

HEXATECH ENGINEERING SDN. BHD.	OPERATIONS CONTROL SERVICES	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	<b>Safety, Health &amp; Environment Procedure</b>	Revision No.: 0		Document Ref.: OCS-PRO-04

### **SAFETY AND HEALTH AWARENESS**

It is the policy of the Company that OSHA related accident prevention shall be considered of primary importance in all phases of project implementation and administration. It is the intention of the management of the Company to provide safe, healthy and drug free working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of OSHA accidents is an objective affecting all levels of our company and its operation. It is, therefore, a basic requirement that each manager, executive and supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established OSHA rules, regulations and procedures.

Every effort will be made to provide adequate safety and health awareness and training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in OSHA accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees who need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to the management and / or the responsible officer in charge as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely.

### **ELECTRICAL SAFETY MANAGEMENT SYSTEM POLICY**

The Company shall uphold this policy in the interest of electrical safety management as follows:

- To create an environment where all aspects of the installation and operation of the electrical distribution in own office buildings are subject to third party audit and certification for people and assets safety compliance.
- People are our most important asset and their safety and health is our greatest responsibility.

### **ENVIRONMENTAL AWARENESS**

Our management of the environment includes the following:

- Ensure our environmental including safety and health policy is understood by all employees, implemented and maintained for all Company operations.

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- Ensure that all our employees are aware of the potential environmental effects of their activities and the benefits from improved practices.
- Provide our employees with appropriate environmental information or training in order to reduce environmental waste.
- Ensure a high standard of behavior towards the environment at own office buildings or work sites such as noise, nuisance, emission, pollution, etc.
- Ensure openness of our environmental activities with all stakeholders including customers, related services contractors and suppliers.
- Working with our customers to promote ways of reducing their energy consumption where practicable.
- Comply with applicable environment statutory regulations and green building index criteria, and adopt a proactive approach to future requirements.
- Minimize waste wherever practicable, and where waste is inevitable, ensure segregation and reuse or recycling rather than general disposal.
- Commit to continuous improvement of our environmental performance and prevention of waste where reasonably practicable.

**RESPONSIBLE FOR COMPANY'S SAFETY, HEALTH & ENVIRONMENT AWARENESS**

Managing Director (MD) had been appointment to promote and monitor all activities of the Safety, Health and environment awareness at the Company (refer to Safety, Health & Environment Awareness Monitoring Chart).

MD is also responsible to conduct a safety management audit, at least once in every five years, on the electrical distribution in our office buildings to meet the requirements of third party audit and certification (refer to Suruhanjaya Tenaga Malaysia Electrical Safety Management System Audit Checklist).

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