

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 2
	Job Description for Safety & Health Committee Member – Emergency Response Team Officer (ERTO)			Document Ref: HRA-S-REC-SHCMERTO

Purpose:	To coordinate emergency preparedness and response arrangements and advise the SHC on readiness for credible workplace and project emergencies.
Scope:	Covers foreseeable emergencies at Company workplaces and projects including fire, medical emergency, electrical incident, chemical release, severe weather and evacuation.
ISO Reference:	MS ISO 45001:2018 Clause 8.2

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 Clause 8.2

Abbreviation & Definition	
ERT	Emergency Response Team
ERTO	Emergency Response Team Officer
OH&S	Occupational Health And Safety
SHM	Safety & Health Manager

Job Description	
Designation	: Safety & Health Committee Member – Emergency Response Team Officer
Reports To	: Safety & Health Manager (SHM)
Min. Qualification	: Certificate / Diploma / Degree in occupational safety and health or a related discipline with suitable emergency response and first aid training
Min. Working Experience	: 2-3 years
Key Responsibilities:	
1. Emergency Planning:	
(a) Identify credible emergency scenarios with relevant personnel and maintain suitable response arrangements.	
(b) Define alarm, communication, evacuation, rescue, first aid and external assistance requirements.	
2. ERT Readiness:	
(a) Coordinate appointment, training and availability of ERT members, wardens, first aiders and other assigned responders.	
(b) Maintain current contact and call-out information.	
3. Equipment and Facilities:	
(a) Coordinate inspection and readiness checks for emergency equipment, exits, assembly points, first aid facilities and communication systems.	
(b) Report deficiencies and monitor correction.	
4. Exercises and Testing:	
(a) Plan drills and exercises at appropriate intervals and include relevant workers, contractors and external parties where practicable.	
(b) Evaluate performance and document lessons learned.	

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 2 of 2
	Job Description for Safety & Health Committee Member – Emergency Response Team Officer (ERTO)			Document Ref: HRA-S-REC-SHCMERTO

Job Description
5. Emergency Response: (a) Support command, communication, evacuation, accountability and liaison during an emergency within assigned authority. (b) Protect responders from uncontrolled exposure and request specialist assistance where required. 6. Review and Reporting: (a) Review arrangements after drills, incidents and significant changes. (b) Report readiness, findings, actions and improvement recommendations to the SHC. Authority: Initiate agreed emergency notifications or drills, request immediate correction of readiness deficiencies and recommend evacuation or escalation where emergency criteria are met. 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