

Company LOGO	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM MANUAL		
Doc No: ABC-OHSM-01	Rev. No:00	Issue No.:01	Date:15-Feb-2018

ABC PTE LTD

165, Choa Chu Kang,
#75-500 Industrial Hub,
SINGAPORE – 320198.

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM MANUAL

OHSAS 18001:2007

THIS MANUAL AND ITS SUPPORTING DOCUMENTATION
ARE CONFIDENTIAL TO
ABC PTE LTD
AND MAY NOT BE LOANED, COPIED OR TRANSFERRED TO ANY THIRD PARTY WITHOUT
PRIOR PERMISSION
IN WRITING, OF MANAGING DIRECTOR

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Designation	OHSMR	Managing Director	Managing Director
Signature			

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A. COMPANY PROFILE

B. COMPANY'S ORGANISATION CHART

(Refer to Appendix 2)

C. SCOPE

Sample SMS

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D. SYSTEM MANUAL

The Occupational, Health & Safety Management System (OHSMS) for **ABC PTE LTD** has been designed to meet the requirements of **BS OHSAS 18001:2007** Occupational Health & Safety Assessment Series”Occupational Health & Safety Management Systems – Requirements”

Documentation has been split into three levels:-

Level 1 comprises of the occupational health & safety management system manual (**OHSAS 18001:2007**) and addresses all the requirements of OHSMS.

Level 2 comprises of procedural requirements for the various elements of the standard that cover the entire organization.

Level 3 comprises of supporting documents that are applicable to the various activities related to the routine management for controlling the occupational health & safety hazards.

This manual is intended to provide direction to the related documents in the systems. Where requirements for **BS OHSAS 18001:2007** have been addressed in system procedure. Cross-references have been provided to the related documentation within this manual as well as to other documents such as the safety manual, wherever applicable.

E. COMPANY’S OHS POLICY

(Refer to Appendix 1)

F. OHSMS REQUIREMENTS

The numbering system under this section refers to the clauses as specified in **BS OHSAS 18001:2007** requirements.

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4.2 Occupational Health & Safety Policy

The occupational, health and safety policy has been drafted and included in the OHS policy (refer to section E) to demonstrate the commitment of top management towards compliance with legal and other requirements, prevention of ill health & injury to the health & safety of employees and continual improvement. This policy will form the basis for setting objectives and targets in the organization.

The policy shall be displayed at appropriate areas to promote awareness. The policy shall be communicated to all staff through an awareness-training programme. New staff shall be briefed on the OHS policy during the induction programme. A copy of the policy shall be communicated to all suppliers, contractors and customers.

Copies of the policy shall be available at the reception and any staff can entertain any requests for a copy of the OHS policy.

4.3 Planning

4.3.1 Planning for Hazard Identification, Risk Assessment and Determining Controls

ABC PTE LTD, has established, implemented and maintained a procedure for occupational hazard identification, risk assessment and risk control for ongoing, planned or new development or new or modification activities, and implementation of necessary control measures. The activities associated with hazards shall include

- a) Routine and non-routine activities;
- b) Activities of all persons having access to the workplace (including contractors and visitors);
- c) Human behavior, capabilities and other human factors;

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- d) Identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace;
- e) Hazards created in the vicinity of the workplace by work-related activities under the control of the organization;
- f) Infrastructure, equipment and materials at the workplace, whether provided by the organization or others;
- g) Changes or proposed changes in the organization, its activities, or materials;
- h) Modifications to the OHSM management system, including temporary changes, and their impacts on operations, processes, and activities;
- i) Any applicable legal obligations relating to risk assessment and implementation of necessary controls.
- j) The work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities.

ABC PTE LTD shall ensure that the results of these assessments and the effects of these controls are considered in setting of OHSM objectives. The objectives & this information shall be documented and kept up to date.

Reference: Hazard Identification Risk Assessment & Risk Control ABC-OHSP-01

Change Management Procedure ABC-OHSP-17

4.3.2 Legal and Other Requirements

- ABC PTE LTD has established, implemented and maintained a procedure for identification, access, and compliance with applicable OHSM legal and other requirements
- OHSMR shall keep information about legal and other requirements up to date. This procedure also provides for proactive measures of performance that monitor compliance with applicable legal and other requirements.

