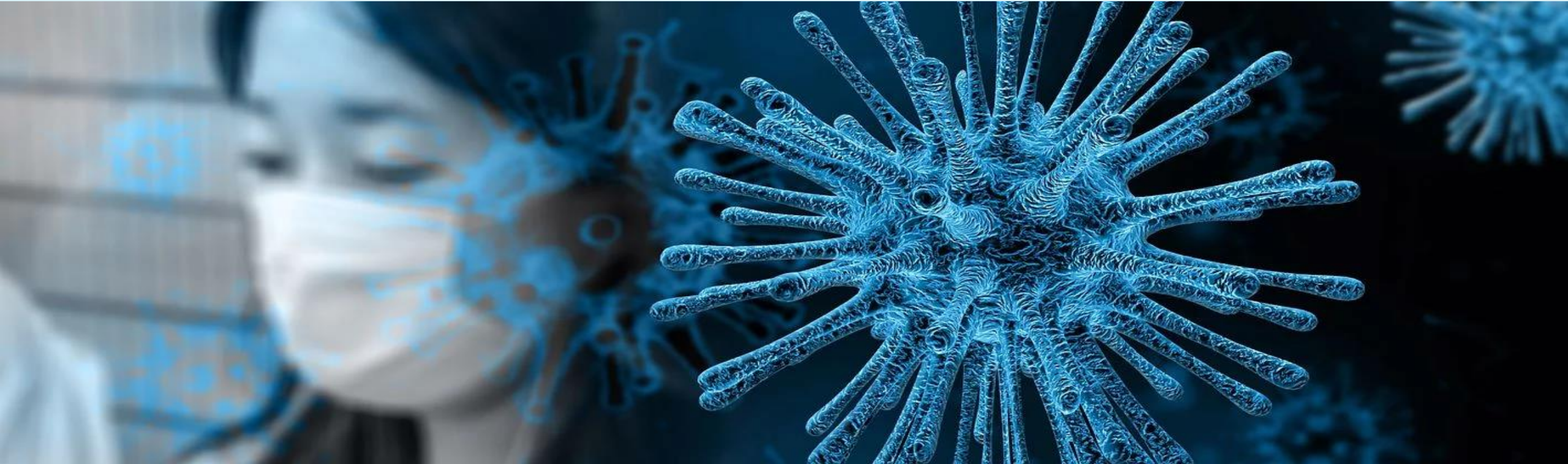




Department of Occupational Safety and Health  
Ministry of Human Resources  
Malaysia

