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## INTRODUCTION

Konsortium Bumi Consultants & Services situated at **Sub Lot 82, Lot 228, Premier 101 Mall, Jalan Tun Jugah, 93350 Kuching, Sarawak**, is a multi-disciplined architectural and engineering consultancy firm, established and incorporated in Kuching, Sarawak in July 2006, which adopts a team approach in project design. Its goal is to strike an optimum balance in functionality, economy and aesthetics, through the utilization of the latest design tools, innovation and explorative approach. It embraces traditional and contemporary design philosophy to achieve sustainability which is timeless and provocative.

And in the year 2016, Konsortium Bumi Consultants & Services (KBCS) situated at **Lot 1501, 1st Floor, Jalan Machinda, 98100 Lutong, Miri**, is the Oil & Gas engineering division that provide the engineering services for the oil & gas and petrochemical industries.

### OUR MISSION

*“To continuously pursue the quest the quality and excellence, through synergistic teamwork and simultaneously achieving efficiency, functionality and innovation in design, construction and maintenance”*

## 1. SCOPE OF MANUAL

The purpose of this Manual is to provide framework for managing OH&S and Environmental risk and opportunities for KBCS, simultaneously reducing repetition, allowing easier use of processes, procedures and documentation in order to drive certification at all locations under KBCS responsibility at the same time assured project activities are conducted in a safe and controlled manner, preventing harm to people, environmental or property damage.

Consistent with the KBCS's HSE policy and achieving intended outcomes of an HSE management system that includes:-

- a) Continual improvement of HSE performance;
- b) Fulfilment of legal requirements and other requirements;
- c) Achievement of HSE objectives.

The Manual incorporates mandatory elements of ISO 14001:2015 and ISO 45001:2018 as detailed in each section of this manual.

The HSE Manual applies to department discipline, activities and employees within KBCS Oil and Gas Branch:-

- a) Human Resources
- b) Project Service Department
- c) Civil & Structural Department
- d) Electrical & Instrumentation Department
- e) Mechanical / Piping Department
- f) Process Department
- g) Health Safety and Environment Department

The principal elements of the Management System described in this manual are:-

- a) Strategy, Context and Scope
- b) KBCS HSEMS Policy –Safety, Health & Environment
- c) Risk and Opportunities
- d) HIRADC Register
- e) Aspect and Impact Register
- f) Legal and Other Requirement(s)
- g) Resources, Roles, Responsibility and Authority
- h) General Management Structure Roles and Responsibilities
- i) Competence, Training and Awareness
- j) Communication
- k) Documentation
- l) Work Instruction
- m) Operational Control
- n) Management Programs
- o) Emergency Response Plan

- p) Accident / Incident Reporting Procedure
- q) Monitoring and Measurement
- r) Inspection and Audits
- s) Evaluation of Compliance
- t) Internal Audit
- u) Management Review
- v) Incident, Nonconformity, Root Cause analysis and Corrective Action
- w) Continual Improvement

This HSE manual covers hazards and aspects that KBCS is able to control and directly manage as well as those hazards and aspects it does not control or directly manage but with potential to influence.

The Document Controller (DC), under instruction from the Top Management will control this manual. They are responsible for maintaining an up-to-date manual that includes all revisions and changes.

The DC is also responsible to ensure this document and its subsequent revision by hard copy or soft copy is readily accessible to the employee.

## **2. CONTROL AND DISTRIBUTION OF MANUAL**

The HSE Manual is to be treated as confidential and should not be removed from premises or area under KBCS control without prior authorization from Management Representative (MR) or higher authorities.

Distribution of this manual shall be recorded in the distribution list. All external distribution is subjected to the approval of our MR or higher authorities.

The introduction of new product and / or processes or a change in the management structure may necessitate amendments or additions to policies describe in the Manual. Any suggestive amendments shall be made in writing to the MR for consideration through the Procedure for Control of Document.

Reference Document:-

## **2.1 Documentation Requirements**

The Health Safety and Environmental documented information specified in this manual will include the followings:-

- a) Health Safety and Environmental Policy and Objectives
- b) Health Safety and Environmental Manual
- c) HSE Documented information i.e. HSE Procedure, SOP, Work Instruction, Checklist.
- d) Document needed by the organisation to ensure the effective planning, operation and control of its processes.
- e) Forms / Records

## **3. DOCUMENTATION AND RECORD MANAGEMENT**

All office HSE documentation in hard copy or electronic shall be controlled in accordance with KBCS Quality Manual (KBCS/QM) and Documented Information procedure (KBCS/QP01/COD).

## **4. CONTEXT OF THE ORGANISATION**

### **4.1 Understanding the Organisation and its Context**

KBCS management has determined relevant external and internal issues and items that may become relevant to the company purpose and strategic direction and may affect its ability to achieve the intended result of the Health Safety and Environmental management system.

KBCS has monitor and review information about these interested parties and their relevant requirements as elaborate in Appendix 13 the Quality Manual (KBCS/QM/APDX13)

Note 1 : Issues can include positive and negative factors or conditions for consideration.

Note 2 : Understanding the external context can be facilitated by considering issues arising from legal, technological, competitive, market, cultural, social and economic environments, whether international, national, regional or local.

Note 3 : Understanding the internal context can be facilitated by considering issues related to values, cultural, knowledge and performance of the local organization.

## **4.2 Understanding the Needs and Expectations of Worker and Interested Parties**

The effect or potential effect on the organisations ability to consistently provide product and services in a safe manner to the people and environment that meet customer and applicable legal and statutory requirements, KBCS has determined the following:-

- The interested parties relevant to the Health Safety and Environment Management System
- The requirements of the identified parties relevant to the Health Safety and Environment management System.

KBCS is committed to continually monitoring, reviewing and analysing information and relevant requirements of the interested parties to assured their requirement are effectively manage as elaborate in Appendix 9 of the Quality Manual (KBCS/QM/APDX9)

## **5. LEADERSHIP AND WORKER PARTICIPATION**

### **5.1 General**

The management is actively involved in implementing and promoting the OH&S and Environmental management system and is accountable for the overall effectiveness.

The management is committed to the development and implementation of the OH&S and Environmental management system and support continually improving its effectiveness. The Management demonstrated its leadership and commitment with respect to the OH&S and Environmental management system by:-

- a) Taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.



- b) Ensuring that the OH&S policy and related OH&S and Environmental objectives are established and are compatible with the strategic direction of the organization.
- c) Ensuring the integration of the OH&S and Environmental management system requirements into the organization's business processes.
- d) Ensuring that the resources needed to establish, implement, maintain and improve the OH&S and Environmental management system are available.
- e) Communicating the importance of effective OH&S and Environmental management and of conforming to the OH&S and Environmental management system requirements.
- f) Ensuring that the OH&S and Environmental management system achieves its intended outcome(s).
- g) Directing and supporting persons to contribute to the effectiveness of the OH&S and Environmental management system.
- h) Ensuring and promoting continual improvement.
- i) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- j) Developing, leading and promoting a culture in the organization that supports the intended outcomes of the OH&S and Environmental management system.
- k) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities.
- l) Ensuring the organization establishes and implements a process / processes for consultation and participation of workers.
- m) Supporting the establishment and functioning of Health, Safety and Environmental committees.

## **5.2 Policy and Management System**

KBCS is committed to ensure that its employee and interested parties that operates within its control area, works in a safe and healthy environment. To ensure this commitment is communicated to all, KBCS have documented these into policies and made them available to all interested parties as well as placing these policies in a prominent area within its organisation or work sites.

These policies are endorsed by its Top Management and review annually for relevant.

### **5.2.1 Occupational Safety Health and Environment Policy**

KBCS is committed to provide safe and healthy working conditions for the prevention of work related injury and ill health, KBCS have developed its OH&S and Environmental policy (see Appendix 1 & 2.) for its operations; these policies is endorsed by the highest level of management (Managing Director) of KBCS.

The policy reflects the Top Management of KBCS commitment to ensure that health, safety, welfare and environment, associated with its employee and stakeholder are protected.

The policy specified the Top Management commitment to meet the international standard and industrial best practise through continual improvement, prevention of incident or cases of work-related injury and ill health, prevention of environmental pollution, the maintaining of a safe work environment as well as meeting legal and statutory requirement that it deem necessary.

