

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 2
	Job Description for Safety & Health Committee Member – Electrical Safety Management Officer (ESMO)			Document Ref: HRA-S-REC-SHCMLRO

Purpose:	To coordinate electrical safety management and advise the SHC on controls for electrical hazards arising from the Company's M&E activities.
Scope:	Covers electrical installations, equipment, testing, energization, isolation, temporary supplies and electrical work at Company workplaces and projects.
ISO Reference:	MS ISO 45001:2018 Clause 8.1.2

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 8.1.2

Abbreviation & Definition	
ESMO	Electrical Safety Management Officer
M&E	Mechanical And Electrical
OH&S	Occupational Health And Safety
SHM	Safety & Health Manager

Job Description	
Designation	: Safety & Health Committee Member – Electrical Safety Management Officer
Reports To	: Safety & Health Manager (SHM)
Min. Qualification	: Relevant electrical qualification and competency recognised for the assigned work with adequate OH&S knowledge
Min. Working Experience	: 3 years or more in electrical work or supervision
Key Responsibilities:	
1. Electrical Hazard Control:	
(a) Advise on identification and control of shock, arc flash, fire, induced voltage, stored energy and inadvertent energization hazards.	
(b) Promote elimination and engineering controls before reliance on administrative controls or PPE.	
2. Safe Systems of Work:	
(a) Review electrical work methods, isolation, lockout and tagout, permit controls, test-before-touch and energization arrangements.	
(b) Ensure boundaries and access controls are defined for live or high-risk work.	
3. Competency and Authorization:	
(a) Verify that electrical work is assigned only to suitably competent and authorised personnel.	
(b) Identify refresher training and competency gaps.	
4. Inspection and Assurance:	
(a) Coordinate inspections of electrical tools, temporary supplies, panels, cables, earthing and protective devices.	
(b) Track correction of defects and unsafe conditions.	

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5. Incident and Emergency Support: (a) Provide technical input to electrical incident investigation and emergency planning. (b) Ensure lessons learned are reflected in controls and briefings. 6. SHC Reporting: (a) Report significant electrical risks, inspection trends, non-compliance and improvement recommendations to the SHC. (b) Support audits and management review with objective evidence. Authority: Recommend isolation, access restriction or suspension of electrical work presenting serious or imminent danger and escalate the matter to the SHM and authorized 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
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