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- Relevant information on legal and other requirements shall be communicated to employees and other relevant interested parties through the procedure for Communication, participation and consultation.

Reference: ABC-OHSP-02 Procedure for Legal and Other Requirements

4.3.3 Objectives, Targets and Programmes

A procedure has been established, implemented and maintained for the setting of occupational health & safety objectives, targets and management programmes. Based on the significant occupational health & safety risks, legal and other requirements, technological options, financial, operational and business requirements and views of the interested parties, the occupational health & safety objectives and targets have been formulated. The consistencies with the occupational health & safety policy as well as commitment to prevention of risk have also been considered during the establishment of objectives and targets. The objectives and targets would be reviewed and revised after the completion and new objectives and targets would be set to ensure continual improvement. The objective & targets set must be specific, measurable, achievable, realistic & timely.

For all objectives and targets set, the occupational health & safety management programmes shall be formulated indicating the time frame, responsibility (at various functions and levels, where possible) and the action plan for achieving these objectives and targets. Performance indicators shall be identified to assess the progress of achieving the objectives and targets. The programme considers current activities, products and services as well as planned activities, products and services.

Reference: Objectives and Targets and Programs ABC-OHSP-03

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4.4 Implementation and Operation

A well-planned implementation and operation programme for effective implementation of our OHS management system has been established.

4.4.1 Resources, Roles, Responsibility, Accountability and Authority

The roles, responsibilities and authorities for all of the staff have been clearly defined. The Occupational Health & Safety Management Committee (OHSMC) has been appointed by the top management to ensure that required resources both human and financial are provided.

The Managing Director of the company shall appoint an occupational, Health & Safety Management Representative (OHSMR). The OHSMR shall be responsible for the effective operation of the occupational Health & Safety Management System (OHSMS).

Reference: Resource Roles & Responsibility ABC-OHSP-04

Occupational Health & Safety Management Committee (OHSMC)

The OHSMC is chaired by the Managing Director and he is responsible to appoint the OHSMR and Committee members. Besides the Managing Director, the OHSMC shall consist of the department or section head and some appointed staff.

(Refer to Appendix 3 – OHSM Committee Chart).

The Committee is responsible for the following:

1. Provide resources necessary for the implementation and control of the OHSMS.
2. Conduct Management Review of the OHS program within the organization.
3. Endorse revised objectives and targets for continual improvement.

**Reference: Appendix- 4 Appointment of Management Representative
Appendix- 5 Roles & Responsibility of Key Personnel
Appendix -6 Appointment of First Aiders**

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4.4.2 Competence, Training and Awareness

A procedure to identify training needs and provide ongoing training to the people whose work may create significant hazards & risk has been established, implemented and maintained. It is to ensure that staff and non-staff (those working on behalf of the company) performing tasks, are competent to carry out the tasks on the basis of appropriate education, training and/or experience. The associated records shall be retained.

Reference: Competence Training & Awareness ABC-OHSP-05

4.4.3 Communication Participation and consultation

Communication

The procedure for internal communication on Occupational health & safety related issues from top to bottom and vice versa has been established, implemented and maintained to ensure effective dissemination of information. An effective communication system to receive, to document and to respond to the requests of external interested parties, have been implemented and maintained.

ABC PTE LTD does not unilaterally communicate externally about its significant occupational health & safety hazards & risks.

ABC PTE LTD will establish, implement and maintain a procedure(s) for the participation of Employees by their

- (a) Appropriate involvement in hazard identification, risk assessments and determination of controls,
- (b) Appropriate involvement in incident investigation,
- (c) Involvement in the development and review of OH&S policies and objectives, consultation where there are any changes that affect their OH&S,
- (d) Representation on OH&S matters.

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Employees shall be informed about their participation arrangements, including who is their representative(s) on OH&S matters

Participation & Consultation

Consultation with contractors where there are changes that affect their OH&S. The organization shall ensure that, when appropriate, relevant external interested parties participated & are consulted about pertinent OH&S matters.

Reference: Communication, Participation & Consultation ABC-OHSP-06

4.4.4 Documentation

The company establishes documents and maintains an occupational health & safety management system to ensure product, services and operations conform to specified requirements.

The documentation structure is outlined as follows:

Level 1: Occupational Health & Safety Management System Manual

It provides an outline of the Occupational Health & Safety Management System. Relevant procedures are referenced to ensure clear documentation structure.

Level 2: Occupational Health & Safety System Procedures

Provide details of processes, assigned responsibility and interface at each work activity that forms the document network describing the OHS system.

Level 3: Supporting Documents

Documents such as Safe Work Procedures guidelines and operating manuals are established to provide the detailed operating methods.

4.4.5 Control of Documents

The documents required by the OHSMS standard and those need to be controlled are:

- a) OHS policy
- b) OHS objectives & targets
- c) OHS Management system Manual

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d) OHS System Procedures

e) Other documents [various procedures (not all external documents) only those needed for the planning and operation of the OHS management system] are identified, established and controlled.

The documents relating to various activities described in this OHS manual are kept in the form of files and registers. OHSMR has a list of files available at his work area. The approvals of documents, revision of documents, identification are available with the OHSMR.

Reference: Control of Documents ABC-OHSP-07

4.4.6 Operational Control

Procedures are documented for operational control to ensure that there are no deviations from the policy, objectives and targets. Relevant requirement has been communicated to the suppliers and contractors to ensure that the occupational health & safety hazards related to their activities and services at **ABC PTE LTD** are effectively controlled.

Reference: Operation and Control ABC-OHSP-08

4.4.7 Emergency Preparedness and Response

ABC Pte Ltd has established, implemented and maintains a procedure to identify potential for and respond to accidents and emergency situations, and for preventing and mitigating the risk that may be associated with them.

Emergency Response Team (ERT)/OHSMC comprising of members from various cross functions, will review and revise the procedure for Emergency preparedness and response, where necessary and in particular, after the occurrence of accidents or emergency situations.

Drills for testing emergency preparedness and response procedures are conducted according to a schedule established by the OHS Management Representative.

Reference: Emergency Preparedness and Response ABC-OHSP-09

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4.5 Checking

4.5.1 Performance Measurement & Monitoring

A procedure for monitoring and measurement of key operating parameters including the objectives and targets has been established, implemented and maintained to track occupational health & safety performance and ensure compliance with relevant occupational, health & safety legislation and regulations.

Reference: Performance, Measurement & Monitoring Plan ABC-OHSP-10

4.5.2 Evaluation of Compliance

A procedure for periodically evaluating compliance with legal requirements and other requirements to which the company subscribes has been established, implemented and maintained. Results of the periodic evaluations shall be documented.

**Reference: Performance, Measurement & Monitoring Plan ABC-OHSP-10
Legal and Other Requirements ABC-OHSP-02**

4.5.3 Incident Investigation, Nonconformity, Corrective Action and Preventive Action

4.5.3.1 Incident Investigation

ABC Pte Ltd shall establish, implement and maintain a procedure(s) to record, investigate and analyze incidents in order to

- a) Determine underlying OH&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents,
- b) Identify the needs for corrective action,
- c) Identify opportunities for preventive action,
- d) Identify opportunities for continuous improvement,
- e) Communicate the results of such investigations

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The investigations shall be performed in a timely manner. Any identified need for corrective action or opportunities for preventive action shall be dealt with in accordance with the relevant parts of 4.5.3.2. The results of incident investigations shall be documented and maintained.

Reference: Accident & Incident Reporting/Investigation ABC-OHSP-12

4.5.3.2 Nonconformity, Corrective Action and Preventive Action

Responsibility and authority for handling and investigating actual and potential non-conformity (ies) or accident/incident, taking action to mitigate any impacts caused and for initiating and completing corrective action and preventive action has been established, implemented and maintained in the procedure. The procedures shall also define requirements for:

- a) Identifying and correcting nonconformity(ies) and taking action(s) to mitigate their occupational health & safety risks,
- b) Investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence,
- c) Evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence,
- d) Recording the results of corrective action(s) and preventive action(s) taken,
- e) Reviewing the effectiveness of corrective action(s) and preventive action(s) taken.

Actions taken shall be appropriate to the magnitude of the problems and the occupational health & safety risks encountered, necessary changes to the OHSMS documentation need to be addressed.

**Reference: Nonconformity, Corrective Action and Preventive Action
ABC-OHSP-13**

4.5.4 Control of Records

We have established a documented procedure “Record Control” This procedure details the security of records, which are a special type of documents that provide

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evidence of implementation of the activity, by defining their responsibility, identification, storage and control.