# **SAFE WORK PROCEDURE FOR PREVENTION OF COVID-19 AT WORKPLACE**



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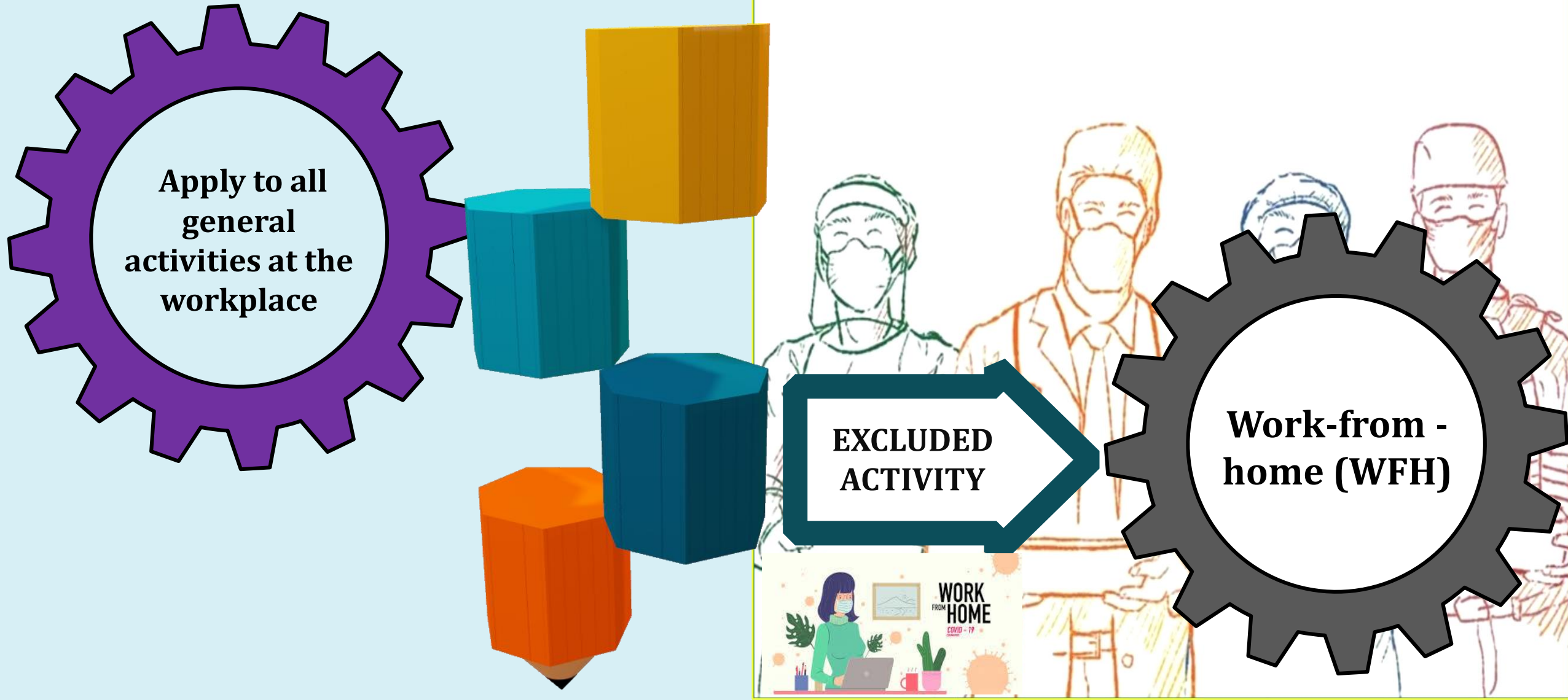
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Scope

3

Abbreviation

# 1. APPLICATION



## 2. SCOPE





### 3. ABBREVIATION



Acronyms	Mean
COVID-19	Novel Coronavirus Disease 2019
ERT	Emergency Response Team
ILO	International Labour Organization
MOH	Ministry of Health Malaysia
OSH-C	Occupational Safety and Health - Coordinator
POP	Principles of Prevention
PPE	Personal Protective Equipment
PTO	Permit to Operate
SHC	Safety and Health Committee
SHO	Safety and Health Officer
SSS	Site Safety Supervisor
SWP	Safe Work Procedure
WFH	Work From Home
WHO	World Health Organization



## 4.1 ROLES AND RESPONSIBILITIES - Employer

Ensure compliance with legal requirements and safe work procedure related to COVID-19.

1

Ensure as far as is practicable the workplace is safe and without risk of COVID-19 infection to employees and public.

2

Ensure as far as is practicable the entry and exit arrangement to the workplace is safe and without risk to COVID-19 infection.

3

Ensure the facilities and welfare of employees related to COVID-19 risk control and resources are adequately provided.

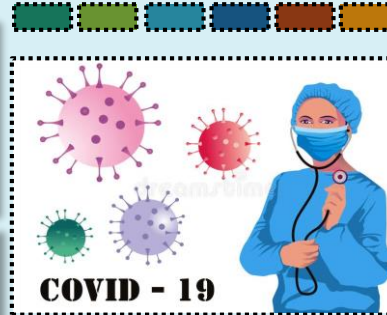
4

Ensures information, training and supervision related to COVID-19 is provided and disseminated.

5

Provide suitable PPE to employees according to their work needs and complied with latest SOP related to COVID-19 (eg. PKPP – *Perintah Kawalan Pergerakan Pemulihan*) issued by MKN.

6



7

Develop a COVID-19 Risk Control Program through risk assessment and ensuring it is implemented.

8

Conduct daily body temperature measurement and symptom screening to employee, visitor and client before he / she being allowed to enter the workplace.

9

Ensure workplace is registered with MySejahtera application.

10

Appoint trained personnel or nurse assistant to conduct employees' temperature measurement and health screening.

