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	Job Descriptions Procedure			Document Ref: HRA-S-PRO-01

Purpose:	To define, approve, communicate and control job responsibilities, authorities, competence requirements and applicable OHSMS duties.
Scope:	This procedure applies to all approved Company positions, departments, projects, employment categories and appointed Safety & Health Committee functions within the OHSMS scope.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u>: Approves senior management job descriptions and delegated authorities. (2) <u>Executive Director (ED)</u>: Verifies organisational responsibilities, reporting relationships and resource needs. (3) <u>Human Resources Manager (HRM)</u>: Controls preparation, review, issue, acknowledgement and retention of job descriptions. (4) <u>Safety & Health Manager (SHM)</u>: Defines and verifies applicable SHC and OHSMS responsibilities and authorities. (5) <u>Relevant Manager</u>: Defines position duties, reporting relationships, authority and competence requirements. (6) <u>Employee or Appointed Committee Member</u>: Understands, acknowledges and performs the approved responsibilities and authority.
ISO Reference:	MS ISO 45001:2018 Clauses 5.3 and 7.2.

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 and 7.2.

Abbreviation & Definition	
EER	Employee Representatives
ERTO	Emergency Response Team Officer
ERR	Employer Representatives
ESMO	Electrical Safety Management Officer
HRM	Human Resources Manager
LRO	Legal Requirements Officer
MD	Managing Director
OH&S	Occupational Health And Safety
OHSMS	Occupational Health And Safety Management System
PIC	Person in Charge
HR&OMO	HIRARC, Risks & Opportunities Management Officer
SC	Safety Coordinator
SHC	Safety & Health Committee
SHM	Safety & Health Manager
TPCO	Training & Participation Consultation Officer

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Step	Activity	PIC	Reference
1	<u>Job Description Requirement</u> 1.1 Coverage A current approved job description shall be maintained for each position and appointed SHC function. 1.2 Purpose The job description shall define reporting, accountability, authority, key responsibilities, competence requirements and relevant OHSMS duties. 1.3 Consistency Job descriptions shall align with the approved organization chart, SHC organization chart, controlled abbreviations, legal requirements and manpower structure.	ED / HRM / SHM / Relevant Manager	OHSMS-05H1; OHSMS-05H2; Approved manpower structure
2	<u>Preparation</u> 2.1 Position Information The Relevant Manager shall define the approved title, department or function, reporting line, location and employment or appointment category. 2.2 Responsibilities and Authority Key duties, decisions, interfaces, records and delegated authority shall be stated clearly. The authority section shall state actual limits and shall not be left ambiguous. 2.3 OHSMS Duties Applicable duties for hazard control, reporting, consultation, participation, emergency action, legal compliance and continual improvement shall be included. 2.4 Competence Minimum education, experience, competency, licenses, training, skills and other requirements shall be specified.	HRM / SHM / Relevant Manager	Job description template; Competency requirements
3	<u>Safety & Health Committee Job Descriptions</u> 3.1 Committee Leadership HRM and SHM shall maintain approved job descriptions for the SHM as Committee Chairman and the SC as Committee Secretary. 3.2 Representatives Approved job descriptions shall be maintained for ERR and EER to define representation, consultation, participation and protection responsibilities.	HRM / SHM / SC	HRA-S-REC-SHCMSHM to HRA-S-REC-SHCMERTO

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Step	Activity	PIC	Reference
	3.3 Functional Officers Approved job descriptions shall be maintained for HR&OMO, LRO, TPCO, ESMO and ERT0 according to their assigned OHSMS functions. 3.4 Appointment and Acceptance Each appointed member shall receive, understand and acknowledge the applicable job description before or upon assuming the function.		
4	<u>Review and Approval</u> 4.1 HR Review The HRM shall review the title, format, reference, reporting line, employment requirement and consistency with controlled records. 4.2 Functional Review The Relevant Manager or SHM shall confirm that assigned responsibilities, competence requirements and authority are practical and complete. 4.3 Approval Senior management and SHC job descriptions shall be verified by the ED and approved by the MD. Other job descriptions shall follow the approved authority matrix. 4.4 Document Control The approved job description shall carry its controlled reference, revision number and effective date.	MD / ED / HRM / SHM / Relevant Manager	Approved job description; Authority matrix
5	<u>Communication, Acceptance and Implementation</u> 5.1 Issue and Explanation The approved job description shall be explained and issued during appointment, transfer, promotion, committee appointment or significant role change. 5.2 Acknowledgement The employee or appointed member shall sign and date the acknowledgement and may request clarification before acceptance. 5.3 Competence Action Identified competence gaps shall be addressed through training, supervision, development or restriction of assigned duties.	HRM / SHM / Relevant Manager / Employee	Acknowledged job description; Training request

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Step	Activity	PIC	Reference
	5.4 Work Assignment Assigned work and delegated authority shall remain consistent with the approved job description and demonstrated competence.		
6	<u>Review and Revision</u> 6.1 Review Triggers A job description shall be reviewed following organisational, reporting, process, technology, legal, competence or responsibility changes. 6.2 Periodic Review HRM and Relevant Manager shall periodically confirm that every active job description remains current. The SHM shall review SHC job descriptions when committee duties or membership change. 6.3 Revision and Reissue Approved changes shall receive a new revision and shall be explained, reissued and acknowledged by the affected person. 6.4 Obsolete Copies Superseded copies shall be removed from use and retained only as controlled records according to the retention requirements.	HRM / SHM / Relevant Manager / Employee	Job description register; Change record
7	<u>Records, Confidentiality and Improvement</u> 7.1 Register and Personnel Records HRM shall maintain the job description register. Approved versions, acknowledgements and revision history shall be retained in the relevant personnel or appointment record. 7.2 Confidentiality Access to personnel information shall be limited according to Company requirements while assigned responsibilities remain available to relevant persons. 7.3 Improvement Feedback from employees, committee members, managers, audits and competency reviews shall be used to improve responsibility, authority and reporting clarity.	HRM / SHM / Relevant Manager / Employee	Personnel record; OHSMS-10W

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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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