OHMR maintains a Records Master List, which includes records required by our organization. These records are identified by unique title. The List details out the Indexing, Storage & Protection, personnel responsible for controlling the record, Retention period and Disposition. Maintaining records would simply keep them in good condition. Controlling the records means to regulate their use.

The personnel responsible for generating and controlling records are aware that records have to remain legible and should be readily identifiable and retrievable.

Reference: Control of Records ABC-OHSP-14

4.5.5 Internal Audit

A procedure for internal auditing by the qualified internal auditors has been established to ensure that the OHSMS established conforms to **OHSAS 18001:2007** requirements. This defines the objective, scope, criteria, methodology and frequency of conducting the audit. It also addresses the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records. Occupational health & safety importance of the operations concerned and the results of previous audits shall be considered while planning the audit programme.

Reference: Procedure for Internal Audit ABC-OHSP-15

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4.6 Management Review

The Top Management of **ABC Pte Ltd** needs to review the Occupational Health & Safety Management System at least once a year to ensure its continuing suitability and effectiveness. The reviewing agenda includes:

- a) Results of internal audits and evaluations of compliance with legal requirements and with other requirements, to which the organization subscribes,
- b) Results of participations & consultations,
- c) Relevant communication(s) from external interested parties, including complaints,
- d) Occupational health & safety performance,
- e) The extent to which objectives and targets have been met,
- f) Status of incident investigations, corrective and preventive actions,
- g) Follow-up actions from last management review,
- h) Changing circumstances, including developments in legal and other requirements related to the occupational health & safety, and
- i) Recommendation for improvement.

The outputs from the management reviews shall include any decisions and actions related to possible changes to occupational health & safety policy, objectives, targets and other elements of the occupational health & safety management system, consistent with the commitment to continual improvement.

The OHSMC identifies areas for improvements and ensures the implementation. The OHSMR shall maintain the record in the form of minutes of the review meetings.

Reference: ABC-OHSP-16 Management Review

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APPENDIX-I

Occupational Health & Safety Policy

ABC PTE LTD recognizes the importance of providing all employees, customers and contractors with a safe and healthy work environment.

The Management and Staff of ABC PTE LTD is committed to:

- ✚ Providing training on OHS awareness for all new employees.*
- ✚ Preventing occupational ill health and injury at work place*
- ✚ Continually eliminate, minimize or control the non-tolerable OHS hazards and risk.*
- ✚ Comply with applicable Occupational Health and Safety legal and other requirements.*
- ✚ Create a culture of learning and practicing Safety & Occupational Health systems among all its employees, trainees & our customers.*

*Communicate this policy to all the persons working for or on behalf of ABC PTE LTD
This OHS Policy is regularly reviewed in order to ensure its continuing suitability. The company also constantly monitors its Occupational Health and Safety performance and continually improves the system.*

