully responsible for ensuring the implementation of this procedure and transmittal of the safety information to their subordinate including contractor.
- To 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 are wearing appropriate personal protective equipment (PPE) while at workplace.
- To ensure the records of PPE Distribution List are properly kept and easy to retrieve.

iii. All Employees (Including contractors)

- 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. Plant

- any item of machinery and attachable equipment . E.g. air compressor or lifting equipment.

vii. Substance

- any natural or artificial material. E.g. Acid

viii. Furniture

- any table, chair, desk, cabinet or stool.

ix. Power Assisted Hand Tools

- any handheld electrical / air operated instrument for performing mechanical operation. E.g. Jack Hammer

x. Personal Protective Equipment (PPE)

- any items provide to protect worker from direct contact to the hazard E.g. Safety Helmet

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7.0 DETAILS PROCEDURE

- Complete the **Pre-Purchase Checklist form** in conjunction with the Plant, Substances, Furniture, Hand –Tool or PPE checklist appropriate for the item.
- Consult with the relevant staff about the purchase of plant, equipment, services and material.
- Before purchasing any equipment or substances the following procedures are observed:
 - a. The Supplier / manufacturer provides such information as necessary to ensure the hazards and risks can be properly assessed and controlled;
 - b. Applicable legislative requirements and Standards must be observed. Legislative and Standards requirements are to be documented on the Pre Purchase Checklist. The Safety Coordinator may be contacted to provide information regarding Standards and OH&S legislative requirements;
 - c. A risk assessment has been undertaken with regard to its potential use at the workplace. In undertaking the risk assessment the following factors are to be considered;
 - Hazards and risks presented by the item to be purchased;
 - Manner in which it is to be used;
 - Suitability of the item for the purpose;
 - Opinions of the users of the item.
 - d. Stationeries items that are purchased through Stores do not require this assessment to be conducted prior to purchase. However products are expected to be good quality and Standards approved;
 - e. Repeat purchases can be covered by the original Pre-Purchase Checklist provided that there are no significant changes to the item;

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8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

9.0 APPENDICES

- i. Standard Form
 - OSH Pre-purchasing Checklist for PPE: **CTSSB – OSHMP(F)-18**