



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
MALAYSIA



OCCUPATIONAL SAFETY AND HEALTH

GUIDELINE ON **CONTRACT MANAGEMENT** 2015

ACKNOWLEDGEMENTS

The Occupational Safety And Health Guideline On Contract Management was prepared by the Technical Committee which was established under Occupational Safety and Health Master Plan 2015 (OSHMP 15) Strategy 3 Programme 5 comprising of the following members:-

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Note: *MySHO – Malaysian Safety and Health Officer Association*

PREFACE

First and foremost I would like to thank all the technical working committee members who had participated actively and contributed to the development of this Occupational Safety and Health (OSH) Guideline for Contract Management.

The development of this guideline done by a committee which was established under OSH Master Plan 2015 comprising of members from authorities, NGO's and industries.

This guideline is intended to assist companies who is engaging a contractor in establishing the OSH management in the contract, to ensure the hazards and risks associated with the works are controlled and reduced, and at the same time assist the employers to discharge their statutory duties as stipulated under the Occupational Safety and Health Act (OSHA) 1994 (Act 514).



**Director General
Department of Occupational Safety and Health
Malaysia
2015**

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1.0 GENERAL

1.1 INTRODUCTION

Managing occupational safety and health (OSH) at the workplace has become increasingly more important due to higher stakeholders' expectations. More companies are outsourcing their works to third party i.e. contractors due to their focus on core production activities. Project and maintenance works, especially those which require specialist skills such as confined space entry, heavy lifting and scaffolding are normally contracted out. These works are normally contracted out to specialist contractors who have the required skills, knowledge and equipment to perform the job.

If the contract established between the client and contractor does not contain clear OSH requirements, it may expose contractors' workers to the hazards and risks associated with the work.

Whenever there is any accident, it is normal that those involved will blame each other if their roles and expectations were not clearly specified in the contract. Some of the issues that may arise are who is responsible for specific OSH requirements such as Hazard Identification, Risk Assessment and Risk Control (HIRARC), gas testing, site supervision, etc.

Under Occupational Safety and Health Act 1994 (OSHA 1994), employers or client who issue a contract has a duty or responsibility to provide as far as practicable, a safe and healthy workplace, including welfare for his staff and contractors involved in the works.

It is important for all employers or clients to take all practicable steps to manage hazards and risks as early as possible before the issuance of the contract. The contract should specify all OSH requirements, roles and responsibilities of client and contractor, interfaces and manner in which all OSH hazards and risks should be managed at the every stage of the contract.

It is a known fact that good OSH management in contracts will reduce the overall costs, increase quality and productivity of works as well as protecting the safety and health of workers.

1.2 PURPOSE

This guideline provides guidance to the employers or clients and contractors in managing OSH in contracts. It recommends minimum OSH requirements for various stages of the contract in ensuring these works are carried out safely and without risks to health.

1.3 OBJECTIVES

The objectives of this guideline are to:

- explain the importance of OSH requirements in a contract
- define minimum OSH requirements including OSH plan at each stage of a contract
- define the roles and responsibilities of employer or client and contractor on OSH management

1.4 SCOPE

This guidelines apply to contract of work at all workplaces specified in the First Schedule of the Occupational Safety and Health Act 1994.

The user of this guideline should evaluate and adapt the necessary requirements based on his or her particular activities and associated risks. Specific contracting strategy may be required for different types of contracts.

1.5 INTERPRETATION

CLIENT

Means a company or person that issues a contract to a contractor.

CONTRACT(S)

Means an agreement between two parties by which both are bound in law and which can therefore be enforced in a court.

CONTRACTOR

Means a company or person who has entered into a contract for the purpose of carrying out any work or part of the work as stated in the contract or agreement.

EMPLOYER

Means the immediate employer or the principal employer or both, as per interpretation in OSHA 1994.

HAZARD

Means a source, situation, or act with potential for harm in terms of human injury or ill health and damage to property, or a combination of these.

SUBCONTRACTOR(S)

An individual or company performing some of the work within a contract, and under contract to either the original client or contractor.

1.6 LEGAL REQUIREMENTS

Legal requirement below is stipulated in Occupational Safety and Health Act 1994.

1.6.1 SECTION 15. GENERAL DUTIES OF EMPLOYERS AND SELF-EMPLOYED PERSONS TO THEIR EMPLOYEES.

- (1) *It shall be the duty of every employer and every self-employed person to ensure, so far as is practicable, the safety, health and welfare at work of all his employees.*
- (2) *Without prejudice to the generality of subsection (1), the matters to which the duty extends include in particular-*
 - (a) *the provision and maintenance of plant and systems of work that are, so far as is practicable, safe and without risks to health;*
 - (b) *the making of arrangements for ensuring, so far as is practicable, safety and absence of risks to health in connection with the use or operation, handling, storage and transport of plant and substances;*
 - (c) *the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is practicable, the safety and health at work of his employees;*
 - (d) *so far as is practicable, as regards any place of work under the control of the employer or self-employed person, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without such risks;*
 - (e) *the provision and maintenance of a working environment for his employees that is, so far as is practicable, safe, without risks to health, and adequate as regards facilities for their welfare at work.*

(3) *For the purposes of subsections (1) and (2)-*

- (a) *"Employee" includes an independent contractor engaged by an employer or a self-employed person and any employee of the independent contractor; and*
- (b) *the duties of an employer or a self-employed person under subsections (1) and (2) extend to such an independent contractor and the independent contractor's employees in relation to matters over which the employer or self-employed person-*
 - (i) *has control; or*
 - (ii) *would have had control but for any agreement between the employer or self-employed person and the independent contractor to the contrary.*

Under this section, employer or client who issued a contract has a duty or responsibility to provide as far as practicable, a safe and healthy workplace including welfare for his employee and contractors involved in the works.

