



# CELCOM TIMUR (SABAH) SDN. BHD.

<b>SAFE WORK PROCEDURES</b>
<b>Competence, Awareness and Training</b>
<b>DOCUMENT NO. : CTSSB-OSHMP/SWP-20</b>

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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 provide a systematic and planned training to ensure that personnel working at each relevant function and level are aware and competent to perform tasks related to OSH in their work place.

## 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. Manager of Human Resources and Administration

- Responsible for the overall implementation of this procedure including its periodic review.
- Responsible for providing advice on all aspects of HSE Training and where in certain situations, she/he shall also organize and co-ordinate training in collaboration with the General Manager of Engineering.

### 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 shall be responsible to ensure full compliance with the requirements of this procedure and maintaining training needs and records in the individual's personal file.

### iii. 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. **OSH**
  - Occupational Safety and Health
  
- ii. **CTSSB**
  - Celcom Timur (Sabah) Sdn. Bhd.
  
- iii. **OSHMP**
  - Occupational Safety and Health Management Plan
  
- iv. **OSHA**
  - Occupational Safety & Health Act 1994 (Act 514)
  
- v. **FMA**
  - Factory Machinery Act 1967 (Act 137)
  
- vi. **DOSH**
  - Department of Occupational Safety & Health Malaysia
  
- vii. **JKKP**
  - Jabatan Keselamatan dan Kesihatan Malaysia
  
- viii. **SWP**
  - CTSSB's Safe Work Procedure
  
- ix. **HIRARC**
  - Hazard Identification, Risk Assessment and Risk Control
  
- x. **TNA**
  - Training Needs Analysis

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## 7.0 DETAILS PROCEDURE

### i. Identification of HSE training requirement

- The HOD shall be responsible to ensure that the OSH awareness and competency requirements at each level and function are systematically identified and shall be included in **OSH Training Plan: CTSSB-OSHMP(F)-19**.
- The HIRARC shall be reviewed at least once a year.

### ii. Training Needs Analysis

- The training needs analysis (TNA) for OSH programmes shall be reviewed by Human Resource and Administration Manager and respective HOD.
- Upon reviewing, training plan shall be developed and initiated by General Manager of Engineering.

### iii. Training Plan

- The Training Plan shall include the following:-
  - a. Legal / Client's requirement
  - b. Competency Programme.
  - c. Refresher and Awareness Programmes
  - d. The Training Plan shall be submitted to CEO for approval.
  - e. All the raining which has been planned shall be recorded in **OSH Training Plan : (CTSSB-OSHMP(F)-20**

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#### iv. Scope of Training

- Training on legal requirement shall be carried out to all employees whose duties may cause significant impact on OSH.
- Human Resource and Administration Manager is responsible to ensure that the training on legal / client requirement are executed.
- Competency Programmes shall be planned and executed by Human Resource and Administration Manager. The training for this program shall include all personnel whose duties may have significant impact to OSH Management Plan within the premise of CTSSB.
- Refresher and Awareness programmes on OSH requirements shall be conducted to all employees.
- **Training Matrix: CTSSB-OSHMP(F)-20** shall be prepared to ensure the entire required trainings are all cover and proper recorded as per training need analysis and HIRARC.

#### v. Frequency of Training

- Frequency of training shall be consistent with the requirement as stated in CTSSB's Training and Development Standard Procedures and recorded in **OSH Training Plan: CTSSB-OSHMP(F)-19**.

#### vi. Training Evaluation

- Evaluation of trainings shall be done by using the Training Evaluation which is to be submitted to Human Resource and Administration Manager by individuals upon completion of training.
- Trainees shall also provide Human Resource and Administration Manager with any feedback related to the training for future training analysis

#### vii. Training Records

- All training records on employees shall be documented and maintained at Human Resource and Administration Department.

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## 8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

## 9.0 APPENDICES

- i. Standard Form
  - OSH Training Plan: **CTSSB-OSHMP(F)-19**
  - Training Matrix: **CTSSB-OSHMP(F)-20**