Approved By

Ali

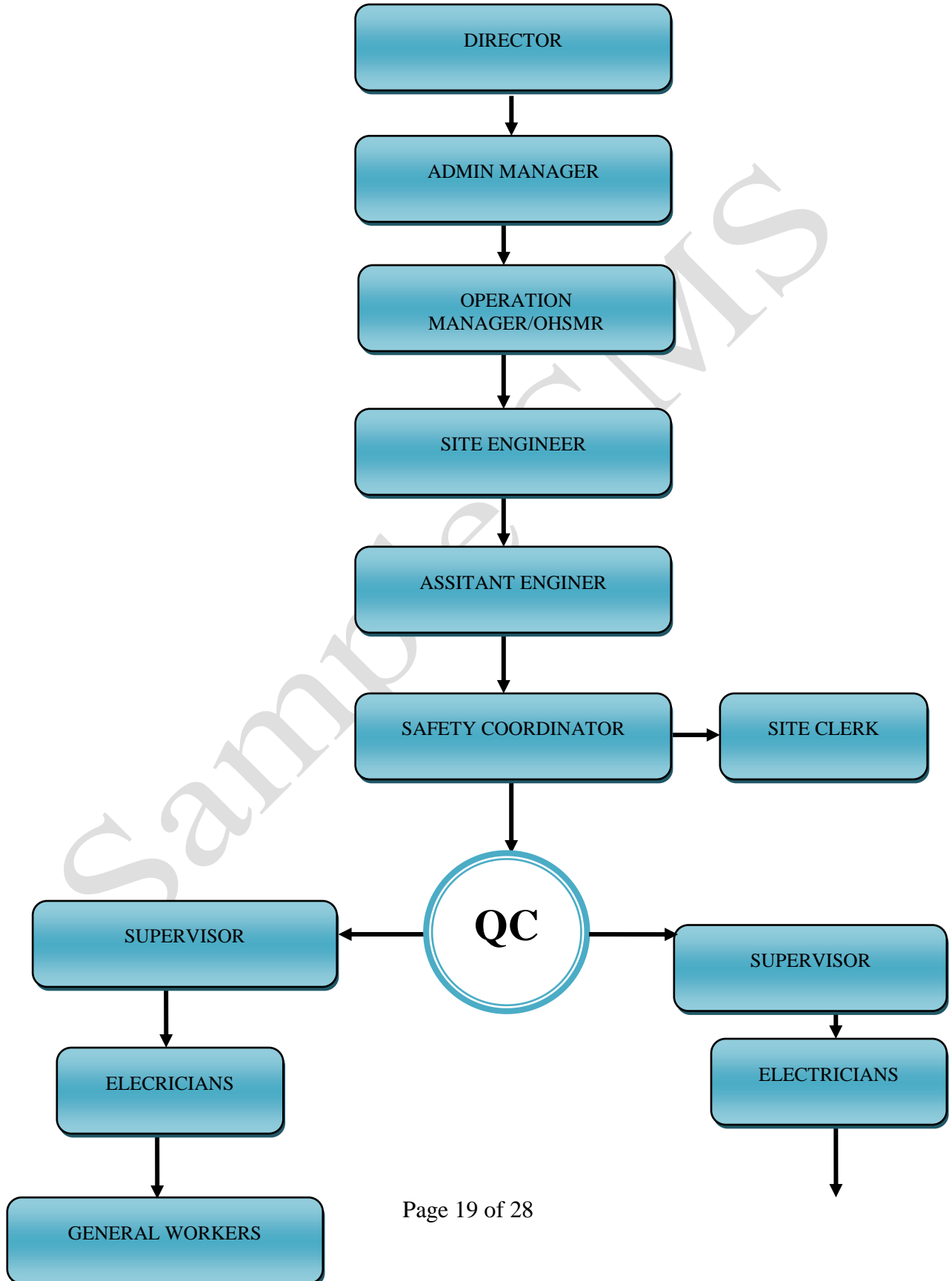
Managing Director

ABC PTE LTD

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APPENDIX-II

ORGANIZATION CHART

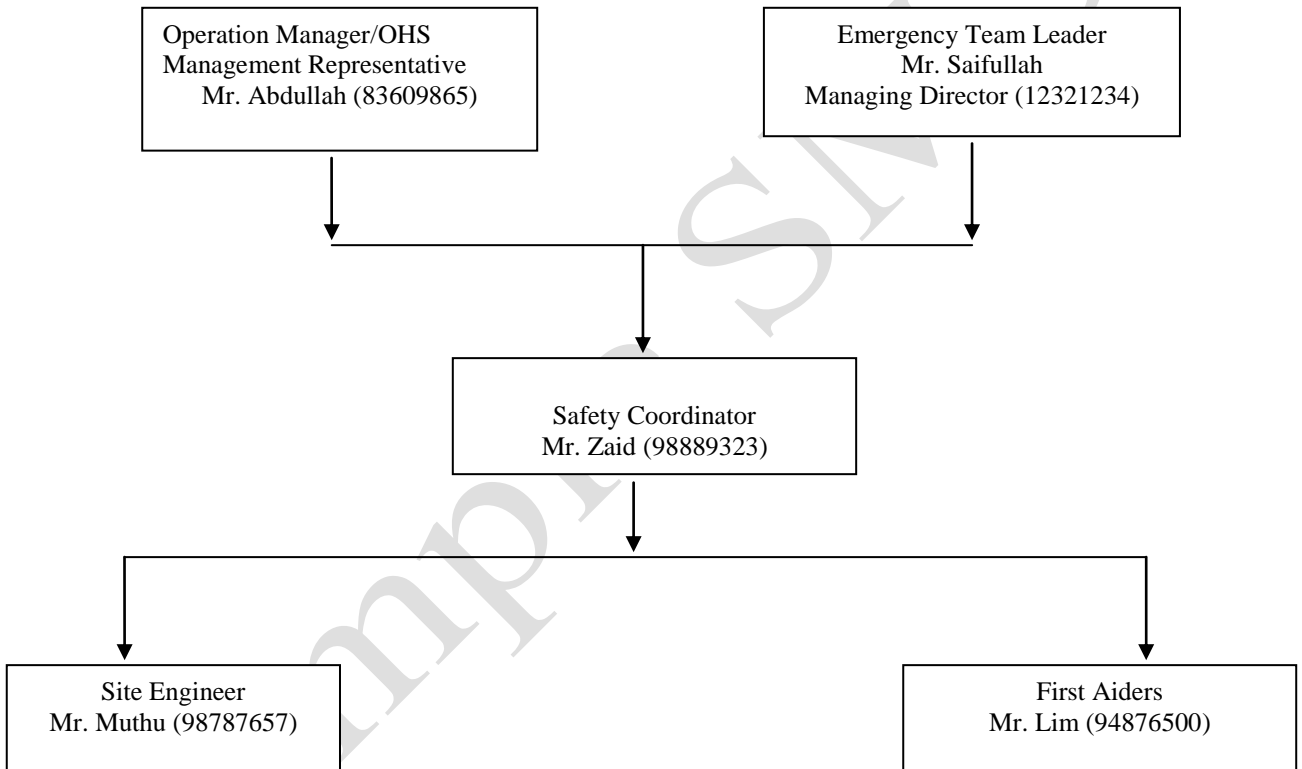


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GENERAL WORKERS

APPENDIX-III

OHSMC (Occupational Health Safety Management Committee)/ ERT (Emergency Response Team)



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APPENDIX-IV

APPOINTMENT OF MANAGEMENT REPRESENTATIVE (OHSMR)

This is to certify that Mr. Abdullah –Operation Manager had been appointed as an Occupational, Health and Safety Management Representative (OHSMR) from 01-Feb-17. OHS Management Representative will take over the full authority and responsibility of the OHS Implementation in the company & in absent of OHS Management Representative or in Approval by OHS Management Representative Admin Manager can act as an OHSMR & Entire OHSMR roles & responsibilities applicable to Admin Manager.

The OHSMR & Admin Manager

1. Has the Responsibility & Authority to establish, document, implement and maintain effectively the OHS Management System by:
2. Ensuring that OHS Management System requirements are established, implemented and maintained in accordance with British standard OHSAS 18001:2007.
3. Organizing and conducting OHS Management System Audit as well as identifying and recording the problem related to OHS Management System to initiate, correct or provide solution through designated channels
4. Initiating, Co-ordinating, recording and monitoring of Corrective and Preventive action for the non-conformances relating to OHS Management System.
5. Reporting on the performance of OHS Management System to Top Management for review & as a basis for its improvement, organizing management review meeting as per the defined frequency & for follow up actions
