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	Annex M - Resources And Competency Requirements			Document Ref: OHSMS-07M

Purpose:	To determine and provide resources and ensure persons performing work are competent for their assigned OHS responsibilities.
Scope:	This document applies to personnel, contractors, workplaces, projects and resources supporting the OHSMS.
Duties & Responsibilities	(1) <u>Managing Director (MD)</u> : Approves significant OHSMS resources. (2) <u>Human Resources (HR)</u> : Coordinates competency, training and personnel records. (3) <u>Safety and Health Officer (SHO)</u> : Defines OHS competency and technical resource needs. (4) <u>Safety Coordinator (SC)</u> : Supports training and workplace competency verification. (5) <u>Site Safety Supervisor (SSS)</u> : Verifies site competency and authorised work. (6) <u>Head of Department (HOD)</u> : Determines departmental resources and competence. (7) <u>Project Manager (PM)</u> : Provides project resources and competent personnel. (8) <u>Workers</u> : Maintain competence and apply required knowledge and skills.
ISO Reference:	MS ISO 45001:2018 Clause 7.1 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 Clause 7.1 and 7.2

Abbreviation & Definition	
HOD	Head of Department
HR	Human Resources
MD	Managing Director
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System
PM	Project Manager
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

Step	Activity	PIC	Reference
1	<u>Resource Determination</u> 1.1 Resource Needs The MD, HOD and PM shall determine personnel, finance, equipment, technology, time, facilities and specialist support required for the OHSMS. 1.2 Planning Inputs Resource needs shall consider hazards, legal duties, objectives, emergency arrangements, workload, project complexity and worker consultation.	MD / SHO / HOD / PM	OHSMS-06; Resource Plan

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Step	Activity	PIC	Reference
2	<u>Provision and Maintenance of Resources</u> 2.1 Provision Approved resources shall be provided before relevant work begins and adjusted when conditions or risks change. 2.2 Equipment and Facilities Safety equipment, monitoring devices, welfare facilities and emergency resources shall be suitable, available and maintained. 2.3 Specialist Support Competent external specialists shall be engaged where required expertise is not available internally.	MD / SHO / HOD / PM	OHSMS-07M; OHSMS-08
3	<u>Competency Requirements</u> 3.1 Competency Criteria HR, the SHO, HOD or PM shall define required education, training, skills, experience, certification and authorisation for each relevant role. 3.2 High-Risk Work Electrical, lifting, work-at-height, confined-space, machinery and other regulated work shall be performed only by competent or authorised persons. 3.3 Contractor Competence Contractor competency evidence shall be verified before appointment, mobilisation and assignment to controlled work.	HR / SHO / HOD / PM	Competency Matrix; OHSMS-08P
4	<u>Competency Assessment</u> 4.1 Initial Assessment Competence shall be assessed through qualification review, interview, practical demonstration, observation or examination as appropriate. 4.2 Gap Identification Gaps shall be addressed through training, coaching, supervision, reassignment or restricted authorisation. 4.3 Site Verification The SC or SSS shall verify that workers remain competent for assigned site activities and current conditions.	HR / SHO / SC / SSS / HOD / PM	Competency Assessment Record

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Step	Activity	PIC	Reference
5	<u>Training and Development</u> 5.1 Training Plan HR, the SHO and HOD shall prepare training plans based on competency gaps, legal needs, incidents, changes and objective requirements. 5.2 Training Delivery Training shall be delivered in a language and manner suitable for the worker and shall include practical instruction where required. 5.3 Effectiveness Training effectiveness shall be evaluated through tests, observation, performance review, incident trends or supervisor feedback.	HR / SHO / SC / SSS / HOD / PM	Training Plan; Training Record
6	<u>Authorisation and Awareness</u> 6.1 Authorisation The HOD or PM shall ensure licences, certificates and internal authorisations are valid before assigning regulated or high-risk work. 6.2 Worker Responsibility Workers shall perform only authorised tasks, attend required training and report limitations affecting their competence. 6.3 Changes Competence shall be reassessed when equipment, methods, duties, legal requirements or work conditions change.	HR / SHO / HOD / PM / Workers	Authorisation Register
7	<u>Monitoring and Records</u> 7.1 Monitoring HR and the SHO shall monitor competency status, certificate expiry, training completion and gaps. 7.2 Records Qualifications, certificates, assessments, training, effectiveness results and authorisations shall be retained. 7.3 Review Resource adequacy and competency performance shall be reviewed during management and project reviews.	MD / HR / SHO / HOD / PM	OHSMS-09U; Competency Register

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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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