

HEXATECH ENGINEERING SDN. BHD.	OPERATIONS CONTROL SERVICES	Issue No.: 1	Document Effective Date: 02 Jan 2023	Page 1 of 1
	Safety, Health & Environment Awareness Monitoring Chart	Revision No.: 6		Document Ref.: OCS-REC-SHEAMC

DEPARTMENT: Operations Control Services - Managing Director (MD) Profolio **STATUS DATE: 02 Jan 2023**

No.	Awareness Method Used	Reason for Methodology Used	Targeted Personnel	Activities	Action By	Target Completion Date	Actual Activities Conducted	Actual Completion Date
1	Annual Health, Safety & Environment Site Audits	(a) To gauge the company project personnel attitudes, values and beliefs with respect to work safety, health and environment. (b) To identify the level of internal communication between management and project personnel on safety, health and environment issues that can contribute to a positive and safe preventative safety, health and environment culture.	Project Personnel	Company Safety PIC to conduct one Safety, Health & Environment site audit for this year.	MD /DE	31 Dec 2023		
2	Posters on Health, Safety & Environment Awareness	To provide step by step guidance to help staff and workers to minimize possible workplace risks as well as offering essential first aid and good practices of safety, health and environment awareness information.	Management, Staff and Workers	MD to assign Design Executive (DE) to conduct a review on the poster requirements for site use (if required) and propose to PURE to procure them subject to top management approval.	MD /DE	31 Dec 2023		
3	Electrical Safety Management System Audit Checklist	To provide employees with a workplace that is free from recognized electrical hazards that could cause death or serious physical harm as per Suruhanjaya Tenaga requirement.	Suruhanjaya Tenaga Malaysia	MD to assign Design Executive (DE) to conduct annual management audit on electrical safety at project site (if required) as per Suruhanjaya Tenaga requirement.	MD /DE	31 Dec 2023		
4	Training on Health, Safety & Environment Awareness	To train employees on issues of safety, health and environment impact related to their work especially handling of factory equipment for production process.	All Production Personnel	MD to assign HRM to plan out the training requirement to create safety, health and environment awareness for at least one training session for the year.	MD / HRM	31 Dec 2023		

Remarks:	Prepared by:	Approved by:	Recorded by:
	Signature:  Name: Philip Yong Appointment: ISO Manager Date: 02 Jan 2023	Signature: Name: Eng Choon Leong Appointment: Managing Director Date: 02 Jan 2023	Signature: Name: Sri Prasanna Appointment: QSAE Date: