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|  | HUMAN RESOURCES ADMINISTRATION                                                                                                         | Revision No.:<br>0 | Document<br>Effective Date:<br>01 Sept 2026 | Page 1 of 2                         |
|                                                                                   | <b>Job Description for Safety &amp; Health<br/>Committee Member – Training &amp;<br/>Participation Consultation Officer<br/>(TPCO)</b> |                    |                                             | Document Ref:<br>HRA-S-REC-SHCMTPCO |

|                |                                                                                                                                                                                   |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose:       | To coordinate OH&S competence, training, awareness, consultation and participation activities supporting the SHC and OHSMS.                                                       |
| Scope:         | Covers workers and relevant contractors at Company workplaces and projects, including induction, training needs, awareness, toolbox communication and participation arrangements. |
| ISO Reference: | MS ISO 45001:2018 Clauses 5.4, 7.2, 7.3 and 7.4                                                                                                                                   |

| 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 5.4, 7.2, 7.3 and 7.4 |
|                  |               |             |                                                                                     |

| Abbreviation & Definition |                                               |
|---------------------------|-----------------------------------------------|
| OH&S                      | Occupational Health And Safety                |
| SHC                       | Safety & Health Committee                     |
| SHM                       | Safety & Health Manager                       |
| TPCO                      | Training & Participation Consultation Officer |

| Job Description                                                                                                              |                                                                                                                       |
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| <b>Designation</b>                                                                                                           | : Safety & Health Committee Member – Training & Participation Consultation Officer (TPCO)                             |
| <b>Reports To</b>                                                                                                            | : Safety & Health Manager (SHM)                                                                                       |
| <b>Min. Qualification</b>                                                                                                    | : Certificate / Diploma / Degree in occupational safety and health, human resources, training or a related discipline |
| <b>Min. Working Experience</b>                                                                                               | : 2 years                                                                                                             |
| <b>Key Responsibilities:</b>                                                                                                 |                                                                                                                       |
| <b>1. Competence Needs:</b>                                                                                                  |                                                                                                                       |
| (a) Coordinate identification of OH&S competence needs based on roles, hazards, legal requirements and performance findings. |                                                                                                                       |
| (b) Maintain an annual training plan and monitor completion.                                                                 |                                                                                                                       |
| <b>2. Training Delivery:</b>                                                                                                 |                                                                                                                       |
| (a) Arrange suitable induction, task training, refresher training and awareness activities.                                  |                                                                                                                       |
| (b) Ensure trainers, content, language and delivery methods are appropriate to participants and risk.                        |                                                                                                                       |
| <b>3. Effectiveness Evaluation:</b>                                                                                          |                                                                                                                       |
| (a) Evaluate learning and workplace application through assessment, observation, feedback or performance evidence.           |                                                                                                                       |
| (b) Arrange retraining or other action where competence is not demonstrated.                                                 |                                                                                                                       |
| <b>4. Consultation Channels:</b>                                                                                             |                                                                                                                       |
| (a) Coordinate toolbox meetings, briefings, surveys, suggestion channels and other worker consultation methods.              |                                                                                                                       |
| (b) Provide workers with timely information before relevant decisions are made.                                              |                                                                                                                       |

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|  | HUMAN RESOURCES ADMINISTRATION                                                                                                         | Revision No.:<br>0 | Document<br>Effective Date:<br>01 Sept 2026 | Page 2 of 2                         |
|                                                                                   | <b>Job Description for Safety &amp; Health<br/>Committee Member – Training &amp;<br/>Participation Consultation Officer<br/>(TPCO)</b> |                    |                                             | Document Ref:<br>HRA-S-REC-SHCMTPCO |

| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p><b>5. Participation and Inclusion:</b></p> <ul style="list-style-type: none"> <li>(a) Promote participation of non-managerial, foreign, temporary and contract workers.</li> <li>(b) Identify and help remove language, literacy, access, time and retaliation barriers.</li> </ul> <p><b>6. Records and Reporting:</b></p> <ul style="list-style-type: none"> <li>(a) Maintain attendance, competence, evaluation and consultation records.</li> <li>(b) Report training gaps, participation trends and recommendations to the SHC.</li> </ul> <p><b>Authority:</b><br/>Request training and participation information, recommend competency restrictions and escalate unresolved competence or participation barriers to SHM.</p> <p>I, undersigned, hereby declare that I have read and understood the above duties, responsibilities and authority.</p> <p>Signature :</p> <p>Name :</p> <p>Date :</p> |

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| Verified By:<br>Name: Eng Choon Leong<br>Appointment: Executive Director<br>Date: 01 Sept 2026 | Approved By:<br>Name: Amos Haw Chee Seng<br>Appointment: Managing Director<br>Date: 01 Sept 2026 |
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