

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex H - Organization Chart (Safety Committee)			Document Ref: OHSMS-05H

Purpose:	To define the Safety and Health Committee structure and assign OHSMS roles, responsibilities and authorities.
Scope:	This document applies to top management, the Safety and Health Committee and responsible personnel at Company workplaces and projects.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u>: Approves the structure and delegates OHS authorities. (2) <u>Executive Director (ED)</u>: Chairs or oversees the Committee and its decisions. (3) <u>ISO Manager (IM)</u>: Coordinates OHSMS responsibilities and documented information. (4) <u>Safety and Health Officer (SHO)</u>: Advises the Committee and performs secretariat duties. (5) <u>Safety Coordinator (SC)</u>: Supports inspections, reporting and action follow-up. (6) <u>Site Safety Supervisor (SSS)</u>: Reports site matters and implements Committee actions. (7) <u>Head of Department (HOD)</u>: Represents management and implements departmental actions. (8) <u>Project Manager (PM)</u>: Provides project leadership, resources and corrective actions. (9) <u>Workers and Worker Representatives</u>: Raise OHS concerns and support agreed actions.
ISO Reference:	MS ISO 45001:2018 Clause 5.3

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 5.3

Abbreviation & Definition	
ED	Executive Director
HOD	Head of Department
IM	ISO Manager
MD	Managing Director
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

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Step	Activity	PIC	Reference
1	<u>Safety and Health Committee Organization Chart</u> 1.1 Committee Structure The Committee shall provide a formal link between top management, management representatives, worker representatives and workplace safety personnel. Managing Director Top Management ↓ Safety and Health Committee Chairperson Executive Director Secretary / Adviser SHO Management Representatives HOD / PM Worker Representatives Workplace Support: SC / SSS / Workers	MD / ED / SHO	OHSMS-05H; PD-S-PRO-01
2	<u>Top Management</u> 2.1 Managing Director The MD retains accountability for OHSMS effectiveness and approves roles, authorities, resources and significant Committee recommendations. 2.2 Executive Director The ED provides management oversight, resolves escalated matters and chairs the Committee when formally appointed.	MD / ED	OHSMS-05F
3	<u>Committee Leadership and Secretariat</u> 3.1 Chairperson The Chairperson leads meetings, confirms priorities, assigns actions and reports significant matters to top management. 3.2 Secretary The SHO or appointed Secretary prepares agendas, records minutes, maintains Committee records and monitors action status. 3.3 Technical Advice The SHO advises on hazards, legal requirements, incidents, controls and OHS performance.	Chairper son / SHO	PD-S-PRO-01

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4	<u>Management Representatives</u> 4.1 Representation Management representatives may include HODs, PMs and other personnel appointed with authority to make decisions and commit resources. 4.2 Responsibilities They shall present departmental or project matters, implement Committee decisions and report completion and effectiveness.	HOD / PM / Management Representatives	PD-S-PRO-01
5	<u>Worker Representatives</u> 5.1 Representation Worker representatives shall be selected in accordance with applicable requirements and represent relevant work groups, departments and projects. 5.2 Responsibilities They shall communicate worker concerns, participate in inspections and investigations and provide feedback on proposed controls and changes. 5.3 Authority and Protection Worker representatives may raise OHS matters directly and shall be protected from retaliation for performing their functions.	Worker Representatives	OHSMS-05I; PD-S-PRO-01
6	<u>Workplace Safety Personnel</u> 6.1 Safety Coordinator The SC supports inspections, consultation, reporting, workplace programmes and follow-up of assigned actions. 6.2 Site Safety Supervisor The SSS monitors site controls, reports unsafe conditions and implements Committee decisions at project level. 6.3 Escalation Serious, imminent or unresolved OHS matters shall be escalated promptly to the PM, SHO, ED or MD as appropriate.	SHO / SC / SSS / PM	OHSMS-08; PD-S-PRO-01

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Step	Activity	PIC	Reference
7	<u>Authority and Accountability</u> 7.1 Authority Appointed personnel shall have sufficient authority to stop unsafe work, obtain information, recommend controls and escalate unresolved risks. 7.2 Accountability Each PIC remains accountable for implementing assigned duties and reporting progress within the agreed period. 7.3 Communication Roles, responsibilities and authorities shall be communicated during appointment, induction, meetings and relevant OHSMS briefings.	MD / ED / IM / SHO / HOD / PM	OHSMS-07N
8	<u>Appointment and Review</u> 8.1 Appointment Committee appointments shall be documented and updated when membership, designation, workplace or legal requirements change. 8.2 Review The organization chart and assigned authorities shall be reviewed annually and when organisational or operational changes occur. 8.3 Records Appointment letters, the current chart, meeting records and action status shall be retained as documented information.	MD / ED / IM / SHO	OHSMS-05H; PD-S-PRO-01

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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