1.6.2 SECTION 17. GENERAL DUTIES OF EMPLOYERS AND SELF-EMPLOYED PERSONS TO PERSONS OTHER THAN THEIR EMPLOYEES.

- (1) *It shall be the duty of every employer and every self-employed person to conduct his undertaking in such a manner as to ensure, so far as is practicable, that he and other persons, not being his employees, who may be affected thereby are not thereby exposed to risks to their safety or health.*

The employer or client who issued a contract has an additional duty or responsibility to ensure that so far as is practicable, a person other than his employees who might be affected is not exposed to any health and safety risk. Hence the employer and self-employed person have a duty towards persons other than their employees that include their contractors, employees of contractors and visitors/customers to the premises.

1.6.3 SECTION 18. DUTIES OF AN OCCUPIER OF A PLACE OF WORK TO PERSONS OTHER THAN HIS EMPLOYEES.

- (1) *An occupier of non-domestic premises which has been made available to persons, not being his employees, as a place of work, or as a place where they may use a plant or substance provided for their use there, shall take such measures as are practicable to ensure that the premises, all means of access thereto and egress therefrom available for use by persons using the premises, and any plant or substance in the premises or provided for use there, is or are safe and without risks to health.*

- (2) *A person who has, by virtue of a contract or lease or otherwise, an obligation of any extent in relation to -*
- (a) *the maintenance or repair of a place of work or any means of access thereto or egress therefrom; or*
 - (b) *the prevention of risks to safety and health that may arise from the use of any plant or substance in the place of work shall for the purpose of subsection (1) be deemed to have control of the matters to which his obligation extends.*

Occupier of the premise or client who issued a contract has a duty or responsibility to provide as far as practicable, a safe and healthy workplace including welfare for his staff and contractors involved in the works. All OSH hazards and risks should be considered during execution of the contract.

1.7 OSHMS 1722:2011 REQUIREMENTS

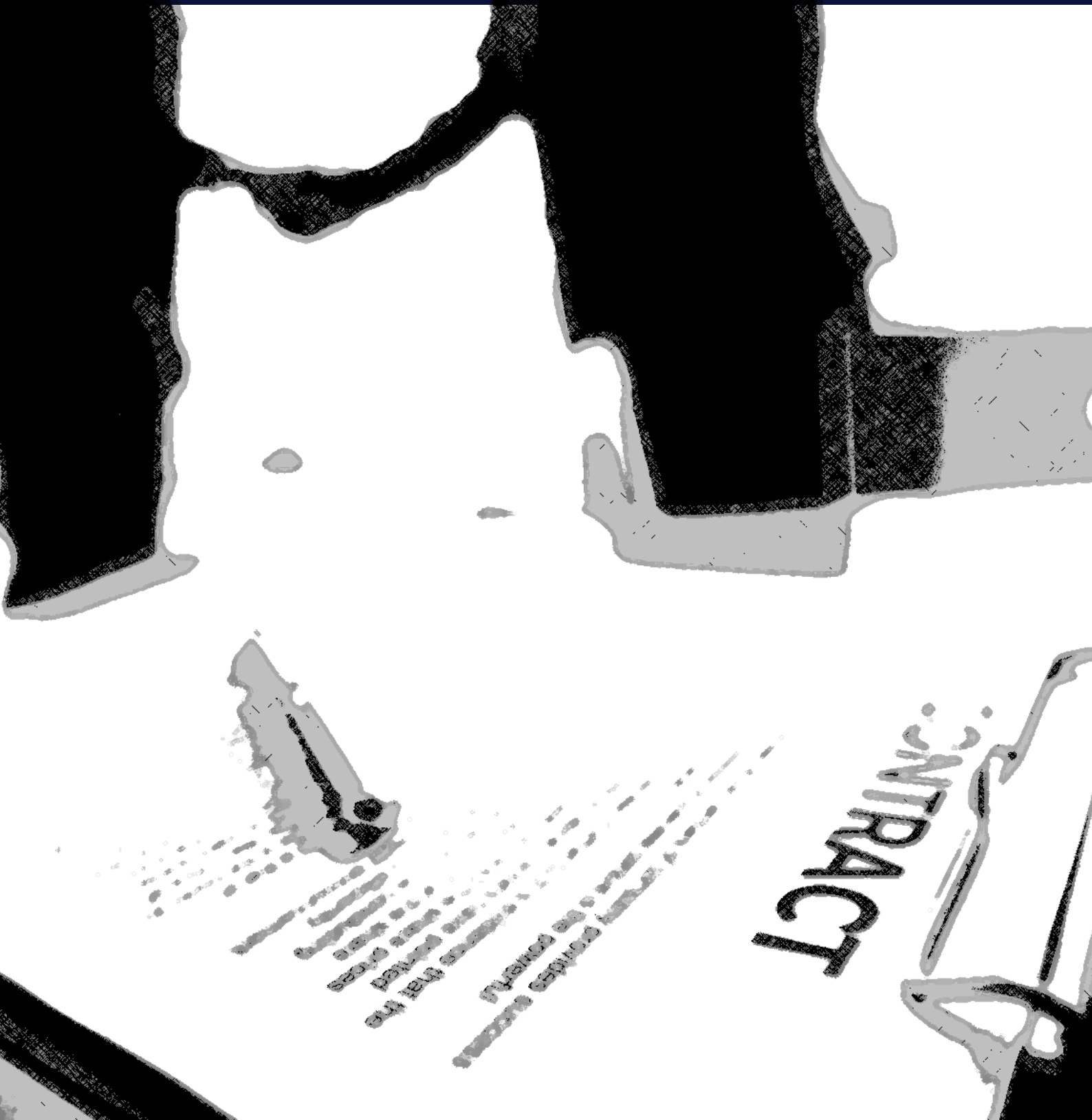
This guideline also fulfills the requirement in clause 3.3.7 OSH MS 1722:2011 regarding contracting i.e ***“Arrangements shall be established and maintained to ensure that the organisation’s safety and health requirements, or at least the equivalent, are applied to contractors and their employees.”***

The Guideline on Occupational Safety and Health Management System, defines that arrangements for contractor working on site should:

- Include OSH criteria in procedures for evaluating and selecting contractors;
- Establish effective ongoing communication and coordination between appropriate levels of the organization and the contractor prior to commencing work. This should include provision for communicating hazards and the measures to prevent and control them;
- Include arrangements for reporting of work-related fatalities, injuries, disabilities, ill health, diseases and near misses among the contractors’ employees while performing work for the organization;
- Provide relevant workplace safety and health hazard awareness and training to contractors or their employees prior to commencing work and as work progresses, as necessary;
- Regularly monitor OSH performance of contractor activities on site; and
- Ensure that on-site OSH procedures and arrangements are followed by the contractor.