11

Appoint (SHO / SSS / OSH-C / SHC Secretary) as Coordinator to report on the compliance status of the COVID-19 Risk Control Program

12

Ensure physical distancing (minimum distance of 1 meter).

## 4.2 ROLES & RESPONSIBILITIES - Coordinator

**1.** Assist employer in implementing and monitoring the implementation of the COVID-19 Risk Control Program.



**2.** Advise employers on actions to take to prevent COVID-19 infection.



**3.** Implement control measures to prevent COVID-19 infection recommended by MOH, WHO and ILO.



**4.** Investigate and notify employer and the Emergency Response Team (ERT) if there is person with COVID-19 symptom at the work.

**5.** Ensures the temperature measurement device is calibrated and functioning well, and ensure adequate supply of hand sanitizers are available at the workplace.

**6.** Record and analyze the data of COVID-19 Risk Control Program and report to relevant authorities.

## 4.3 ROLES & RESPONSIBILITIES - ERT

**1.** Take immediate action when receiving report on person detected having COVID-19 symptom at the workplace .

**2.** Contact the Coordinator or Medical Officer (if any) to inform to the employer.

**3.** Isolate the person with COVID-19 symptom in a designated room and refer the person to the hospital for further treatment.

**4.** Assist employer in disinfection work at affected location with relevant authorities (if necessary).

### SYMPTOMS of Covid-19



FEVER



COUGH



SHORTNESS  
OF BREATH



SORE THROAT



HEADACHE





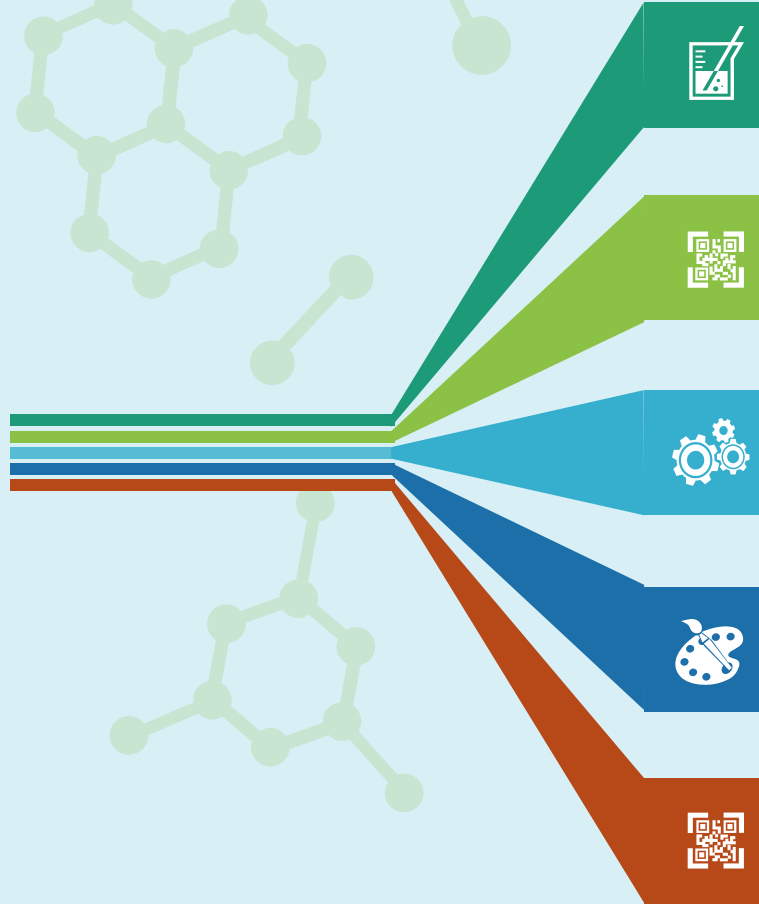
## 4.4 ROLES & RESPONSIBILITIES - Supervisor



