

Registered continuous to attend continuous education programme at least once a year for the purpose of renewal of registration.

(Continuous Education Programme means a course, seminar, conference or other education programme in Occupational Safety and Health or equivalent, approved by the Director General).

Certificate Of Registration

Director General to issue a certificate of registration to applicant whose application has been approved.

Duration of Registration

Valid for 3 years unless cancelled earlier.

Renewal For Registration

Safety And Health Officer to apply for renewal in the prescribed form + RM50.00 renewal fees

Duties Of Safety And Health Officer

- To advice employer or any person(s) in charge of a place of work or the measure to be taken in the interest of safety and health;
- To inspect place of work to determine any hazard liable to cause bodily injury;
- To investigate any accident near mis dangerous occurrence, poisoning, or disease;
- To assist employer or S&H Committee in organizing and implementing Occupational Safety and Health programme
- To become the secretary of S&H Committee;
- To assist the S&H Committee in inspection;
- To collect, analyse and maintain statistics;
- To assist an officer in carrying out his duty under the Act and regulations; and
- To carry out any other instructions made by the employer or any matters pertaining to safety and health at place of work

Occupational Safety and Health (Safety And Health Officer) Order 1997 (RU (A) 316)

Employer of the following class or description of industries shall employ a safety and health officer

- Building operations: contract price exceeds RM20 million;
- Work of engineering construction: contract price exceeds RM20 million;
- Any shipbuilding at peak of work employ more than 100 employees;
- Any gas processing or petrochemical industries with more than 100 employees;
- Any chemical or allied industry with more than 100 employees;
- Any boiler or pressure vessel manufacturing activity with more than 100 employees;
- Any metal industry with more than 100 employees;
- Any wood working industry with more than 100 employees;
- Any cement manufacturing with more than 100 employees;
- Other manufacturing activity other than (f)-(i) with more than 500 employees.

JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN

Ketua Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Aras 2, 3 dan 4, Blok D3, Kompleks D
Pusat Pentadbiran Kerajaan Persekutuan
62530 Putrajaya
Tel: 03-8886 5000 Faks: 03-8889 2351
E-mail: jkkp@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
WP Kuala Lumpur
Tingkat 17, Menara PERKESO,
281, Jalan Ampang,
50534 Kuala Lumpur
Tel: 03-4257 6066/3793/3704 Faks: 03-4257 2991
E-mail: jkkpwp@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Negeri Selangor
Tingkat 7, Wisma Consplant 2, Jalan SS 16/1
47500 Subang Jaya, Selangor
Tel: 03-5636 9816/9871 Faks: 03-5638 9159
E-mail: jkkpsl@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan Perak
Tingkat 3, Bangunan Sri Kinta, Jalan Sultan Idris Shah
30000 Ipoh, Perak
Tel: 05-254 9711 / 05-253 0629 Faks: 05-255 5219
E-mail: jkkppk@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Pulau Pinang
Tingkat 3A, Kompleks Sempilai Jaya, Jalan Sempilai,
13700 Seberang Jaya, Pulau Pinang
Tel: 04-399 1144 / 04-399 4106 Faks: 04-390 8844
E-mail: jkkppp@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Negeri Sembilan
Tingkat 11, Wisma Persekutuan
Jalan Dato' Abdul Kadir
70000 Seremban, Negeri Sembilan
Tel: 06-761 2828 / 06-762 1913 Faks: 06-764 3143
E-mail: jkkpns@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan Melaka
Aras 3 & 4, Menara Persekutuan,
Jalan Persekutuan, Hang Tuah Jaya,
75450 Ayer Keroh, Melaka
Tel: 06-234 5123 sehingga 129 Faks: 06-234 5121
E-mail: jkkpmk@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan Johor
Tingkat 9, Menara TJB, Jalan Dato' Mohd Mufti
80534 Johor Bahru, Johor
Tel: 07-223 7071 / 07-224 3076 Faks: 07-224 2667
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Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Terengganu
Tingkat 3, Wisma Persekutuan, Jalan Sultan Ismail,
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Tel: 09-622 5288 Faks: 09-623 6654
E-mail: jkkptg@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Kelantan
Tingkat 8, Bangunan Persekutuan, Jalan Bayam
15534 Kota Bahru, Kelantan
Tel: 09-748 2875/8745 Faks: 09-747 9745
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Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Kedah Dan Perlis
Aras 5, Zon A, Wisma Persekutuan,
Pusat Pentadbiran Kerajaan Persekutuan,
06550 Bandar Muazam Shah, Kedah
Tel: 04-700 0100 Faks: 04-732 9659
E-mail: jkkpkd@mohr.gov.my & jkkpps@mohr.gov.my

Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Pahang
Tingkat 3, Bangunan Persekutuan,
Jalan Gambut, 25000 Kuantan, Pahang
Tel: 09-516 1014/1691 Faks: 09-516 1215
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Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Sarawak
Tingkat 14, Bangunan Somerset Gateway,
No. 9, Jalan Bukit Mata, 93300 Kuching, Sarawak
Tel: 082-242 257 Faks: 082-259 846
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Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan
Sabah
Tingkat 1, Sayap Kanan, Wisma PERKESO,
No. 11, Lorong Sempeleng,
88100 Kota Kinabalu, Sabah
Tel: 088-235 855, 230 855, 253 576 Faks: 088-233 367
E-mail: jkkpsb@mohr.gov.my



OSHA 1994 REQUIREMENT



Safety and Health Policy Safety and Health Committee Safety and Health Officer

WRITTEN SAFETY AND HEALTH POLICY AND ITS IMPLEMENTATION AT YOUR WORKPLACE

INTRODUCTION

The Occupational Safety And Health Act 1994, (Act 514) was gazetted on February 24, 1994. Among others, the legislation requires all employers with more than five employees to formulate a written Occupational Safety And Health Policy at their workplace. This guideline is intended to help organization formulate their own Occupational Safety And Health Policy by describing the essential ingredients as required by law.