### **5.2.2 Drug and Alcohol Policy**

KBCS is committed to ensure that none of its employee working in area under its control or at work site under the control of the client is free from the influence of alcohol and/or drugs. KBCS employee who is under the influence of alcohol and drugs are not allowed to work and/or operate any equipment or vehicles.

Return to work will be consider after the employee is tested negative in the alcohol and drugs. Employee who is caught in distributing and paddling illegal drugs will have his work contract terminated. KBCS shall inform HSE Management performing work or client about their alcohol and drug requirements.

### **5.2.3 Policy Review**

The policy to be review by the Branch Manager and Managing Director with the procedure for Management Review to ensure obligation toward it communicated procedure and policy on behalf of KBCS to all employees and stakeholders.

Reference Document:-

KBCS/????/HSP : Occupational Health and Safety Policy (Appendix 1)

KBCS/????/ENP : Environmental Policy (Appendix 2)

KBCS/???/DNA : Drug and Alcohol Policy (Appendix 3)

### **5.3 Organisation Roles, Responsibilities and Authorities**

The establishment of an organisation chart in KBCS indicates the interrelation and reporting structure of personnel within the organisation. Workers at each level of the organization shall assume responsibility for those aspects of the OH&S and Environmental management system over which they have control.

In addition, the Health Safety and Environment Management Representative were appointed to oversee and manage the overall effectiveness and compliance of the HSE management system and to report the performance of the HSE management system to top management.

Although the management representative has the organisation freedom and unrestricted access to resolve matters pertaining to the company health safety and environmental system. However, ultimately top management is still accountable for the functioning of the OH&S and Environment management system.

### **5.4 Consultation and Participation of Worker**

KBCS is proactively involved in implementing and maintaining its OH&S and Environmental management system. Effective OH&S and Environmental management supports our efforts to drive towards an increasingly positive culture by increasing the visibility of Top management's support and improving active involvement of personnel in managing OH&S and Environmental risk.

Effective safety management empowers a positive safety culture and environmental awareness and a positive safety culture and environmental awareness empowers effective safety management.

The Top Management of KBCS visibly supported the organisation positive safety culture and environmental preservation in order to encourage the personnel to share sense of responsibility toward achieving the OH&S and environmental objectives.

Reference Document:-

KBCS/????/HSEC : HSE Committee Organization Chart (Appendix 3)

## **6. PLANNING**

### **6.1 General**

To ensure that KBCS meets and provide assurance that the OH&S and Environmental management system can achieve its intended outcome(s); prevent, or reduce, undesired effects; and achieve continual improvement.

KBCS management shall as far as practicable, to consider the following when planning, its potential impact on the conformity of products and services:-

- a) Severity of hazards;
- b) The level of OH&S risks and Environmental Impact and other risks;
- c) OH&S and Environmental opportunities and other opportunities;
- d) Applicable legal requirements and other requirements.

Actions taken to address the risks and issues to be regularly monitored by HSE MR and Department person in charged for implementation. The risks, issues and the controls thereof are maintained as Documented Information by the Department person in charged.

Opportunities for achieving desired improvements are identified by the designated personnel in charged and implemented to the extent possible. The results of such implementations are reviewed and achieved improvements are assessed during the Management Review.

### **6.2 Action to Address Risk and Opportunities**

Top management is responsible for incorporating risk-based thinking into the organization's culture. This includes the establishment of risk management procedures and processes to ensure the effective risk and opportunity management principles are

undertaken throughout the lifecycle of the operations, processes, health and safety management system, products, services, and activities by:-

- a) Providing sufficient resources to carry out risk and opportunity management activities;
- b) Assigning responsibilities and authorities for risk and opportunity management activities;
- c) Reviewing information and results from audits and risk and opportunity management activities.

KBCS shall consider the risks and opportunities arising from business planning (4.1), workers and interested parties (4.2), the management system and its processes (4.3), its operations and supply chain (8.1) and takes action to ensure that the OH&S and Environment management system meets its intended outcomes, reduces undesired effects and achieves continual improvement.