2.0

OVERVIEW OF OSH REQUIREMENT IN THE CONTRACT PROCESS

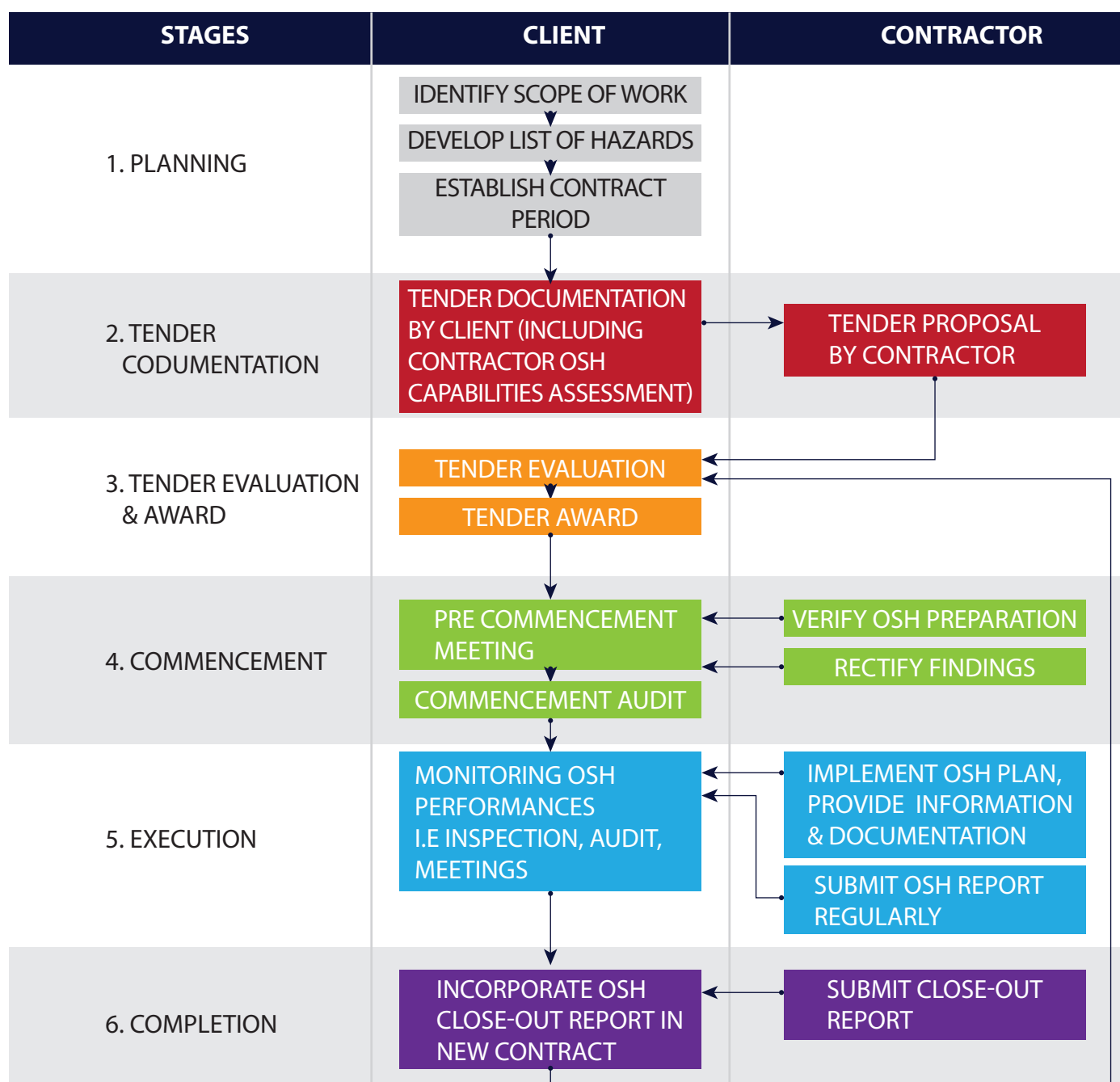


To achieve the objective of accident prevention at the workplace during execution of contract work, adequate considerations and provisions of OSH requirements should be incorporated in all stages of the contract process. The contract process normally consists of several stages but not limited to:

- a) Planning
- b) Tender Documentation
- c) Tender Evaluation and Award
- d) Commencement
- e) Execution
- f) Completion

The following chart below shows the different contract stages and activities involving both client and contractor.

Flowchart of Contract Stages



3.0 PLANNING



The objectives of this stage are to assess the OSH risks associated with the scope of the contracted work and to ensure mitigations were incorporated into the overall contract strategy.

It is the duty of the client to provide information related to the hazards and risks associated with the contract works to all the bidders, to ensure that they understand and address the hazards and risks that may arise during execution of the contract.

The activities at this stage are development of scope of work, list of hazards and development of the contract period.

3.1 SCOPE OF WORK

The objective of these activities is to ensure that potential contractors fully understand the scope of work of the contract. The client is responsible for specifying the scope of work to be executed and providing necessary information and documentation such as:

- a) Design Specifications
- b) Standards
- c) Drawings
- d) Duration of work
- e) Applicable Legal and other requirements
- f) Logistics

and any other additional scope specified by the client for specific works.