CONTENTS OF WRITTEN STATEMENT

There are three main parts of the written policy, namely General Policy Statement, Organisation, Arrangement.

General Policy Statement (or Statement of Intent)

The first part can be a simple and brief statement of the overall intent of the employer to look after the safety and health of the workforce. Among others it should:

- Indicate that the management accept responsibility for the safety and health of the employees and others who may be affected by the work activities;
- Outline the goals of the policy;
- Establish the importance of safety and health to overall business performance;
- Bear a reference to other parts of the policy document which go into more details; and
- Be dated and signed by the Chairman or Managing Director, or whoever speaks for the organization at the highest level.

Organisation

The second part of the policy document should explain to the organization on the safety and health responsibilities. This will be mainly about "who is to do what." Essentially it should spell out:

- The list of safety and health responsibilities of all levels of management, i.e from top management down to supervisors and safety and health personnel (if any);
- The role of workers in the implementation of the policy. Each employee has a duty not to endanger himself or others by his actions or omissions, and to co-operate in all measures provided for his safety and health.
- The structure and functions of safety and health committees and other in-house safety and health organization (if any).

Arrangements

The third part of the written policy documents deals with practical systems and procedures, It concerns mainly with potential hazards and methods of dealing with them. Among others, essentially it should specify detailed arrangements for ensuring that the General Policy is being implemented including:

- The arrangement for training and instruction;
- Information about whatever hazards there may be in certain processes, the control measures and ways in which employees should co-operate for their own safety and health;

- Specify the company's safe system of work, including safe work procedures and rules;
- Scheme for the issuance, use and maintenance of personal protective equipment (PPE);
- The procedure for reporting and investigation of accidents; and
- Emergency measures such as fire and first-aid arrangements.

OTHER REQUIREMENTS UNDER SECTION 16

Employers should:

- Inform all employees of their written safety and health policy.
- Review and revise the policy as appropriate from time to time.
- Inform employees of any revision to the policy

It is important that the content of the policy be made known to employees during induction and job training. The general policy statements should be displayed at strategic locations in the workplace.

PENALTIES

Employers who contravene this provision of the Act will be liable to a fine not exceeding RM5,000 or two year's imprisonment or both.

SAFETY AND HEALTH COMMITTEE AT WORKPLACE

LEGAL REQUIREMENTS

Section 30 of the Occupational Safety And Health Act makes it compulsory for the employers who have 40 or more workers to establish a safety and health committee at their workplaces or otherwise directed by the Director General of Department of Occupational Safety and Health.

The section requires employers to consult workers' representatives in the committee on matters pertaining to occupational safety and health. Likewise employees have to get involved and cooperate with the employers.

FUNCTIONS OF THE COMMITTEE

Section 31 of the Act has specified two main functions as follows:

- Shall keep under review the measures taken to ensure the safety and health of person(s) at the place of work,
- Shall investigate any matters at the place of work
 - (i) which a member of committee or a person employed thereat considers is not safe or is a risk to health; and
 - (ii) which has been brought to the attention of the employer.

Besides the above two main functions, other functions that can be implemented by the committee are as follows:

- Review effectiveness of programmes;
- Inspect place of work;
- Report unsafe conditions and act;
- Make recommendations of corrective actions;

- Review and recommend revision to safety and health policy;
- Investigate into any work-related accident, dangerous occurrence, occupational poisoning or occupational disease;
- Study trends of accidents/disease, and assist to organise promotional activities.
- Meetings should be held regularly, at least once in 3 months.

MEMBERSHIP OF THE COMMITTEE

In line with concept of fostering co-operation and consultation between management and workers, membership of the committee should be as follows:

- Chairman - should be from the top management, preferably the Chief Executive Officer.
Secretary - can be appointed from among the members. If the company has a safety and health officer, he should be secretary.
- Management's Representatives - Worker's Representatives

PENALTIES

The Occupational Safety and Health Act 1994 imposes a penalty involving a fine of not exceeding RM5,000 or six months imprisonment or both for failure to establish safety and health committee at the workplace.

OCCUPATIONAL SAFETY AND HEALTH (SAFETY AND HEALTH OFFICER REGULATION 1997)

Regulation shall apply to:

- A person who acts as a safety and health officer, and
- An employer of the class or description of industries who are required to employ a safety and health officer under the Act.

No person to act as a Safety And Health Officer unless registered with the DOSH Director General

Application to be registered as a Safety And Health Officer shall be made in Form as per Schedule plus a processing fee of RM100.00 to be submitted together with documents and information as specified in the Form.

REQUIREMENT

- Diploma in Occupational Safety and Health or equivalent approved by minister;
- Completed a course of training in Occupational Safety and Health and passed any examination or equivalent by Minister and has a minimum of 3 years experience in Occupational Safety and Health; (Safety And Health Officer Course conducted by NIOSH is one of the approved courses)
Been working in the area of Occupational Safety and Health for at least 10 years; or
Holds other qualification or has received training as prescribed by Minister

A person shall not be entitled to be registered as a Safety and Health Officer if:

- Any offence under the Act or any regulations;
- Convicted of any offence and sentences to more than 1 year imprisonment or fine more than RM2,000; and
- Declared as a bankrupt