Once the significant hazards (6.1.2.1), safety risks and other management system risks (6.1.2.2), safety opportunities and other SMS opportunities (6.1.2.3), legal and other requirements (6.1.3) are identified, KBCS then plans actions to avoid or mitigate the perceived risks, or to take advantage of opportunities that improve safety.

KBCS uses the Risk & Opportunity Register to identify and evaluate risks associated with its OH&S and Environmental management system, and specifically, changes in the organizational context, strategy, and legal requirements that relate to the needs and expectations of its workers and other interested parties.

Action is taken in a variety of ways using management review meetings safety committee meetings, design review meetings, setting objectives, reviewing SPIs and policies, improving operational control, emergency preparedness planning, supplier evaluation, and other appropriate processes.

### **6.2.1 Hazard Identification, Risk Assessment and Environmental Aspect**

KBCS recognizes that OH&S risks and environmental aspect can exist at all levels within its business. To ensure that these hazards and aspect does not affect its effectiveness in delivering its product and services and causing harms to people and the environment. KBCS is proactive in the identification of the OH&S hazard or environment aspect in work activities and work package, and manage these hazards or aspect to a tolerable level that is as low as reasonably practicable (ALARP).

The Hazard Identification and Risk Assessment shall take into account, but not be limited to:-

- a) Normal, abnormal and emergency condition for ISO 14001;
- b) Routine and non-routine activities for ISO 45001;
- c) Activities of all personnel having access to the workplace or workstation (include contractors & visitors);
- d) Infrastructure, equipment and materials at the workplace;
- e) Human behaviour, capabilities and other human factors;
- f) 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;
- g) Hazards created in the vicinity of the workplace by work-related activities under the control of the organization;
- h) Changes or proposed changes in the organization, its activities, or materials;
- i) Modifications to the OH&S and/or Environmental management system, including temporary changes, and their impacts on operations, processes, and activities;
- j) Any applicable legal obligations relating to risk assessment and implementation of necessary controls;
- k) The design of work area processes. Installations, machinery / equipment, operating procedures and work organization, including their adaptation to human capabilities;
- l) Changes in knowledge of, and information about, hazards.

The management shall ensure that results of the risk assessments are considered when determining controls by consideration to reducing the risks according to the following hierarchy:

- a) Elimination;
- b) Substitution;
- c) Engineering controls;
- d) Signage / warnings and / or administrative controls;
- e) Personal protective equipment.

The results of identification of hazards, risk assessment and determined control to be kept up-to-date.

#### Hazard Identification and Operability Study

Implementing OH&S and Environment management system in early stages of project can prevent many negative consequences such as poor HSE and quality outcomes, schedule delays, reduce productivity and cost increases.

During the bidding for new work and prior to any project commencement and prior to any project commencement, the Project Manager shall formally conduct a Risk Review appropriate to the task or scope together with the Team Member and/or Client, identifying and documenting the potential hazards that can affect the work or project.

Hazard and operability analysis will be carry out to determined

hazard and its operably study shall be conducted as appropriate to the task or scope of the work by the Project Manager together with the team member and/or with client in order to identify potential hazards in a system and identifying operability problems likely to lead to nonconforming products.

This shall be carried out whenever there are changes to the processes & activities or minimally to be reviewed during the Management Review meeting. KBCS shall take the necessary actions on the aspects that can have considerable significant impacts & risk by setting them as the HSE objectives or implement appropriate operational control.

Reference Document:-

KBCS/????/HRA : HIRARC Register (Appendix 3)

KBCS/???/EAI : Environmental Aspect and Impact Register (Appendix - ?)

## 6.2.2 OH&S and Environmental Legal and Other HSE Requirements

In accordance with the Procedure for OH&S and Environment Legal and Other Requirements, KBCS OH&S and Environment Legal and Other Requirements register, and legal responsibilities assumed by KBCS, a method has been established to identify and access all applicable legislative governance and other requirements to which KBCS comply.

As required by clause 6.1.3 of the ISO 14001:2015 & ISO 45001:2018 standard, KBCS has detailed which applicable legal and other requirements within its KBCS OH&S and Environment Legal and Other Requirements registers.

The Manual covers all other applicable legal and other requirements which are to be maintained for all the necessary operations, activities, services, facilities and infrastructures of KBCS.

Reference Document:-

KBCS/????/LEG : Procedure for HSE Legal and Other Requirements

KBCS/???/LER : HSE Legal and Other Requirements Register

## 6.2.3 Planning Action

The management of KBCS shall, as far as practicable (considered its best practices, technological options and its financial, operational and business requirements) when planning action to address its:-

- a) Significant OH&S hazard and environmental aspects, and address these risks and opportunities;
- b) Compliance obligations / applicable legal and other requirements;
- c) Risks and opportunities;
- d) Integrate and implement the actions into its OH&S and Environmental management system processes or other business processes;
- e) Evaluate the effectiveness of these actions.



KBCS management has taken into account the hierarchy of controls and outputs from the ISO 45001 OH&S and ISO 14001 Environmental Management System when planning to take action.

### **6.3 OH&S and Environmental Objectives and Planning to Achieve Them**

KBCS have established a procedure that define and determine OH&S and Environmental objectives for all processes and are available with the respective department person in charged. These are consistent with KBCS's OH&S and Environmental policy and measurable. OH&S and Environmental Objectives are defined with focus on to maintain and improve the HSE and to achieve continual improvement.

Objectives are monitored and communicated and its documented information are maintained. Planning for achievements of the Objectives is established covering the action plan, resources responsibility and time period.

HSE MR in consultation with the Department person in charged determines fulfilment of the Occupational Health and Safety objectives periodically and puts forward the results of achievements for Management Review.

While planning how to achieve its Occupational Health and Safety objectives, the management has considered;

- a) What will be done;
- b) What resources will be required;
- c) Who will be responsible;
- d) When it will be completed;
- e) How the results will be evaluated, including indicators for monitoring progress toward achievement of its measurable OH&S and environmental objectives

The documented information on OH&S and Environmental objectives and planning to achieve them will be maintained and retained accordingly.

Reference Document:-

KBCS/????/OBT : Procedure for SMART Objective and Target

## **7. SUPPORT**

### **7.1 Resources**

KBCS has determined and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the OH&S and Environmental management system. Resources needed, which include people, infrastructure, environment, monitoring & measuring resources are determined by the respective HOD and approved by the Branch Manager.

For determining the resources, capabilities and constraints of internal resources and required competency are considered. Requirement of personnel and the infrastructure are identified by departmental person in charge for effective operation and control of OH&S and Environmental management system and are approved by the Branch Manager. Personnel could be internal or through external providers. Infrastructure includes:

- a) Systems used for planning & recording ( such as ERP) including hardware and software
- b) Processing and testing equipment at workshop
- c) information and communication technology

### **7.2 Competency**

Management ensures that the personnel performing work which affects the performance and effectiveness of the OH&S and Environmental management system and its ability to fulfill its compliance obligation are competent on the basis of education, training, skills and experience. Where necessary, training is provided to personnel to acquire necessary competence and the effectiveness is evaluated. Documented information is maintained as evidence of competence.

Reference Document:-

KBCS/QP04/HR : Procedure for Human Resources: Competence, Training and Awareness

## 7.3 Awareness

To meet the expectation and requirement of its client and other interested parties KBCS is committed to ensure the personnel and visitor is aware of their responsibility and their contribution to cultivate safety culture and preserving the environment throughout its chain of processes.

All personnel and visitor to made aware of the:-

- a) General duties of employees at work under OSHA 1994 Section 24 (1);
- b) The OH&S and Environmental Policy and Objectives;
- c) Their contribution to the effectiveness of the OH&S and Environmental management system, including the benefits of improved OH&S and Environmental performance;
- d) The implications and potential consequences of not conforming to the OH&S and Environmental management system requirements;
- e) Incidents and the outcomes of investigations that are relevant to them;
- f) hazards, OH&S risks and actions determined that are relevant to them;
- g) the ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.

## 7.4 Communication

### 7.4.1 General

To ensure that safety related communication in KBCS is effective and able to improve safety culture as well as preventing incidents. KBCS encourage the free flow of information related to safety and environmental through all levels of the organisation. KBCS believed that this flow of information helps to effectively identified safety concerns hazards, environmental impacts and learning from incidents in order to address them in a timely and effective manner. The objective of this safety and environmental communications is to promote change and adoption of best.