3.2 LIST OF HAZARDS

Based on the scope of work, the client should develop a list of hazards. The main objective of this list is to ensure significant hazards are being identified. Examples of significant hazards include working in confined space, drowning, working at height, working near public area, working near a running machinery/plant, working at slope etc. The information gathered from this list of hazards is to be communicated to all potential bidders who will use it to develop a comprehensive OSH plan.

3.3 CONTRACT PERIOD

Client should establish the contract period with consideration given to the OSH plan and issues, with adequate time allocated for pre-commencement planning, commencement, execution and completion.



4.0 TENDER DOCUMENTATION

4.1 TENDER DOCUMENTATION BY CLIENT

Tender documents should include the requirement that contractor has an OSH management system which is in line with the client's management system. Site visit and/or briefing of project are advisable to be carried out for all bidding contractors before submission of tenders.

To ensure the contractors understand their expectations clearly, the client should provide documents such as:

- a) Client OSH policy.
- b) Client OSH goals and objectives.
- c) Scope of work, list of hazards and contract period.
- d) Site OSH requirements.
- e) Types and schedule of OSH training and induction.
- f) Specifications of minimum client pre-commencement and commencement requirements.

In addition, client may also include the following items/requirements in their tender documents:

- a) Contractor should establish and implement an OSH management system and the client has the right to verify this.
- b) Provisions for suspending contractor's works by the client if contractor does not comply with OSH plan and requirements as per the contract. However, client should inform the contractor and give them reasonable time to rectify the non-compliances.



- c) Contractor should be responsible for the effective implementation of their sub-contractors' OSH management system.
- d) Contractor OSH capabilities assessment (as per 4.1.1)
- e) OSH cost (as per 4.1.2)

4.1.1 CONTRACTOR OSH CAPABILITIES ASSESSMENT

The objective of OSH capabilities assessment is to screen potential contractors during contract evaluation process. Through this assessment, client can establish a list of contractors who have the OSH capabilities in carrying out the works and managing the associated risk.

The contractor OSH capabilities may be assessed through an OSH capabilities questionnaire. Sample of an OSH Capabilities Questionnaire is as per Appendix I.

This questionnaire may be applied through:

- a) interviewing by client,
- b) completing the questionnaire by contractor, or
- c) both

4.1.2 OSH COSTS

The tender documentation by client should provide a mechanism to allocate costs of implementing OSH requirements. OSH costing would normally be expected for such items listed below, but not limited to:

- a) OSH forums/ meetings.
- b) OSH induction and training.
- c) Medical facilities and safety equipment.
- d) OSH incentive and rewards schemes.
- e) Personal protective equipment (PPE).
- f) Emergency response resources.
- g) Safety signage and posters.
- h) OSH personnel.

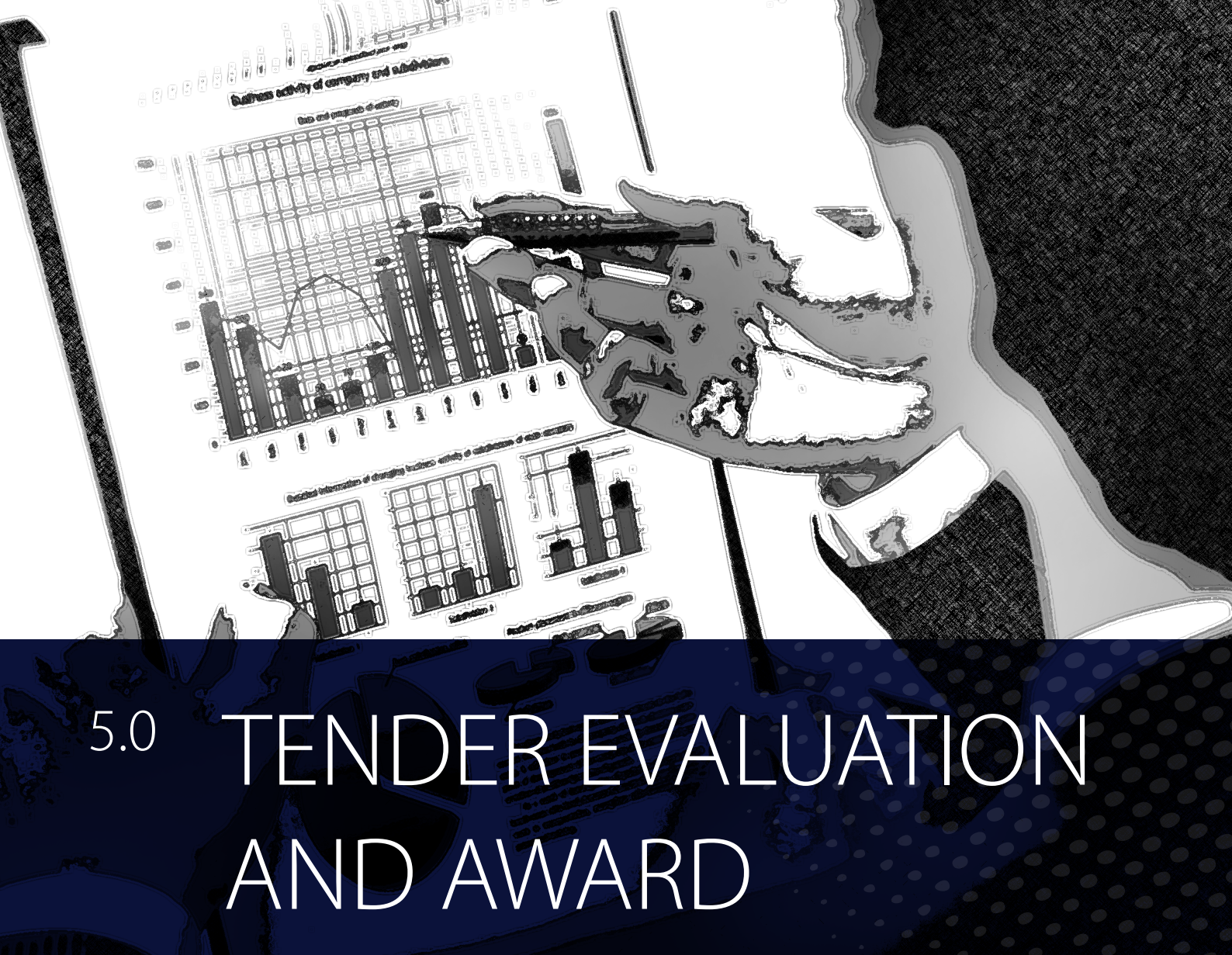
OSH cost can be produced in form of Bill of Quantities for OSH as per Appendix II.