6. Interacting with external agencies like certification body and interested parties
7. Control of Documents related to OHS Management System
8. Setting up OHS objectives and targets
9. Establishing OHS Management Program
10. Handling and Investigating NC's
11. Conducting Management Review
12. OHS Management System Manual preparation
13. OHS Management System Procedure preparation
14. Concerns from interested parties are consolidated and recorded in the register for “Communications from interested parties”

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15. In cases where Documents are maintained through electronic media, control is done by authorized person selected by OHSMR
16. To check all monitoring and measuring instruments is maintained by respective Department. Recommendations for improvement

(Signature) Managing Director	(Date)
ABC Engineering(s) Pte Ltd	

APPENDIX-V ROLES & RESPONSIBILITY

MANAGING DIRECTOR

- Determine the company's vision and mission to guide and set the pace for its current operations and future development.
- Determine the values to be promoted throughout the company.
- Determine and review company goals.
- Determine company policies.
- Review and evaluate present and future opportunities
- Delegate authority to management, and monitor and evaluate the implementation of policies, strategies and business plans.
- Communicate with senior management.

OPERATION MANAGER

- Supervise and manage the overall performance of staff.
- Analyzing, reporting, giving recommendations and developing strategies on how to improve quality and quantity.
- Achieve business and organization goals, visions and objectives.