#### a) Safety Communications Classification

For the purpose of this manual, safety communications are classified as:-

- Safety Meetings
- Toolbox Talks

- HSE Moments

## **i. Safety Meetings**

### **Safety and Environment Meeting Definition**

A Safety Meeting is a formal meeting used to provide ongoing safety awareness, exchange safety information and used as a vehicle to review safety concerns, performance statistics, emerging trends and best practices.

### **When to have a Safety and Environment Meeting?**

Depending of the chairperson, number of participants or activity, Safety and Environmental Meetings could be performed monthly or quarterly. The makeup of the committee shall comply with OSH (Safety and Health Committee) Regulation 1996.

### **What information should a Safety and Environment Meeting have?**

- Start with a Safety or Environment Moment
- Present any area specific safety or environment trending (incidents, unsafe behaviours, etc.)
- Provide recent incident investigation information (root causes and approved corrective actions).
- Deliver relevant topics.
- Review the actions taken to address issues or concerns identified in the Safety and Environment Meetings' minutes.
- Enter any new safety or environment issues or concerns in the Safety and Environment Meetings' minutes of meeting.
- Safety Meeting Recommendations
- It is important to provide adequate time for the members to present safety concerns and to receive an update on the status of previously minuted action items.
- The main focus of the meeting is safety and environmental. Avoid other types of conversation.
- Encourage employee and contractor participation, but stick to the agenda and keep the discussion on track.

- Any safety or environment topic selected needs to be timely and relevant to the group, area and the incident or concern.
- When using external information, ensure the content is accurate and is coming from a reliable source.

## **ii. Toolbox Talks**

### **Toolbox Talks Definition**

Toolbox Talks are a short, documented safety focused conversations conducted at the worksite by supervisors with the employees. The goal is to inform employees and contractors of specific hazards associated with a task and reiterate the safe way to do the work.

### **When to have a Toolbox Talk?**

Toolbox Talks should be delivered daily in the field if practical.

### **Toolbox Talk Recommendations**

- Choose a topic relevant to the work the employees and contractors are doing.
- Inspect the jobsite for hazards related to the safety topic.
- Make sure you are familiar with any regulations, standards and company policies, procedures and / or processes related to the safety topic and work being performed.
- Review reports of recent incidents on the site on at your workplace, including near misses that can support the safety topic.
- Invite employees and contractors to ask questions and make suggestions related to the topic.
- Highlight the importance of following procedures and perform activities safely
- Encourage employees and contractors to stop activities if they see any unsafe situations and use a questioning attitude.

### **iii. HSE Moments**

#### **HSE Moment Definition**

A HSE Moment is a brief discussion on a health, safety and environmental related topic. When planning to deliver a HSE Moment, you should design the HSE Moment to reinforce environmental, health and safety knowledge at:

- Work
- Home
- All aspects of our lives

HSE Moments may include environmental, health and wellness content. Deliver the HSE Moment with or without a presentation slide deck.

#### **When to have a HSE Moment?**

Conduct a HSE Moment when there are more than five people in attendance at a meeting or contains external attendees.

Deliver the HSE Moment at the beginning of the meeting.

#### **HSE Moment Recommendations**

- Take no more than five (5) minutes.
- Use language that is clear and appropriate for the audience.
- Introduce the HSE Moment subject clearly. Let the audience know what you are going to talk about and why it matters.
- Promote audience participation and use of their experience.
- Speak from personal experience, including examples whenever possible.
- Be relatable to everyone.
- Be seasonally appropriate.
- Achieve your main objective of improving and promoting safe behaviours.
- Convey accurate information.
- Please provide a warning if pictures or information could be disturbing to your audience. For more information please refer to the Internal HSE Communication Standard

## 7.4.2 Internal and External Communication

KBCS have identified the internal and external communications that is relevant and essential for the function of the OH&S and Environment management system. The procedure covers the internal and external communications including how the communication is being generated, identified, communicate and stored at various level and function of the organisation as well its legal and other requirement obligation.

