

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex I - Consultation & Participation Of Workers			Document Ref: OHSMS-05I

Purpose:	To establish effective consultation and participation of workers and worker representatives in the OHSMS.
Scope:	This document applies to workers, worker representatives and responsible management at all Company workplaces and projects.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u>: Provides authority, resources and protection for worker consultation and participation. (2) <u>Safety & Health Manager (SHM)</u>: Chairs the SHC and ensures effective consultation, participation and follow-up. (3) <u>Safety Coordinator (SC)</u>: Acts as SHC Secretary, coordinates consultation activities and maintains records. (4) <u>Employer Representatives (ERR)</u>: Represent management and facilitate resources and implementation of agreed actions. (5) <u>Employee Representatives (EER)</u>: Represent workers and communicate their concerns, knowledge and recommendations. (6) <u>Risks & Opportunities Management Officer (R&OMO)</u>: Coordinates HIRARC and OH&S risks and opportunities. (7) <u>Legal Requirements Officer (LRO)</u>: Coordinates applicable requirements and evaluation of compliance. (8) <u>Training & Participation Consultation Officer (TPCO)</u>: Coordinates competence, awareness and participation arrangements. (9) <u>Electrical Safety Management Officer (ESMO)</u>: Advises on electrical hazards and operational controls. (10) <u>Emergency Response Team Officer (ERTO)</u>: Coordinates emergency preparedness, drills and response readiness. (11) <u>Head of Department (HOD) and Project Manager (PM)</u>: Consult workers and implement assigned actions. (12) <u>Workers and Worker Representatives</u>: Participate, report concerns and propose improvements.
ISO Reference:	MS ISO 45001:2018 Clause 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 Clause 5.4

Abbreviation & Definition	
EER	Employee Representatives
ERTO	Emergency Response Team Officer
ERR	Employer Representatives
ESMO	Electrical Safety Management Officer
HIRARC	Hazard Identification, Risk Assessment and Risk Control
HOD	Head of Department
LRO	Legal Requirements Officer
MD	Managing Director
OH&S	Occupational Health And Safety

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex I - Consultation & Participation Of Workers			Document Ref: OHSMS-05I

OHSMS	Occupational Health And Safety Management System
PM	Project Manager
R&OMO	Risks & Opportunities Management Officer
SC	Safety Coordinator
SHC	Safety & Health Committee
SHM	Safety & Health Manager
TPCO	Training & Participation Consultation Officer

Step	Activity	PIC	Reference
1	<u>Consultation and Participation Framework</u> 1.1 General Requirement The Company shall establish, implement and maintain processes for consultation and participation of workers at relevant levels and functions. 1.2 Worker Representation SHC shall provide formal representation through ERR and EER with particular emphasis on participation by non-managerial workers. 1.3 Committee Structure SHM shall chair the SHC and the SC shall serve as Secretary. Functional officers shall provide advice within their assigned responsibilities.	MD / SHM / SC / ERR / EER	OHSMS-05H2; PD-S-PRO-01
2	<u>Resources and Access</u> 2.1 Resources MD, SHM, HOD and PM shall provide the time, training, information and resources needed for meaningful consultation and participation. 2.2 Information Access SC shall coordinate timely access to clear and relevant OH&S information before decisions are made. 2.3 Competent Support SHM shall obtain input from R&OMO, LRO, TPCO, ESMO, ERT0 or other competent persons as relevant.	MD / SHM / SC / HOD / PM	OHSMS-07; OHSMS-07N

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex I - Consultation & Participation Of Workers			Document Ref: OHSMS-05I

Step	Activity	PIC	Reference
3	<u>Consultation Methods</u> 3.1 Formal Methods Consultation may be conducted through SHC meetings, project meetings, risk reviews, inspections, incident investigations and management of change reviews. 3.2 Workplace Methods Participation may occur through toolbox meetings, briefings, surveys, suggestion channels, hazard reports and direct discussions. 3.3 Feedback The responsible HOD or PM shall communicate decisions, assigned actions and reasons where worker proposals are not adopted.	SC / ERR / EER / TPCO / HOD / PM	PD-S-PRO-01; OHSMS-07N
4	<u>Matters for Consultation</u> 4.1 OHSMS Direction Workers shall be consulted on interested-party needs, the OH&S policy, OH&S objectives and relevant roles and authorities. 4.2 Planning and Support Consultation shall cover applicable requirements, monitoring needs, audit programmes, competence needs, communication processes and contractor controls. 4.3 Operational Readiness and Improvement Consultation shall include electrical safety, emergency preparedness, improvement priorities, corrective actions and changes affecting OH&S performance.	SHM / R&OMO / LRO / TPCO / ESMO / ERT0	OHSMS-04C; OHSMS-06; OHSMS-08; OHSMS-09; OHSMS-10
5	<u>Matters for Participation</u> 5.1 Hazard and Risk Processes Workers shall help determine consultation methods and identify hazards, OH&S risks, opportunities and controls. 5.2 Operational Decisions Workers shall participate in decisions on competence, training, communication, work controls and workplace changes. 5.3 Incident and Improvement Processes Relevant workers shall participate in incident investigation, corrective action and continual improvement.	SC / EER / R&OMO / TPCO / HOD / PM	OHSMS-06J; OHSMS-08; OHSMS-10

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Annex I - Consultation & Participation Of Workers			Document Ref: OHSMS-05I

Step	Activity	PIC	Reference
6	<u>Barriers and Protection</u> 6.1 Barriers SHM, SC, HOD and PM shall identify and remove language, literacy, time, access, retaliation and feedback barriers. 6.2 Protection Workers may report hazards, remove themselves from serious and imminent danger and participate without retaliation. 6.3 Inclusive Participation TPCO, ERR and EER shall support suitable communication for local, foreign, temporary, contract and overseas workers.	MD / SHM / SC / ERR / EER / TPCO / HOD / PM	OHSMS-05F; OHSMS-07N
7	<u>Action, Monitoring and Records</u> 7.1 Action Management SC shall record significant input, assigned actions and target dates and shall monitor completion with the responsible HOD or PM. 7.2 Effectiveness Review SHM and SHC shall review participation, feedback, action closure, audits and management review outputs. 7.3 Records Minutes, attendance, reports, suggestions, responses and completed action evidence shall be retained as documented information.	SHM / SC / HOD / PM	PD-S-PRO-01; OHSMS-09U

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
--	--

End