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- Involved in employee selection, career development, succession planning and periodic training.
- Working out compensations and rewards.
- Responsible for the growth and increase in the organizations' finances and earnings.
- Identifying problems, creating choices and providing alternatives courses of actions.

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT REPRESENTATIVE

(OHSMR)

- Establishing and implementing OH&S System.
- Updation of the OH&S Systems.
- Organizing and conducting internal OH&S audits.
- Coordinating second party and third party audits.
- Convening Management Review Committee meeting to review the implementation of OH&S and prepare the minutes of the meeting.
- Reporting the performance of OH&S Systems and making recommendations for improvement through the Management Review Committee.
- Ensuring that the decisions taken in the Management Review Meeting are effectively implemented.
- Liaison with certifying body

SITE ENGINEER

- Develop budgets, estimating labor, material, and construction costs.
- Compile data and write reports regarding existing projects.
- Conduct field surveys and study maps, graphs, diagrams, and other data to identify and correct power system problems.
- Oversee project production efforts to assure projects are completed satisfactorily, on time and within budget.
- Prepare and study technical drawings, specifications of electrical systems.
- Supervise and train project team members as necessary.

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- Prepare specifications for purchase of materials and equipment.

ASSISTANCE ENGINEER

- Compile data and write reports regarding existing projects.
- Prepare and study technical drawings, specifications of electrical systems.
- Assisting the Site Engineers

SAFETY CO-ORDINATOR

- The Safety Coordinator is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety.
- The safety Coordinator will correct unsafe acts or conditions.
- Safety Coordinator may exercise emergency authority to prevent or stop unsafe acts when immediate action is required.
- The safety Coordinator ensures the Site Safety and Health Plan is prepared and implemented.
- Develop injury and incident prevention strategies.
- Help manage risks and hazards.
- Report and investigate incidents, injuries and hazards and implement agreed control measures.

SITE CLERK (PURCHASER)

- Complete purchase request and submit for approval in a timely manner.
- Review pricing; ensure that request is complete and accurate.
- Assign a PO and forward order to appropriate vendor.
- Upon receipt of materials, document items received on purchase order.
- Forward report to Accounts.

QA / QC

- Create QA plan.
- Review design to verify requirements implemented, good engineering design practices followed.
- Assess implementation against the requirements and design.

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- Review choice of materials; Provide guidance on preferred materials.
- Ensure all electrical works are carried out in acceptable standards.
- Perform or witness in testing and commissioning.
- Ensure all requirements are adequately verified.

ELECTRICAL SUPERVISOR

- Plan and schedule projects, estimate time and materials, supervise subordinates.
- Maintain records and files and prepare reports.
- Plan and supervise the work of electricians.
- Plan and estimate electrical jobs.
- Maintain records on electrical jobs and assign to appropriate personnel.
- Supervises employees on a regular basis.
- Prepares material and labor estimates.
- Monitors the usage of materials.
- Trains or informs employees of new work methods or procedures, changes in safety regulations, work policies and electrical codes and standards.
- Assists engineers in requirements.

ELECTRICIAN

- Installs, repairs, and maintains motors, transformers, generators, lights, conduits, cable tray, cable ladder, circuits, wiring, and other electrical system equipment and components in compliance with electrical codes, standards, and regulations.
- Assemble, install, test, and maintain electrical wiring, equipment and fixtures, using hand tools and power tools.
Connect wires to circuit breakers, transformers, or other components.

GENERAL WORKER

- Perform all works under the direction of the Supervisor

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APPENDIX-VI APPOINTMENT OF FIRST AIDER

The Top Management hereby appoints:

Name : Mr. Murad
 Designation : Operation Manager

As the First Aiders, and assign him the authority and responsibility for Provide basic first aid knowledge and training to the site personnel

First Aiders will take over the authority and responsibility of the following.

1. Report to the site supervisor/Managing Director
2. Maintain the aid facilities and attend all injured personnel in the worksite/ office
3. Provide basic first aid knowledge and training to the site personnel
4. First aider shall aid treatment for the purpose of preserving life and minimizing the consequence of injury and illness such help is obtained from a medical practitioner
5. First aider shall maintain a record of all treatment rendered

(Signature) Managing Director	(Date)
ABC Engineering(S) Pte Ltd	

Note: This document shall be issued to appointment holder. This document shall be amended when changes arises.