

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 2
	Job Description for Safety & Health Manager (SHM) – Committee Chairman			Document Ref: HRA-S-REC-SHCM SHM

Purpose:	To lead the Safety & Health Committee (SHC) and ensure effective governance, consultation and participation in accordance with ISO 45001:2018 and applicable Malaysian occupational safety and health requirements.
Scope:	Covers the leadership, direction and oversight of the Company's SHC for all workplaces, projects and occupational health and safety matters.
ISO Reference:	MS ISO 45001:2018 Clauses 5.1, 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 5.1, 5.3 and 5.4

Abbreviation & Definition	
MD	Managing Director
OH&S	Occupational Health And Safety
SHC	Safety & Health Committee
SHM	Safety & Health Manager

Job Description	
Designation	: Safety & Health Manager (SHM) – Committee Chairman
Reports To	: Managing Director (MD)
Min. Qualification	: Degree / Diploma in occupational safety and health, engineering or a related discipline with relevant safety and health competency
Min. Working Experience	: 3 years or more
Key Responsibilities:	
1. Committee Leadership:	
(a) Chair SHC meetings, approve meeting agendas and ensure balanced representation of employer and employee members.	
(b) Guide discussions towards practical decisions that protect workers and support the OHSMS.	
2. Governance and Compliance:	
(a) Ensure the SHC fulfils applicable legal requirements, its terms of reference and assigned ISO 45001 responsibilities.	
(b) Escalate significant compliance, resource or performance matters to MD.	
3. Consultation and Participation:	
(a) Promote timely consultation and meaningful participation of workers, particularly non-managerial workers.	
(b) Ensure barriers including language, literacy, time, access and fear of retaliation are addressed.	
4. Performance Oversight:	
(a) Review hazards, risks, opportunities, incidents, legal compliance, emergency readiness, training and OH&S performance.	
(b) Direct responsible officers to investigate issues and complete agreed actions.	

	HUMAN RESOURCES ADMINISTRATION	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 2 of 2
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5. Resources and Coordination: (a) Recommend competent personnel, budget, training, time and other resources required for effective OH&S management. (b) Coordinate committee priorities with relevant departments and projects. 6. Review and Reporting: (a) Review SHC minutes and action status before issue. (b) Report significant findings, overdue actions and recommendations to top management and management review. Authority: Chair and adjourn SHC meetings, require relevant information and attendance, assign committee actions and escalate unresolved OH&S matters to MD. 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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