Communication on the OH&S and Environment management system shall be response and retained as documented information as evidence of its communications as appropriate.

a) Internal Communication shall include:-

- Notice board;
- Hazard Report forms
- E-mail / Share point
- Company QMS
- HSE Meeting
- HSE Alert
- Toolbox session

b) External Communications

Communication from external bodies shall be review by the appropriate company management i.e. corporate HR, legal and/or HSE management. The following table outlines the method and schedule for the HSE communication process identified.

<b>Process</b>	<b>Schedule</b>	<b>Participants</b>	<b>Facilitator</b>
HSE Questionnaire and Document	Tendering Stages	HSE Department	Tendering Coordinator
HAZOP, SWMS, Review HAZIP, Design	Design Stages	HSE Department Related Discipline Department	

Development / Review / update of project HSE Plan	Design Stages	HSE Department	HSE Department
Project HSE Meetings	Design Stages	HSE Department Related Discipline Department	Client Project Coordinator
Office Inspection	Every Month	HSE Committee	HSE Department
Incident Investigation and Follow-up	Immediate after an incident	HSE Department	HSE Department

#### Method of communications

Process	Schedule	Participants	Facilitator
HSE Toolbox Meeting	Every Two week	All Employee	HSE Department
Induction & Training	On Reporting Duty	New Employee	HR Department
Induction & Training (Site / Project Specific)	On Reporting Duty	All Employee	HOD Department Discipline
HSE Notice Board, Safety Alert & Presentation, Safety Promotions	Monthly	All Employee / Client / Visitors	HSE Department
Performance charts	Monthly	All Employee / Client / Visitors	HSE Department



## **7.5 Documented Information**

Documented information included hard and soft copy is control and describe in details in the Control of Documented Procedure (KBCS/QP01/COD) and Control of Record Procedure (KBCS/QP02/COR). Documented information of external origin determined to be necessary for the planning and operation of the QMS and HSEMS shall be identified as appropriated and be controlled. Documented information retained as evidence of conformity shall be protected from unintended alterations.

## **8. OPERATION**

### **8.1 Operation Planning and Control**

#### **8.1.1 General**

To meet the requirement of the OHSMS, KBCS shall plan, implement, control, and maintain the processes and to implement the action by:

- a) Established criteria for the processes;
- b) Implement control of the processes in accordance with the criteria;
- c) Maintain and retained documented information to the extent necessary to have confidence that the process has been carried out as planned; and
- d) Adapting work to workers and coordinate the relevant parts of the OHSMS with another organisation.

#### **8.1.2 Elimination of Hazards and Reducing OHS Risk**

The elimination of hazards and reduction of OHS risk shall follow the hierarchy of controls and its effectiveness to as low as reasonably possible (ALARP)

- a) Eliminate the hazards.
- b) Substitute with less hazardous process, operations, material or equipment.
- c) Use engineering controls and reorganization of work.
- d) Use administrative control, including training.
- e) Use adequate personal protective equipment.

### 8.1.3 Management of Change

KBCS shall plan and implement control measures on planned temporary and permanent changes that could impact its OHS performance, including the followings and shall review its consequences and taking action to mitigate its adverse effect to as low as reasonably possible (ALARP).

- a) New services and process or changes affecting services and process includes:
  - Workplace location and surroundings.
  - Work organisation.
  - Working conditions.
  - Equipment.
  - Work force.
- b) Changes to legal requirements and other requirements.
- c) Changes in knowledge or information about hazards and OHS risks.
- d) Developments in knowledge and technology.

### 8.1.4 Procurement

KBCS shall control the process of procuring and selecting products and services by defining and applying OHS criteria to meet KBCS OHS management system. This includes coordination with contractor(s) to identify, assess and control of OHS risk that could impacted KBCS.

## 8.2 Emergency Preparedness and Response

KBCS to ensure that potential emergency situations is anticipated and appropriately respond by establishing, implementing and maintaining process such as:

- a) Provided a planned response to emergency situations, including the provision for first responder.
- b) Provide training for the planned response.
- c) Determine and conduct drill on periodical basis to gauge the response capability
- d) Conduct performance review and revision towards response plan after drill and, after the occurrence of emergency situations.

