



Purpose:	To identify, access, maintain and evaluate applicable OH&S legal and other requirements and support the Company in maintaining compliance.
Scope:	Covers Malaysian OH&S legislation, subsidiary requirements, approvals, codes, contractual obligations and other commitments applicable to the Company's workplaces, projects and activities.
ISO Reference:	MS ISO 45001:2018 Clauses 5.3, 6.1.3 and 9.1.2

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 Clauses 5.3, 6.1.3 and 9.1.2

Abbreviation & Definition

DOSH	Department of Occupational Safety and Health (Malaysia)
LRO	Legal Requirements Officer
OH&S	Occupational Health And Safety
SHM	Safety & Health Manager

Job Description**Designation** : Safety & Health Committee Member – Legal Requirements Officer (LRO)**Reports To** : Safety & Health Manager (SHM)**Min. Qualification** : Certificate / Diploma / Degree in occupational safety and health, law, engineering or a related discipline**Min. Working Experience** : 2-3 years**Key Responsibilities:****1. Legal and Other Requirements Register:**

- Identify applicable OH&S legislation, approvals, codes, contractual obligations and subscribed commitments.
- Maintain a current register showing applicability, obligations, responsible persons and compliance evidence.

2. Monitoring of Changes:

- Monitor reliable regulatory sources including DOSH and other relevant authorities.
- Assess new or amended requirements and promptly inform affected functions.

3. Integration into the OHSMS:

- Coordinate with responsible officers to incorporate requirements into HIRARC, procedures, training, operational controls and emergency arrangements.
- Track implementation of required changes.

4. Compliance Evaluation:

- Plan and support periodic evaluation of compliance using objective evidence.
- Record results, identify non-compliance and monitor correction and corrective action.

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Job Description
5. Awareness and Advice: (a) Provide or coordinate briefings on applicable duties and significant legal changes. (b) Advise SHM and SHC on compliance implications while referring specialist legal matters to qualified advisers where necessary. 6. Regulatory Coordination and Reporting: (a) Support authorized liaison with regulators and preparation for inspections or submissions. (b) Report compliance status, emerging obligations and overdue actions to the SHC and management review. Authority: Access relevant compliance records, request evidence from responsible functions and escalate suspected non-compliance to the SHM. The role does not provide independent legal advice. 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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