

Registered continuously 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 approve.

#### 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 advise 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 body injury;
- ❖ To investigate any accident near miss 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 (AJ 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 ship building at peak of work employ more than 100 employees;
- ❖ Any gas processing 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 above with more than 500 employees.

### JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN

Ketua Pengarah

Jabatan Keselamatan dan Kesihatan Pekerjaan Malaysia

Aras 1, 3, 4 & 5, Blok D4, Kompleks D, Pusat Pentadbiran Kerajaan Persekutuan, 62530 W. P. Putrajaya

Tel. : 03-8000 8000 Fax : 03-8889 2443 Email: projkpd@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan  
WP Kuala Lumpur Aras 11 (West Wing), The I-CON  
No. 1 Jalan 16/8F, Jalan Tun Razak, 55000 Kuala Lumpur  
Tel. : 03-2161 1414 / 0720 / 03-2166 0412 Fax : 03-2161 0809  
Email: jkwp@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan  
Negeri Selangor  
Tingkat 7, Wisma Consplant 2,  
Jalan SS16/1, 47500 Subang Jaya, Selangor  
Tel. : 03-5623 8400 Fax : 03-5628 9169  
Email: jksp@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Johor  
Tingkat 8, Menara TJB, Jalan Dato' Mohd Muti,  
80500 Johor Bahru, Johor  
Tel. : 07-221 4121 / 07-224 2122 / 07-224 3076  
Fax : 07-224 2667 (Tingkat 8) / 07-224 9039 (Tingkat 7)  
Email: jkspj@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. : 06-245123 sehingga 129 Faks: 06-245121  
E-mail: jkmp@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Negeri Sembilan  
Tingkat 4 & 5, Wisma PERKESO  
Jalan Sg Ujong,  
70000 Seremban, Negeri Sembilan  
Tel. : 06-751 2828 Fax : 06-754 3143  
Email: jkpsn@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Kedah  
Aras 5, Zon A, Wisma Persekutuan  
Pusat Pentadbiran Kerajaan Persekutuan,  
06550 Bandar Muammar Shah, Kedah  
Tel. : 04-700 0100 / 04-735 5880 Fax : 04-732 9659  
Email: jkpkd@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 5711 / 05-253 0629 / 05-242 1925  
Fax : 05-255 5219  
Email: jkppk@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Perlis  
No 3, Jalan Hospital,  
01000 Kangar Perlis  
Tel. : 04-677 4100 Fax : 04-676 7427  
Email: jkppl@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Pulau Pinang  
Tingkat 4, Kompleks Sempaja Jaya,  
Jalan Sempaja,  
13700 Seberang Jaya, Pulau Pinang  
Tel. : 04-399 1144 / 04-399 4106 Fax : 04-398 8844  
Email : jkppp@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Pahang  
Tingkat 2, Wisma PERKESO, Jalan Mat Kilau,  
25000 Kuantan, Pahang  
Tel. : 09-513 2900 / 09-513 2834  
Fax : 09-513 2923  
Email: jkpph@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Terengganu  
Aras 3, Wisma Perkeso, Jalan Air Jernih,  
20538 Kuala Terengganu, Terengganu  
Tel. : 09-622 5288 Fax : 09-623 6654  
Email: jkptg@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Kelantan  
Tingkat 5, Wisma PERKESO  
PT 304-307, Seksyen 22, Jalan Kota Dandi Naim,  
15330 Kota Bharu, Kelantan  
Tel. : 09-748 2075 / 09-748 8745 Fax : 09-747 9745  
Email: jkplkn@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Sarawak  
Aras 17, Bangunan Arvin Kuching Gateway,  
No. 8, Jalan Bukit Matia,  
93100 Kuching, Sarawak  
Tel. : 082-242 257 Fax : 082-259 846  
Email: jkpsw@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Sabah  
Tingkat 1, Sayap Kanan, Wisma PERKESO,  
No. 11, Loong Sempelang, 8100 Kota Kinabalu, Sabah  
Tel. : 088-235 055 / 088-230 855 / 088-233 576  
Fax: 088-233 367  
Email: jkpsb@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan WP Labuan  
Lot 5-10, Tingkat 1, Wisma Wong Wo Lo,  
87000 Wilayah Persekutuan Labuan  
Tel. : 087-424 857 / 087-424 858 Fax : 087-424 855  
Email: jkwpb@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan  
Cawangan Miri  
Tingkat 5, Wisma Y Lan, Jalan Brooke,  
98008 Miri, Sarawak  
Tel. : 086-428 151 Fax : 086-429 151  
Email: jkpmr@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan  
Cawangan Sibul  
Lot 445, Blok 5 STD, Tingkat 11, Wisma Varsity,  
08000 Pulau, 96000 Sibul, Sarawak  
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Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan  
Cawangan Bintulu  
Lot 464, Jin Law Gek Soon Bintulu Town District  
97000 Bintulu Sarawak  
Tel. : 086-510 940 Fax : 086-511 629  
Email: jkpbntulu@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan Cawangan Tawau  
Lot 12, 11 & 12, Tingkat 1, SUCC Commercial Development,  
Kulera Point, Jalan Kulera, Peti Surat 50657,  
91016 Tawau, Sabah  
Tel. : 088-748 639 Fax : 089-748 635  
Email: jkptawau@mohr.gov.my

Pengarah  
Jabatan Keselamatan dan Kesihatan Pekerjaan  
Cawangan Sandakan, Tingkat 1, Wisma Saban, Batu 7,  
Jalan Labuk, W.D.T 71, Bangunan Rumah Persekutuan,  
96000 Sandakan, Sabah  
Tel. : 089-672 059 / 089-672 072 Fax : 089-672 069  
Email: jkpsdn@mohr.gov.my



# OSHA 1994 REQUIREMENT

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



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH  
(DOSH)

MINISTRY OF HUMAN RESOURCES

Aras 1, 3, 4 & 5, Blok D4, Kompleks D,  
Pusat Pentadbiran Kerajaan Persekutuan, 62530 WP Putrajaya  
Tel. : 03 8000 8000 Fax : 03 8889 2443  
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# 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 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; and
- ❖ The structure and functions 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; and
- ❖ 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 representative 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;
- which a member of committee or a person employed thereat considers is not safe or is a risk to health; and
  - 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 programme;
- ❖ 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/diseases, and assist to organise promotional activities; and
- ❖ 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 month 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;
- ❖ Complete 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 as Safety 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.