- e) Communicating and providing relevant information to all worker, visitor and contractor on their duties and responsibilities as well as liaison with government authorities and emergency response agency.

## **9. PERFORMANCE EVALUATION**

### **9.1 Monitoring, Measurement, Analysis and Performance Evaluation**

KBCS shall establish, implement and maintained a process(es) for monitoring, measurement, analysis and performance evaluation, to determine: -

- a) What needs to be monitored and measures, including:
  - i. The extent of its compliance to legal and other requirements.
  - ii. The hazard, risk and opportunities from its activities or related operations.
  - iii. The progress toward achievement of its HSE objectives.
  - iv. The effectiveness of its operation and controls.
- b) The method for monitoring, measurement, analysis and performance evaluation, as applicable to ensure valid results;
- c) The criteria against which the organisation will evaluate its HSE performance.
- d) When the monitoring and measuring shall be performed.
- e) When the results from monitoring and measurement shall be analysed, evaluated and communicated.

KBCS shall evaluate the HSE performance and determine the effectiveness of the HSE management system. KBCS shall ensure that equipment used for the monitoring and measuring is calibrated or verified as applicable, used and maintained as appropriate. Similarly, the software used for its activities and operation is authentic and revision as adequate.

Documented information of results of the monitoring, measurement, analysis and performance evaluation as well as on the maintenance, calibration or verification of measuring equipment and software to be retained.

## 9.2 Internal Audit

KBCS shall conduct internal audit at planned interval to provide information on whether the HSE management system complies to its own requirement for its HSE management system, including its policy and objectives.

KBCS shall establish and maintained its Internal Audit Program that shall encompass the following: -

- a) Planning, establishing, implementing, and maintaining audit program including the frequency, methods, responsibilities, consultation, planning requirements and reporting that's take into consideration the importance of the concerned and results of previous audit.
- b) The criteria and scope of the audit.
- c) Audit results are reported to relevant managers, workers and worker representative and other interested parties.
- d) Take and plan action to address the nonconformities and continually improve its HSE performance.
- e) The retention of the documented information as evidence of the implementation of the audit program and the audit results.

## 9.3 Management Review

KBCS Top Management shall review and determine its HSE management system, at planned intervals to ensure its continuing suitability, adequacy, and effectiveness. The management review and its inputs shall include consideration of:

- a) The status of actions from previous management review
- b) Changes external and internal issues that are relevant to the HSE management system including the need and expectations of interested parties, legal requirements and other requirements, and risk and opportunities.
- c) The extent to which the HSE policy and objectives have been met
- d) Information on the HSE performance, including trend in incidents, nonconformities, corrective actions, and continual improvement; monitoring and measurement results; result of evaluation of compliance with legal requirements and other requirements; audit results and consultation and participations of workers.
- e) Adequacy of resources for maintain an effective HSE management system.
- f) Relent communication(s) with interested parties.

g) Opportunities for continual improvement.

## **10. IMPROVEMENT**

KBCS shall determine opportunities for improvement and implement necessary action to achieve the intended outcomes of its HSE management system against non-conformities and incidents by establishing, implement and maintain a processes, including reporting, investigating, and taking action to determine and manage it.

### **10.1 Incident, non-conformity and corrective action.**

KBCS shall established a process that enables it to react to incident and non-conformity in a timely manner to take control and correct it, and deal with the consequences. KBCS shall evaluate and organised, assigned the participations of its worker and/or other relevant interested parties in the investigation to the incident or non-conformity to review and determine the cause or similar situations could re-occurred.

This will also include implementation of any action needed, including corrective action that enables the risk to be brought to as low as reasonably possible (ALARP) in accordance with the HSE hierarchy of control and the management of change. The process shall also include the re-assessment of OHS risk and environmental impacts that are related to change or new hazards before taking action. An effectiveness review shall be conduct on any action taken or corrective action before closing the non-conformity.

### **10.2 Continual Improvement**

KBCS shall strive to continually improve the suitability, adequacy, and effectiveness of its HSE management system by enhancing its performance, promoting positive HSE culture, encourage the participation of workers in implementing actions, communicating the relevant improvements result and maintaining as well as retaining documented information as evidence.