

# SAFETY & HEALTH PROGRAMME & RESPONSIBILITIES



LW GASTECH ENGINEERING SDN. BHD.

	Activities	Objective	Documentation	Frequency	Responsibilities	Status
1	Accident Report & Investigation	Accident root causes identification & control measures recommendation to deter future recurrence	a. Borang Tindakan Displin (Pemandu Lori) b. Notis Kegagalan Mematuhi Peraturan Keselamatan c. Report Of Incident d. Warning Letter e. Accident Investigation Report	as when required	investihgation team	To Update
2	a. COSH Meeting	Provide 2 ways communication, consultation & co-operation between management & workers	a. Meeting Memo b. Minutes Meeting	3 months once (min)	COSH team	To Update
	b. Prod. Meeting		- Minutes Meeting		HS	To Update
3	Safety Campaign & Promotion a. Vehicle Safety Inspection b. PPE Periodic Check c. Newsletter & poster d. Tool-Box Meeting	Promote S&H awareness, company policy & information dissemination among workers.	a. Vehicle Inspection Form b. PPE Checklist c. Tool-box meeting records	continuous		To Update
4	a. Safety Objectives Record & Analysis	Target setting for goal & direction achievement.	Objectives records & analysis a. Vehicle Inspection b. PPE Enforcement c. Accident Reports d. Safety Walkaround	monthly		To Update
	b. S&H Enforcement					Individual (5 Pax)

5	S&H Internal Audit	Systematic examination of planned activities implemented effectively & meeting company policy & objectives.	a. Audit Plan b. Audit Memo c. Audit Checklist & Record d. CA & PA Form(NCR) e. Audit Summary & Log	annual	audit team	
6	a. ERP Plan & Training	Systematic approach to deal with abnormal emergency that interrupts normal & safe working condition or operation.	a. Meeting Memo b. Agenda Meeting c. Scenario Description d. BOMBA Invitation Letter e. De-riefing Report f. Training Records	annual		
	b. Fire Fighting Drills		a. Training Records	1/2 YRLY		
7	Management Review Meeting	Top Management reviewing company S&H management system, programmes & performance.	a. Meeting Memo b. Agenda Meeting c. Minutes Meeting	annual	TOP MGT & M'KAH	
8	Permit To Work Implementation	Highest level of written control, authorized work to be performed within defined parameters & control of potential work-related hazards	a. PTW Records	continuous		
9	S&H Training (Induction & Refresher)	Ensure workers & visitors aware of & able to meet LW Gastech standard & procedure safely.	a. Training Memo b. Training Agenda c. Training Materials	continuous	COSH Members	To Update
10	Risk Identification, Hazard assessment & control	S&H risks evaluation for work hazards for work -related risks control.	a. OSH 1- Hazard Register b. OSH 2- Risk Assessment c. OSH 3- Plant Register d. OSH 4- Plant Inspection	continuous		To Update

11	Moody Surveillance Audit	Certification body audit to examine the planned activities implemented effectively & meeting company policy & objectives.	a. Audit Notification b. Audit Report	annual	All Members	
12	Bomba Licence Renewal	Fulfill BOMBA requirements.	BOMBA Certificate	annual	All Members	
13	Fire fighting System Maintenance	Fulfill BOMBA requirements.	Service Report	monthly	All Members	
14	Plant Equipment & Machineries Maintenance	Fulfill ISO requirements.	ISO Manual	continuous		To Update
15	Operation Procedures & SOP	Fulfill ISO requirements.	ISO Manual	continuous	All Members	

Remarks:

1. Inspection Checklist
  - Moody Audit Checklist
  - DOSH's Audit Checklist
2. Safety Hardware
  - Visitor Control & briefing
  - Safety Signages (LTI)