

	OHSMS MANUAL	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	Planning			Document Ref: OHSMS-06

Purpose:	To establish a systematic approach for identifying hazards, assessing OHS risks and opportunities, determining legal requirements and setting OHS objectives.
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 planning and approval of OHS objectives. (2) <u>Executive Director (ED)</u>: Oversees planning and provides necessary resources. (3) <u>ISO Manager (IM)</u>: Coordinates planning documents, registers and reviews. (4) <u>Safety and Health Officer (SHO)</u>: Leads hazard, risk, opportunity and legal compliance assessments. (5) <u>Safety Coordinator (SC)</u>: Supports workplace assessments and monitors planned controls. (6) <u>Site Safety Supervisor (SSS)</u>: Conducts site assessments and monitors control measures. (7) <u>Head of Department (HOD)</u>: Identifies departmental risks, opportunities and objectives. (8) <u>Project Manager (PM)</u>: Implements project risk controls and action plans. (9) <u>Workers and Worker Representatives</u>: Participate in hazard identification, risk assessment and improvement planning.
ISO Reference:	MS ISO 45001:2018 Clauses 6.1 and 6.2

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 6

Abbreviation & Definition	
DOSH	Department of Occupational Safety and Health Malaysia
ED	Executive Director
HIRARC	Hazard Identification, Risk Assessment and Risk Control
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>Planning Framework</u> 1.1 Planning Inputs Planning shall consider the Company's context, interested-party requirements, OHSMS scope and worker consultation. 1.2 Risks and Opportunities The Company shall determine the risks and opportunities necessary to prevent undesired effects, improve OHS performance and achieve intended outcomes. 1.3 Planning Records Planning results shall be documented, communicated and reviewed when operations, projects, legislation or relevant conditions change.	MD / ED / IM / SHO	OHSMS-04B; OHSMS-04C; OHSMS-06J
2	<u>Hazard Identification</u> 2.1 Identification Process The Company shall maintain a proactive process to identify hazards arising from routine and non-routine activities. 2.2 Factors to be Considered Hazard identification shall consider: (a) Work organisation, human factors, leadership, culture, competence and workload. (b) Electrical work, lifting, working at height, excavation, confined space, machinery, chemicals, testing and commissioning. (c) Workers, contractors, visitors, nearby persons, emergency situations, past incidents and proposed changes. 2.3 Project and Workplace Review HIRARC shall be completed before work starts and reviewed after changes, incidents or evidence that controls are ineffective.	SHO / SC / SSS / HOD / PM / Workers	OHSMS-06J; OCS-S-PRO-02; OCS-S-REC- HIRARCC

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Step	Activity	PIC	Reference
3	<u>Assessment of OHS Risks and Other OHSMS Risks</u> 3.1 OHS Risk Assessment Identified hazards shall be assessed using approved criteria based on likelihood, severity, exposure and existing controls. 3.2 Other OHSMS Risks The Company shall assess risks arising from organisational change, resources, competence, communication, contractors, supply chains and process failure. 3.3 Prioritisation Significant risks shall be prioritised for action and assigned to a responsible PIC within an agreed timeframe.	IM / SHO / SC / SSS / HOD / PM	OHSMS-06J; OCS-S-PRO-02; OCS-S-REC-ROAFR
4	<u>Assessment of OHS Opportunities and Other Opportunities</u> 4.1 OHS Opportunities The Company shall identify opportunities to eliminate hazards, reduce risks, improve work design and enhance worker participation. 4.2 OHSMS Opportunities Opportunities may include safer technology, prefabrication, digital monitoring, improved competence, stronger contractor control and better emergency readiness. 4.3 Evaluation Opportunities shall be evaluated for practicality, expected benefit, resources and priority before implementation.	ED / IM / SHO / HOD / PM	OHSMS-06J; OCS-S-REC-ROAFR

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5	<u>Legal Requirements and Other Requirements</u> 5.1 Identification and Access Applicable Malaysian legislation, DOSH requirements, Energy Commission rules, client requirements and overseas laws shall be identified and kept accessible. 5.2 Application Relevant requirements shall be incorporated into risk controls, work methods, training, inspections, procurement and project planning. 5.3 Review and Communication The legal register shall be updated when requirements change and relevant information shall be communicated to affected persons.	IM / SHO / SC / SSS / HOD / PM	OHSMS-06K; OCS-S-PRO-03; OCS-S-REC-LR
6	<u>Planning Actions</u> 6.1 Action Planning Actions shall address significant risks, opportunities, legal requirements and emergency preparedness needs. 6.2 Integration and Control Planned actions shall be integrated into business, departmental and project processes with resources, responsibilities and completion dates assigned. 6.3 Effectiveness Review The effectiveness of completed actions shall be evaluated through inspections, monitoring, audits, worker feedback and management review.	MD / ED / IM / SHO / HOD / PM	OHSMS-06J; OHSMS-06K; OHSMS-09U
7	<u>OHS Objectives</u> 7.1 Establishment of Objectives OHS objectives shall be established at relevant functions and levels and shall support the OHS Policy and continual improvement. 7.2 Objective Criteria Objectives shall be measurable where practicable and shall consider risks, opportunities, legal requirements, operational needs and worker consultation. 7.3 Monitoring and Communication Progress shall be monitored, communicated and reviewed at planned intervals with objectives updated when necessary.	MD / ED / IM / SHO / HOD / PM	OHSMS-02; OHSMS-06L; OHSMS-09U

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Step	Activity	PIC	Reference
8	<u>Planning to Achieve OHS Objectives</u> 8.1 Objective Action Plan Each objective action plan shall determine: (a) The actions required and resources needed. (b) The responsible PIC and target completion date. (c) The indicators, monitoring method and evaluation of results. 8.2 Implementation and Review Action plans shall be integrated into relevant processes and reviewed during performance meetings and management review.	IM / SHO / HOD / PM	OHSMS-06L; OHSMS-09U

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