



Purpose:	To represent management in the SHC and support timely decisions, resources and actions needed to protect workers and maintain the OHSMS.
Scope:	Covers employer representation on workplace and project OH&S matters considered by the SHC.
ISO Reference:	MS ISO 45001:2018 Clauses 5.3 and 5.4

Revision History

Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clauses 5.3 and 5.4

Abbreviation & Definition

ERR	Employer Representatives
OH&S	Occupational Health And Safety
SHC	Safety & Health Committee
SHM	Safety & Health Manager

Job Description

Designation	: Safety & Health Committee Member – Employer Representative
Reports To	: Safety & Health Manager (SHM)
Min. Qualification	: Managerial or professional appointment with knowledge of Company operations and OH&S responsibilities
Min. Working Experience	: 3 years or more
Key Responsibilities:	
1. Employer Representation:	
(a) Present management information, operational constraints and proposed controls fairly to SHC.	
(b) Support decisions that meet legal and OHSMS requirements.	
2. Consultation:	
(a) Listen to worker concerns and consider them before management decisions affecting OH&S are finalized.	
(b) Provide clear reasons and feedback where a proposal cannot be adopted.	
3. Resources and Support:	
(a) Facilitate reasonable resources, access, competent support and work time for agreed safety actions.	
(b) Refer resource matters beyond delegated authority to the appropriate management level.	
4. Risk and Change Review:	
(a) Participate in reviews of hazards, risks, opportunities, organisational changes and contractor controls.	
(b) Ensure operational implications are considered in committee recommendations.	

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 2 of 2
	Job Description for Safety & Health Committee Member – Employer Representative (ERR)			Document Ref: HRA-S-REC-SHCMLRO

5. Action Implementation:

- (a) Accept and implement assigned actions within the agreed time.
- (b) Provide objective completion evidence to SC.

Job Description

6. Communication:

Brief the relevant department or project on SHC decisions and obtain feedback on effectiveness. Immediately escalate serious or imminent danger concerns.

Authority:

Make recommendations, commit actions within delegated authority and escalate resource or risk matters through management.

I, undersigned, hereby declare that I have read and understood the above duties, responsibilities and authority.

Signature :

Name :

Date :

Verified By:

Name: Eng Choon Leong

Appointment: Executive Director

Date: 01 Sept 2026

Approved By:

Name: Amos Haw Chee Seng

Appointment: Managing Director

Date: 01 Sept 2026

End