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	Project Safety Planning Procedure			Document Ref: PD-S-PRO-02

Purpose:	To establish a systematic process for developing, approving, implementing, monitoring and closing out project-specific safety plans for M&E contracting works.
Scope:	This procedure applies from tender handover and pre-mobilisation through design coordination, procurement, construction, testing, commissioning, handover and demobilisation for all Company projects.
Duties & Responsibilities	(1) <u>Project Director (PD)</u> : Provides project-level leadership, resources and oversight. (2) <u>Project Manager (PM)</u> : Plans and implements project safety requirements and coordinates stakeholders. (3) <u>Safety and Health Officer (SHO)</u> : Provides competent advice, monitors compliance and verifies effectiveness. (4) <u>Site Safety Supervisor (SSS)</u> : Coordinates daily site controls, inspections, briefings and records. (5) <u>Project Supervisor (PS)</u> : Brief workers, verify controls and stop unsafe work. (6) <u>Workers and Worker Representatives</u> : Participate, follow controls and report hazards or deficiencies.
ISO Reference:	MS ISO 45001:2018 Clause 8.1

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 8.1

Abbreviation & Definition	
HSE	Health, Safety and Environment
HIRARC	Hazard Identification, Risk Assessment and Risk Control
JSA	Job Safety Analysis
MOC	Management of Change
PD	Project Director
PIC	Person in Charge
PM	Project Manager
PPE	Personal Protective Equipment
PTW	Permit to Work
SHO	Safety and Health Officer
SSS	Site Safety Supervisor
SWI	Safe Work Instruction

Step	Activity	PIC	Reference
1	<u>Tender Handover and Planning Inputs</u> 1.1 Handover The Contracts function shall hand over client requirements, scope, assumptions, tender risks, statutory obligations and committed HSE resources.	PD / PM / SHO	CD-S-PRO-01; OCS-S-PRO-03

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Step	Activity	PIC	Reference
	1.2 Project Information PM shall confirm site conditions, interfaces, programme, design status, workforce, subcontractors, equipment, utilities and client/principal-contractor rules. 1.3 Early Consultation Consult the project team, workers, competent persons, designers and relevant subcontractors on foreseeable hazards and controls.		
2	<u>Project Safety Plan Development</u> 2.1 Plan Content Define project scope, HSE organisation, responsibilities, legal register, objectives, communication, consultation, document control and performance reporting. 2.2 Risk Controls Include HIRARC/JSA, method statements, PTW, PPE, inspections, emergency response, first aid, health controls and incident management. 2.3 Interfaces Address client, principal contractor, designers, authorities, neighbours, public, simultaneous operations and other contractors. 2.4 Project Lifecycle Cover mobilisation, temporary works, installation, energisation, testing, commissioning, handover and demobilisation.	PM / SHO / SSS	OCS-S-PRO-02; PD-S-PRO-05; PD-S-PRO-06
3	<u>Legal, Client and Registration Requirements</u> 3.1 Applicability Identify project-specific DOSH, CIDB, Energy Commission, BOMBA, local authority and other applicable obligations. 3.2 Appointments Confirm competent persons, safety personnel, first aiders, emergency roles, lifting personnel and authorised electrical personnel. 3.3 Registrations and Permits Complete applicable project notifications, registrations, permits, licences and statutory examinations before relevant work.	PM / SHO / Administ ration	OCS-S-PRO-03; ADM-S-PRO-01

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Step	Activity	PIC	Reference
	3.4 Evidence Maintain a project compliance and expiry tracker.		
4	<u>Resources, Competence and Mobilisation Gate</u> 4.1 Resources Confirm budget, personnel, welfare, access, emergency equipment, monitoring devices, PPE and site safety facilities. 4.2 Competence Verify employees and subcontractors against the competency matrix before assignment. 4.3 Mobilisation Gate Site work shall not commence until the PM and SHO verify the approved plan, risk assessments, key appointments, emergency readiness and mandatory controls. 4.4 Induction All personnel shall receive project induction before access to work areas.	PD / PM / SHO / HRM / SSS	OHSMS-07M; HRA-S-PRO-02
5	<u>Operational Planning and Coordination</u> 5.1 Work Packaging Break the programme into controllable work packages with approved HIRARC, method statement, JSA/SWI and PTW requirements. 5.2 Look-ahead Review Use weekly and daily coordination to identify interface, congestion, access, energisation, lifting and simultaneous-operation risks. 5.3 Procurement and Contractors Communicate specifications and verify subcontractor plans, competency, equipment and materials before use. 5.4 Change Control Apply MOC before material changes in design, sequence, method, equipment, substance, organisation or conditions.	PM / Construc tion Manager / SHO / SSS	PD-S-PRO-07; OHSMS-08 MOC
6	<u>Implementation, Inspection and Monitoring</u> 6.1 Supervision Provide competent supervision proportionate to risk and workforce.	PM / SHO / SSS / Supervis	PD-S-PRO-01; OHSMS-09S

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Step	Activity	PIC	Reference
	6.2 Verification Conduct workplace inspections, critical-control verification, PTW checks and planned performance monitoring. 6.3 Worker Participation Use toolbox meetings, consultation, hazard reports and stop-work arrangements. 6.4 Action Control Assign findings to a PIC and due date; high-risk deficiencies require immediate control.	ors / Workers	
7	<u>Emergency, Incident and Communication</u> 7.1 Emergency Readiness Maintain site-specific scenarios, contacts, rescue arrangements, first aid, drills and coordination with client and public services. 7.2 Incident Response Report, preserve evidence, investigate and implement corrective action. 7.3 Communication Report material events and performance to Company management and relevant client/authority parties within required timeframes.	PM / SHO / SSS / ERTO	PD-S-PRO-03; PD-S-PRO-10; PD-S-PRO-11
8	<u>Review, Change and Project Close-out</u> 8.1 Periodic Review Review the plan at least monthly and after significant change, incident, legal update or performance deterioration. 8.2 Management Reporting Report objectives, leading/lagging indicators, compliance, resources and overdue actions. 8.3 Close-out Complete final inspections, remove temporary hazards, close actions and capture lessons learned. 8.4 Records Index and retain approved plans, revisions, monitoring records and close-out evidence.	PD / PM / SHO / IM	OHSMS-09U; OHSMS-10W; OHSMS-07O

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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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