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	Site Emergency Handling Procedure			Document Ref: PD-S-PRO-11

Purpose:	To establish an organised site response that protects persons, controls escalation and supports recovery from foreseeable emergencies.
Scope:	This procedure applies to Company project sites, temporary facilities, workers, contractors, visitors and affected third parties.
Duties & Responsibilities	(1) <u>Project Manager (PM)</u> : Provides emergency resources and directs major site decisions. (2) <u>Safety and Health Officer (SHO)</u> : Develops arrangements and reviews emergency performance. (3) <u>Site Safety Supervisor (SSS)</u> : Coordinates site readiness, drills and initial response. (4) <u>Safety Coordinator (SC)</u> : Maintains emergency information, equipment checks and records. (5) <u>Emergency Response Team (ERT)</u> : Performs assigned alarm, evacuation, fire, rescue and first aid roles. (6) <u>First Aiders</u> : Provide first aid within their competence. (7) <u>Workers</u> : Raise alarms, follow instructions and report to the assembly point.
ISO Reference:	MS ISO 45001:2018 Clause 8.6

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 8.6

Abbreviation & Definition	
ERT	Emergency Response Team
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

Step	Activity	PIC	Reference
1	<u>Emergency Planning</u> 1.1 Scenarios The SHO and PM shall identify foreseeable emergencies from project hazards, location, neighbouring activities and external conditions.	PM / SHO / SSS	Project safety plan; Emergency plan

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Step	Activity	PIC	Reference
	1.2 Plan The site emergency plan shall define command, alarm, communication, evacuation, rescue, first aid, external support and recovery. 1.3 Coordination Arrangements shall be coordinated with the client, principal contractor, emergency services and adjacent operations where applicable.		
2	<u>Emergency Organisation</u> 2.1 Appointments An ERT, wardens and first aiders shall be appointed according to site size, shifts, hazards and work locations. 2.2 Command The appointed emergency leader shall control the initial response until relieved by senior management or public emergency services. 2.3 Availability Current names, contact details and roles shall be displayed and communicated.	PM / SHO / SSS / ERT	ERT appointment and contact list
3	<u>Facilities and Readiness</u> 3.1 Resources Suitable alarms, communication, firefighting equipment, first aid, spill control, rescue equipment, lighting and assembly points shall be provided. 3.2 Inspection Emergency equipment and routes shall be inspected at planned intervals and after use. 3.3 Access Emergency exits, access routes and assembly points shall remain clear and identified.	SSS / SC / ERT	Emergency equipment checklist; Site layout
4	<u>Alarm and Notification</u> 4.1 Alarm Any person discovering an emergency shall raise the alarm and provide available information without delay.	SSS / ERT / Workers	Emergency contact list; Communication flow

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	4.2 External Assistance The designated person shall contact 999 or the relevant emergency service and provide the location, access, emergency type and casualty details. 4.3 Management Notification The PM and SHO shall be informed through the project escalation process.		
5	<u>Evacuation and Response</u> 5.1 Evacuation Workers shall stop work, isolate equipment only when safe and proceed by the nearest safe route to the assembly point. 5.2 Accountability Supervisors or wardens shall account for workers, contractors and visitors and report missing persons. 5.3 Emergency Action Only trained and authorised persons shall perform firefighting, rescue, spill control, isolation or first aid within their competence. 5.4 Prohibition No person shall re-enter or resume work until authorised by the emergency leader or relevant authority.	ERT / First Aiders / SSS / Workers	Attendance records; Emergency plan
6	<u>Specific Site Emergencies</u> 6.1 High-Risk Events The plan shall address fire, electrical incident, collapse, lifting failure, confined-space emergency, chemical release, severe weather and other credible site events. 6.2 Rescue High-risk rescue shall use a task-specific plan, suitable equipment and trained personnel. Unplanned entry into a hazardous area is prohibited. 6.3 Public Protection Where an event may affect the public or neighbouring property, access shall be controlled and relevant parties shall be informed.	PM / SHO / SSS / ERT	Rescue plan; SDS; Site emergency plan

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Step	Activity	PIC	Reference
7	<u>Drill, Recovery and Review</u> 7.1 Drill Drills shall be conducted at planned intervals and when significant changes require testing of arrangements. 7.2 Post-event Control The area shall be secured, casualties supported and evidence preserved where safe and necessary. 7.3 Reporting The event, response, headcount, damage and actions shall be recorded and investigated where applicable. 7.4 Review Lessons from drills and actual emergencies shall be used to revise plans, training and resources.	PM / SHO / SSS / SC	Drill report; PD-S-PRO-11; OHSMS-10W

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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