4.2 TENDER PROPOSAL BY CONTRACTOR

Contractor should provide detailed information in their tender proposal to the client. One of the main documents is the OSH Plan. The OSH Plan should cover all contract phases from commencement to completion and should provide a clear indication of the policies, procedures, standards, etc to be adopted during each phase of the contract. Refer to Appendix III as a guideline to prepare the OSH plan.

Contractor should demonstrate their capability in the following areas:

- i. Response/comply to OSH requirements requested by client
- ii. Development and implementation of OSH plan with its Person In Charge, targets and timeline.
- iii. Availability of specific procedures for specialized tasks, if required, by both contractor and sub-contractor.
- iv. Hazard identification, risk assessment and risk control (HIRARC) including consequences to people and property for each contracted work with preventive and mitigation measures identified.
- v. Clear delineation of roles and responsibilities for the execution of contract including implementation and maintenance of control measures for all hazards and risks identified.



5.0 TENDER EVALUATION AND AWARD

5.1 TENDER EVALUATION

Client should evaluate each tender submitted by contractors. Tender evaluation should take into consideration:

- a) OSH capability assessment results of contractors.
- b) Contractor's ability to implement OSH plan and manage the risks. (eg. past OSH performance, site assessment, competent personnel etc).

Client has a right to obtain further explanation and clarification from contractors on information provided in their tender proposal. Client also has a right to seek agreement with the contractor especially on change of OSH plan and requirements.

5.2 TENDER AWARD

Once the tender has been awarded, joint meetings should be held as soon as possible to agree on the final details of the OSH Plan, OSH requirements and its implementation. The agreed details on the OSH plan and other related requirements should be part of the contractual agreement.



6.0 COMMENCEMENT

The objectives of this stage are to ensure that the requirements of the OSH plan are communicated and understood by both parties (client and contractor) prior to implementation of the contract. Any corrective actions to be completed before commencement should be identified and agreed. Activities such as reviews, meetings and audits should be carried out at this stage. The amount of details and effort for pre-commencement activities should be commensurate with the level of risk identified.

6.1 PRE-COMMENCEMENT MEETING

A pre-commencement meeting and/or site visit should be carried out as it provides an opportunity for the contractor(s) to become familiar with the location, facility, personnel, and other related specific site requirements.

The meeting is generally recognized as an important interfacing step in enhancing common understanding and working relationship before execution of contract. The meeting should be held before the execution of any work.

The topics to be covered in the meetings might include:

- a) A review of associated hazards and control measures.
- b) Confirmation that the activities/deliverables described in the OSH Plan for completion before pre-commencement could be satisfactorily implemented including confirmation that roles and responsibilities have been clearly defined and understood.

- c) Verification of personnel competence. Contractor should ensure that only competent personnel who are experienced, trained and/or certified are allowed to operate and maintain all machinery, equipment, and tools. Contractor should provide an adequate level of technical and OSH related training, conducted by a recognized training institution for all relevant personnel who are involved in the planning and executing the work.
- d) Confirmation of OSH objectives.
- e) Dissemination and communication of the OSH policy statement, basic OSH rules and work procedures as defined in the OSH Plan.
- f) Confirmation of the scope and schedule of the OSH plan, e.g. OSH meetings, audits and reviews.
- g) Integration of client's and contractor's emergency response plans and procedures (e.g. fire, medical emergency, security, pandemic disease, evacuation etc).
- h) Confirmation that OSH induction and training plans are in place and ready for implementation.
- i) Briefing of sub-contractors management and personnel on the OSH Plan and requirements.
- j) Incident reporting and investigation procedures.
- k) Process for reporting, tracking and closing out of non-compliances identified during inspection, audits and investigation.
- l) Commencement plans and activities.

The meeting(s) may be structured as an OSH workshop, with participation of both client's project management and contractor's management. The meeting may also provide an opportunity to discuss the need for a pre-commencement audit with scope agreed by both parties.

6.2 COMMENCEMENT AUDIT

During the commencement phase, audits or reviews against the OSH plan may be conducted to verify that OSH systems are in place and check the condition of the equipment and the worksite. This can be accomplished by a joint client/contractor OSH field review or audit.

If the audit identifies matters of significant concern, these should be reviewed against the contractual terms and conditions including the OSH plan. Appropriate actions should be taken which may include rectification, withholding permission to proceed or ultimately terminating the contract.

The objectives of this phase are to ensure that all OSH requirements in the contract are implemented by all parties involved. Contractor and sub-contractor should be responsible to fully comply with the OSH Plan and requirements during execution of work. Client should monitor the contractor performance through regular inspection and audit.

7.0 EXECUTION

7.1 INSPECTION AND OSH AUDITS/REVIEWS

Contractor internal inspection/audits and regular joint inspection by client and contractor representatives provide a means of compliance and performance verification against contract requirements. Joint inspection/audit program have the advantage of aligning objectives, enhancing common understanding and promoting constructive participation.

