

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Jun 2025	Page 1 of 2
	Job Description for Safety and Health Committee Member – Legal Compliance			Document Ref: HRA-REC-JD-SHCMLC

Purpose:	To support in identifying, accessing, and complying with relevant legal and other occupational health and safety (OH&S) requirements in Malaysia, in accordance with ISO 45001:2018 Clause 6.1.3 and Malaysian legal frameworks such as the Occupational Safety and Health Act 1994 (OSHA 1994) and other applicable regulations.
Scope:	Covers the Company's workplace compliance with the Occupational Safety and Health Act 1994 (OSHA) and related regulations and staying informed about updates, implementing safety procedures, and advising the Safety & Health Manager (SHM) on legal obligations.
ISO Reference:	MS ISO 45001:2018 Clause No. 5.3, 7.2 & 6.1.3.

Revision History			
Revision No.	Revision Date	Originator	Description of Changes

Definitions	
OH&S	Occupational Health & Safety
SHCMLC	Safety & Health Committee Member – Legal Compliance
SHM	Safety & Health Manager

Job Description	
Designation	: Safety & Health Committee Member – Legal Compliance (SHCMLC)
Reports To	: Safety & Health Manager (SHM)
Min. Qualification	: Certificate / Diploma / Degree in OSH or any discipline
Min. Working Experience	: 2-3 years
Key Responsibilities:	
1. Identification and maintenance of Legal Register:	
- Identify all applicable Malaysian OH&S laws, regulations, codes of practice, and other requirements relevant to the organization's activities, products, and services. - Maintain and update the Legal and Other Requirements Register, ensuring it reflects the latest legislative developments.	
2. Legal Risk Integration:	
- Collaborate with the Safety & Health Committee to ensure legal requirements are considered in the risk assessment and risk control processes (ISO 45001 Clause 6.1.1 & 6.1.2). - Support integration of these requirements into operational procedures and management practices.	
3. Monitoring Legislative Changes:	
- Monitor new or amended Malaysian OH&S legislation (e.g., from DOSH, DOE, and other relevant authorities). - Evaluate implications of legal updates and assist in implementing necessary changes to maintain compliance.	

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4. Training and Awareness: - Assist in training or briefings to relevant personnel on legal obligations and compliance requirements. - Assist to promote awareness among staff and management of duties under Malaysian law and ISO 45001. 5. Audit and Compliance Checks: - Participate in internal audits, inspections, and compliance evaluations to verify conformity with legal and ISO 45001:2018 obligations. - Assist in addressing audit findings related to legal compliance. 6. Documentation and Reporting: - Ensure proper documentation of compliance efforts, including legal registers, training records, audit reports, and corrective actions. - Report compliance status and concerns to the Safety and Health Committee and senior management. 7. Liaison and Regulatory Engagement: - Assist Safety & Health Manager (SHM) to liaise with regulatory bodies such as DOSH, DOE, and local authorities as needed. - Support management during external inspections or legal reviews on safety and health matters. Authority: None. I, undersigned, hereby declared and that I had read and understood the above to be my duties and responsibilities. Signature : Name : Nurul Atikah Binti Zulkifli Date : 1 Jun 2025

Prepared By: Name: Philip Yong Appointment: ISO Manager (IM) Date: 01 Jun 2025	Approved By: Name: Ong Lay Cheong Appointment: Managing Director (MD) Date: 01 Jun 2025
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