

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Leadership And Worker Participation			Document Ref: OHSMS-05

Purpose:	To define leadership commitments, the OHS policy, assigned responsibilities and arrangements for worker consultation and participation.
Scope:	This document applies to all Company functions, departments, projects, workers, contractors and subcontractors within the OHSMS scope.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u> : Accountable for OHSMS leadership and effectiveness. (2) <u>Executive Director (ED)</u> : Oversees implementation and provides resources. (3) <u>ISO Manager (IM)</u> : Maintains documents and coordinates reviews. (4) <u>Safety and Health Officer (SHO)</u> : Advises on OHS risks, controls and compliance. (5) <u>Safety Coordinator (SC)</u> : Coordinates workplace safety activities and monitors compliance. (6) <u>Site Safety Supervisor (SSS)</u> : Supervises site safety controls and reports unsafe conditions. (7) <u>Head of Department (HOD)</u> : Implements requirements within the department. (8) <u>Project Manager (PM)</u> : Implements requirements at project level. (9) <u>Workers and Worker Representatives</u> : Participate in consultation, reporting and improvement
ISO Reference:	MS ISO 45001:2018 Clauses 5.1, 5.2, 5.3 and 5.4

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 September 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 5

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
SHC	Safety and Health Committee
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Leadership And Worker Participation			Document Ref: OHSMS-05

Step	Activity	PIC	Reference
1	<u>Leadership and Commitment</u> 1.1 Accountability and Integration Top Management shall remain accountable for OHSMS effectiveness and shall integrate its requirements into business and project processes. 1.2 Resources and Intended Outcomes Top Management shall provide suitable people, time, finance, equipment and support to achieve safe and healthy workplaces. 1.3 Direction and Support Top Management shall communicate OHSMS requirements and support managers and workers in fulfilling their responsibilities. 1.4 Culture and Improvement The Company shall promote a positive OHS culture, continual improvement and protection from retaliation for reporting hazards or incidents.	MD / ED	OHSMS-02; OHSMS-06; OHSMS-09U
2	<u>Occupational Health and Safety Policy</u> 2.1 Establishment and Approval The MD shall approve an OHS Policy appropriate to the Company's purpose, context and OHS risks. 2.2 Policy Commitments The policy shall commit to safe and healthy workplaces, legal compliance, hazard elimination, risk reduction, consultation and participation and continual improvement. 2.3 Communication and Availability The policy shall be documented, communicated, understood and made available to relevant interested parties.	MD / ED / IM / SHO	OHSMS-02; OHSMS-07N
3	<u>Organisational Roles, Responsibilities and Authorities</u> 3.1 Assignment and Communication OHSMS roles, responsibilities and authorities shall be assigned, documented and communicated at all relevant levels. 3.2 Accountability and Reporting Top Management retains accountability while the IM and SHO coordinate performance reporting and improvement actions.	MD / ED / IM / SHO / HOD / PM	OHSMS-03; OHSMS-07N

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Leadership And Worker Participation			Document Ref: OHSMS-05

Step	Activity	PIC	Reference
3	3.3 Department and Project Control HODs and PMs shall implement applicable controls and ensure workers understand their OHS responsibilities.	MD / ED / IM / SHO / HOD / PM	OHSMS-03; OHSMS-07N
4	<u>Consultation and Participation Arrangements</u> 4.1 General Arrangements The Company shall establish and maintain processes for consultation and participation of workers at all applicable levels and functions. 4.2 Time, Training and Information Workers shall receive suitable time, training, resources and timely OHS information to participate effectively. 4.3 Removal of Barriers The Company shall remove or minimise barriers such as language, literacy, fear of retaliation, work location, shift pattern or employment status.	ED / SHO / HOD / PM	PD-S-PRO-01; OHSMS-07N
5	<u>Consultation of Non-managerial Workers</u> 5.1 Matters for Consultation Non-managerial workers shall be consulted on: (a) Interested-party needs, the OHS Policy, responsibilities and legal requirements. (b) Objectives, operational controls, outsourcing and procurement changes. (c) Monitoring, audits, improvement programmes and corrective actions. 5.2 Consultation Methods Consultation may occur through SHC meetings, toolbox meetings, briefings, surveys, inspections and direct feedback.	SHO / HOD / PM / SHC / Workers	PD-S-PRO-01; OHSMS-06K; OHSMS-09U
6	<u>Participation of Non-managerial Workers</u> 6.1 Matters for Participation Non-managerial workers shall participate in: (a) Hazard identification, risk assessment and selection of controls. (b) Competency, training, communication and monitoring activities. (c) Incident investigation, corrective action and continual improvement.	SHO / HOD / PM / SHC / Workers	PD-S-PRO-01; OHSMS-06J; OHSMS-10

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Leadership And Worker Participation			Document Ref: OHSMS-05

Step	Activity	PIC	Reference
	6.2 Reporting and Stop-work Action Workers shall report hazards and may stop unsafe work in good faith without fear of retaliation.		
7	<u>Safety and Health Committee and Worker Representatives</u> 7.1 Representation Worker representatives shall be selected and supported in accordance with applicable legal and Company requirements. 7.2 Meetings and Follow-up The SHC shall review OHS concerns, incidents, inspections and improvement actions with decisions recorded and followed through. 7.3 Review of Effectiveness The IM and SHO shall review consultation and participation arrangements through feedback, audits and management review.	ED / SHO / SHC / IM	PD-S-PRO-01; OHSMS-09U; OHSMS-09V

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 September 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 September 2026
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