The frequency of such inspection/audits depends on the level of risks involved. Findings and recommendations from inspection and audits should be shared to encourage commitment from both parties to close the gaps identified.

The client should obtain contractor's assurance on:

- a) Contractor's management commitment to OSH issues.
- b) Compliance with all OSH related clauses in the contract and the OSH Plan.
- c) Performance achieved against agreed OSH objectives.
- d) The availability of contractor's OSH management systems and procedures.
- e) The contractor's monitoring of the quality, conditions and integrity of its OSH processes, equipment and tools.
- f) Competence assurance and management of change of key personnel.
- g) The contractor's toolbox and regular OSH meetings.
- h) The contractor's implementation and participation in emergency exercises and drills.
- i) Proper management of OSH risks which may arise from changes to the contractual scope of work.
- j) Compliance with incident and non-conformance reporting, investigation and follow-up.
- k) All required contract documentation has been provided to the client.

Regular review of OSH activities and performance against contractual requirements and objectives should be conducted between client and contractor to ensure continual improvement in OSH performance.

7.2 OSH REGULAR REPORT

Contractor should submit the OSH report regularly to the client. Refer Appendix IV as a guideline. The frequency of submission should be determined by the client.



8.0 COMPLETION

8.1 COMPLETION ACTIVITIES

The OSH plan should continue to be the reference for managing the OSH activities in this phase. Due consideration should be taken of any lessons learned particularly from the commencement phase, the problems encountered and solutions found. Completion often is a phase of a contract having an increased probability of incidents as the contract infrastructure and contractor OSH management structures are being dismantled with people moving off the contract to new assignments. Assurance should be sought that the appropriate organizational structures remain intact until associated activities have been completed.

The client and contractor should continue to monitor performance against the OSH plan, including particular attention to incident reporting. It is important to maintain vigilance on OSH matters to the very end of the contract.

8.2 FINAL EVALUATION AND CLOSE-OUT REPORT

Contractor shall submit a comprehensive OSH close out report to the client covering the duration starting from contract award to client final acceptance. The close out report should cover the OSH Plan, activities, OSH performance and lessons learnt of the contract and should be duly approved by client.

Lessons learnt from the close out report should be incorporated in the new contracts to ensure continual improvement and safe execution of contracts.

REFERENCES

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EXAMPLE OF OSH CAPABILITIES QUESTIONNAIRE

Company Name:	
Date:	

Questions	YES	NO	N/A	Remarks
A. Occupational Safety & Health (OSH) Policy				
1. Does the company have OSH Policy? (If YES, please attach a copy)				
2. Does the company have a person responsible for OSH? (Please provide the OSH organization chart)				
3. Does the company have a method for distributing the OSH Policy to the employees? (Briefly describe the methods used)				
4. Does the company have OSH Committee? (If YES, please provide the OSH committee organization chart)				
5. Do the employees receive OSH program/training that is related to the job tendered? (If YES, please attach the names of employees and training attended)				

Questions	YES	NO	N/A	Remarks
B. Organization, Responsibilities, Resources, Standard and Documentation				
1. Does OSH committee meeting promote safe and healthy working culture? <i>(Please provide the company OSH committee minutes of meeting as evidence)</i>				
2. Do the managers and supervisors receive formal OSH training in their responsibilities towards OSH? <i>(If YES, please provide the names of personnel and training attended)</i>				
3. Does the company has competent personnel for the job tendered? <i>(Please provide the names, positions and their respective specialisation/competency/ experience)</i>				
4. Are new employees trained in basic industrial OSH? <i>(If YES, please provide information about the training and its contents, together with names of the employees who attended the training)</i>				
5. What system is used to ensure OSH competencies of the staff is up to date? <i>(Briefly describe the system used)</i>				
6. Do the staff go through medical surveillance program? <i>(If YES, please briefly describe the program and provide names of staff who have been screened)</i>				
7. Does the company have OSH reference documents? Example: OSH Management Manual, etc. <i>(If YES, please provide list and copies of the documents)</i>				

Questions	YES	NO	N/A	Remarks
B. Organization, Responsibilities, Resources, Standard and Documentation				
8. Does the company assess the sub-contractors on OSH capabilities and compliance? <i>(If YES, please briefly describe the assessment methodology)</i>				
9. Does the company has manuals or standard operating procedures (SOP) related to the job tendered? <i>(If YES, please provide list and copies of the manuals and SOPs)</i>				
10. Does the company has a recognised competence assessment system in place such as ISO, OSHMS, etc.? <i>(If YES, please provide the evidence)</i>				

Questions	YES	NO	N/A	Remarks
C. Planning and Implementation				
1. Does the company conduct Hazard Identification, Risk Assessment and Risk Control (HIRARC)? <i>(Please briefly describe the methodology used and provide evidence of the HIRARC)</i>				
2. Does the company conduct health risk assessment? <i>(Please briefly describe the health hazards identified)</i>				
3. Does the company has SOPs (e.g. Work At Height, Lifting, Confined Space, etc.) that are associated with the scope of your service? <i>(Please list the safety hazards associated with your scope of service, and provide the list and copies of SOPs)</i>				

Questions	YES	NO	N/A	Remarks
C. Planning and Implementation				
4. Does the company has standard Emergency Response Plans (ERPs)? <i>(If YES, please provide the list and copies of the ERPs)</i>				

Questions	YES	NO	N/A	Remarks
D. Occupational Safety and Health (OSH) Performance				
1. Does the company perform the investigation for incidents? <i>(Please list the incidents investigated)</i>				
2. Does the company has standard investigation procedure? <i>(If YES, please state the methodology of the investigation process and provide copy of the procedure)</i>				
3. Does the company has a dedicated investigation team/organization? <i>(If YES, please provide the chart)</i>				
4. Does the company communicate the findings/results of the investigation to relevant parties? <i>(If YES, please briefly describe the way that you communicate the findings/results and to who)</i>				
5. The company has no fatalities incident previously. <i>(If YES, please provide details of the fatalities)</i>				
6. The company has no Lost Time Injury (LTI) previously. <i>(If YES, please provide the numbers of LTI)</i>				

Questions	YES	NO	N/A	Remarks
D. Occupational Safety and Health (OSH) Performance				
7. The company has no medical treatment cases previously. <i>(If YES, please provide the numbers of medical treatment cases)</i>				
8. The company has no near miss incidents previously. <i>(If YES, please provide the numbers of near miss incidents)</i>				
9. Does the company keep all the OSH performance record? <i>(If YES, please provide copies of the records)</i>				
10. The company has received non-compliance notice from agencies relating to OSH? <i>(If YES, please list the agencies and the non-compliance)</i>				

See list of attached documents and evidences provided.

Form submitted by:

Name: _____

Identity Card No: _____

Position: _____

Date: _____

Chop/Stamp of the company:

OFFICE USE ONLY

Company score: _____ %
bidding: YES / NO

Qualified for the tender

Checked by: _____

Signature: _____

Name: _____

List all documents and evidences provided.

- 1.
- 2.
- 3.
- 4.

EXAMPLE OF BILL OF QUANTITIES FOR OSH

Item	Description	Unit	Amount (RM)
1	Occupational Safety And Health Plan (OSH Plan) Preparation and submission of Occupational Safety and Health Plan.		
2	Hazards Identification, Risk Assessment And Risk Control (HIRARC) Preparation of Hazards Identification, Risk Assessment and Risk Controls (HIRARC) for all works activities. Review, update and submit before commencement of each works through out the contract period.		
3	OSH Comittee Meetings & Workplace Inspections Conduct OSH meetings and inspections during the duration of the contract as below: a) OSH committee meetings (at least once in every 3 months) for the duration of the contract. b) Workplace inspections by OSH Committee.		
4	OSH Personnel @ Competent Person To supply and maintain where applicable: a) Safety and Health Officer b) Site Safety Supervisor c) Scaffolding Erector d) Crane Operator e) Authorized Gas Tester (for confined space works) f) CHRA Assessor g) Chageman h) etc		
5	Safety and Health Induction & Training Conducting training and induction course to each worker and any related courses that required for the entire project. a) OSH induction course b) Tool box meetings/briefing c) OSH Act and Regulation for OSH Committee members d) Safe Operating Procedure e) Working at Height c) Emergency preparedness, respond and evacuation b) Fire fighting g) Chemical Safety h) etc		

Item	Description	Unit	Amount (RM)
6	Temporary Plant and Machinery Provision for the submission of design of any temporary structures by a competent person / professional engineer of the following to the DOSH (where applicable) a) Scaffolding b) Catch platform c) Construction rubbish/debris disposal chute d) Support for stability of structure where adjoining area to be excavated or piled e) Loading platform f) Material and passenger hoist g) Gondola h) Tower crane i) Hoarding j) etc		
7	Inspection Record for Plant Compile and maintain on a regular basis all inspection records for plants but not limited to: a) Tower crane and rigging equipment b) Mobile / crawler crane and rigging equipment c) Material hoist d) Passenger hoist e) Power operated elevating work platform f) Bar bending and cutting machines g) Prime mover h) Mechanical cutting operations i) Gondola or suspended platform j) Electrical tools and equipments k) Scaffold l) Compressor and Pressure Vessel m) etc		
8	Personal Protective Equipment Provide, maintain and replace any damage personal protective equipment as per specification to all employees and visitors a) Goggles/ Face Protection b) Fall protection (Harnesses, lanyards, lifeline, safety belt) c) Safety shoes/boots d) Gloves (suitable glove to be considered) e) Safety helmet f) Ear Muff / Ear Plug g) Breathing Apparatus (for confined space and chemicals) h) Protective clothing i) Others (please specify)		

Item	Description	Unit	Amount (RM)
9	OSH Regular Report/Close Out Report Preparation of OSH regular report and close-out report to client.		
10	Safety Warning Signage Provide, install and maintain the following safety warning signs but not limited to: a) Use Personal Protective Equipments as Safety Shoes, Goggle Safety Helmet, Ear Muffs etc b) Electrical dangers sign c) Emergency exit routes d) Beware of falling object e) Use safety harness f) Use safe access and egress g) Beware of openings and open edges h) Use rubbish / debris chute i) etc		
11	First Aid Facilities a) To provide and maintain enough first aid kit. b) To provide or train First Aider.		
12	Portable Fire Extinguisher a) To provide and maintain enough fire extinguishers at the workplace. b) Other fire fighting devices.		
13	Amenities and Facilities i) Toilets Provide and maintain toilets for workers. ii) Drinking Waters Facility Provide and maintain a safe drinking waters for workers. iii) Lighting Provide adequate lighting in dark environment at work areas, access and egress. iv) Ventilation Provide mechanical ventilator in areas where natural ventilation is not possible and in accordance to the specification. Areas which requires constant air circulation which involves fumes and smoke e.g. generator, welding activities, confine space, etc.		

Item	Description	Unit	Amount (RM)
14	<p>Prevention of fall at Workplace</p> <p>i) Unprotected Sides and Edges</p> <p>Supply, install and erect guardrail, barricade and toe board (where required) to exposed edges / openings but not limited to:</p> <ul style="list-style-type: none"> a) Building perimeter openings b) Lift shaft openings c) Floor openings d) Working platform e) Loading platform <p>ii) Hand Railings</p> <p>Provide, install and maintain temporary hand railings to the stairs use as an access and egress.</p> <p>iii) Temporary Closure</p> <p>Provision of providing temporary closure by using sufficient thick and strong material for any floor openings where when erecting guardrail / barricade are not suitable.</p> <p>iv) Safety net / Peripheral net</p> <p>Supply, erect and maintain safety net and peripheral net.</p> <p>v) Individual fall arrest systems</p> <p>Provide, anchor /install and maintain individual fall arrest systems that includes:</p> <ul style="list-style-type: none"> a) Safety harness b) Lanyards c) Static lines d) etc 		
15	<p>Hazardous Chemicals and Materials</p> <p>i) Chemical Health Risk Assessment</p> <ul style="list-style-type: none"> a) Prepare a Chemical Register for all hazardous chemical to health used in the place of work inclusive of updating during the contract period. b) Carry out Chemical Health Risk Assessment by a registered assessor. c) Develop control measures to ensure the hazardous chemical to health are handled and used safely inclusive of updating during the contract period. 		

Item	Description	Unit	Amount (RM)
	<p>ii) Labeling and Storage</p> <p>Provision of labeling, control and safe storage area for hazardous material at site to the requirement of the authority.</p> <p>iii) Personal Protective Equipment</p> <p>Suitable PPE for handling hazardous chemical at workplace as per USECHH and CLASS Regulation, including:</p> <ul style="list-style-type: none"> a) Goggles b) Mask c) Gloves d) Suitable full face mask d) Protective clothing e) etc <p>iv) Chemical Safety Signage</p> <p>All related safety signage in handling hazardous chemical at workplace as per USECHH and CLASS Regulation. Safety signage need to be install at designated chemical area to avoid any accident and abuse from unauthorized person.</p> <p>v) Hazardous chemical training and handling</p> <p>Provisions to provide the following:</p> <ul style="list-style-type: none"> a) Training of hazardous chemicals on site. b) Monitoring of exposure hazardous chemical on site. c) Health surveillance for workers expose to the hazardous chemical on site. 		
16	<p>Special Work Situations</p> <p>i) Working in confined space</p> <ul style="list-style-type: none"> a) Carry out air testing for toxic, flammable gas fumes and oxygen adequacy before access to the confined area of work by authorised gas tester. b) Provision of: <ul style="list-style-type: none"> i. entry supervisor ii. standby person c) Provision of ventilator system to regulate and ensure sufficient air flow to the confined work area. d) Develop permit system and procedure for entering confined spaces during the contract period. e) Provide, install and maintain safety warning signs for confined space. 		

EXAMPLE OF OSH PLAN CONTENT

- a) Description of Contract work
 - i. Contract description and programme details including any key dates;
 - ii. Details of client, designers, contractor and other consultants;

- b) Management of the work (site project organization structure)
 - i. Management structure and responsibilities, including safety and health committee;
 - ii. Safety and health policy and goals for the project and arrangements for monitoring and review of safety and health performance;

- c) Arrangements for:
 - i. OSH communication between parties on site,
 - ii. The selection and control of sub-contractors,
 - iii. The exchange of health and safety information between sub-contractors,
 - iv. Competence of OSH personnel
 - v. Site security,
 - vi. Workers induction,
 - vii. Onsite training,
 - viii. Welfare facilities and first aid,
 - ix. The reporting and investigation of accidents and incidents including near misses,
 - x. The production and approval of HIRARC and Safe Operating Procedure (SOP).
 - xi. Site rules (including drug and alcohol policy);
 - xii. Fire and emergency procedures.
 - xiii. Workplace and equipment inspection
 - xiv. Procurement procedures
 - xv. OSH Performance Measures and reporting

d) Arrangements for controlling significant workplace risks

i. Safety risks, including:

- Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site,
- Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations,
- Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,
- Preventing falls from height,
- Control of lifting operations,
- The maintenance of plant and equipment,
- Working in confined space,
- Traffic management (includes routes and segregation of vehicles and pedestrians etc),
- Storage of materials (particularly hazardous materials) and work equipment,
- Any other significant safety risks;

ii. Health risks, including:

- Manual handling,
- Use of chemicals hazardous to health
- Noise and vibration,
- Any other significant health risks

EXAMPLE OF OSH REGULAR REPORT

Company Name:	
Date:	

Description	Last Month	This Month	Cumulative
No. of Employees			
Total Man Hours Worked			

1. Active Indicators (Numbers)	Last Month Total	This Month	Total To Date
1.1 HIRARC			
1.2 HIRARC Review			
1.3 OSH Meetings			
1.4 Work Place Safety Inspections			
1.5 OSH Audits			
1.6 Management Safety Walkabout			
1.7 Safety Observation Reports			
1.8 Tool Box Meetings			
1.9 Emergency Response Drills			
1.10 OSH Training			
1.11 Inductions / OSH Orientation			
1.12 Drug & Alcohol Test			

2. Reactive Indicators (Numbers)	Last Month Total	This Month	Total To Date
2.1 Incidents			
2.2 Fatality			
2.3 Permanent Disabilities			
2.4 Non Permanent Disabilities			
2.5 Lost Time Injury (LTI)			
2.6 Medical Treatment Injuries			
2.7 First Aid			
2.8 Near Miss			
2.9 Unsafe Act			

2. Reactive Indicators (Numbers)	Last Month Total	This Month	Total To Date
2.10 Unsafe Condition			
2.11 Property Damage			
2.12 Emergency Response Incidents			

3. Action to be taken by employer to comply OSHA/FMA & Regulations.
4. Method to establish and maintain safety & health working condition.
5. Accident / Incident occurred at workplace.
Note: Please provide brief report status and attach pictures and supporting documents
6. List of machinery, plant, equipment, process which have potential to cause injury.
7. List of machinery, plant, equipment, appliance or PPE required to minimize risk.
8. Recommendation to the structure or layout of workplace to improve safety & health.
9. Safety promotion activities.
10. Outstanding matters arising from previous report.
11. Others matters related to the safety & health of persons working in the workplace.
12. Plan for next month.

Prepared / Reported by :		Verified / Approved by :	
Name		Name	
Position		Position	
Date / Time		Date / Time	

Note: Please attach Pictures

Notes

**Jabatan Keselamatan dan Kesihatan Pekerjaan
(Kementerian Sumber Manusia)**

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