*Supervisor*

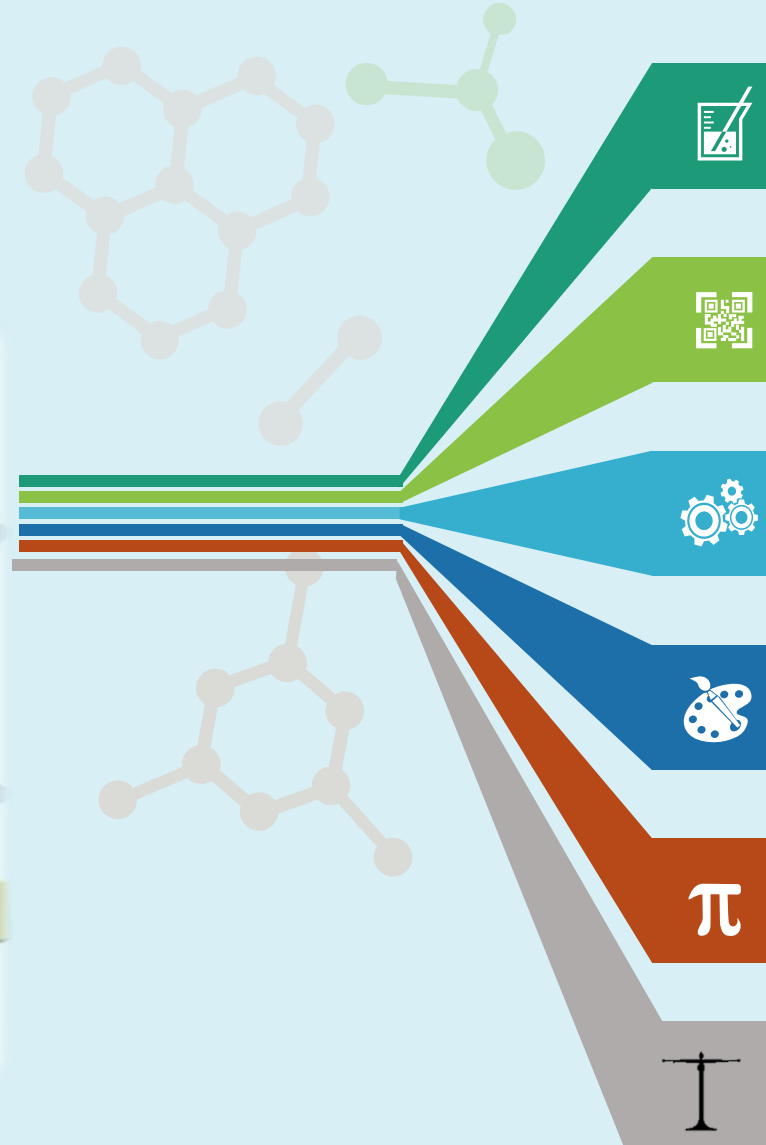


*Supervise*



1. Monitor and ensure instruction and rules in the COVID-19 Risk Control Program is comply with by all the subordinates e.g. physical distancing and PPE usage.
2. Monitor the subordinates continuously for any COVID-19 infection symptom.
3. Inform the employer and Coordinators immediately if any of the employees suddenly develop of COVID-19 infection symptom.
4. Monitor control and prevention measures, including isolation of employees with COVID-19 symptoms.
5. Assist Coordinator in preparing documents and maintaining records related to employees' attendance and their health status.

## 4.5 ROLES & RESPONSIBILITIES - Employee



1. Responsible for the safety and health of oneself, co-workers and others that may be affected during work, including make self-declaration of health status.
2. Comply with SWP and usage of required PPE during work.
3. Use of face shield is encouraged when performing work that requires interaction with the public.
4. The use of face mask is mandatory in public and crowded places.
5. Employees with COVID-19 symptoms must immediately inform their employer, Supervisor or Coordinator so that further action can be taken.
6. Comply with any rules and instruction set by employers related to COVID-19 and any guidelines set by the MOH, WHO, ILO and any related agencies.

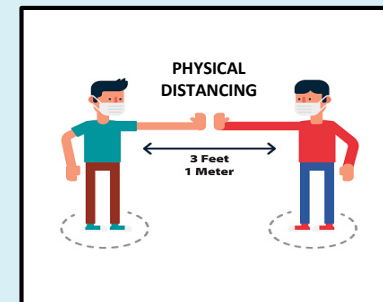
# 5.1 PROCEDURE BEFORE ENTERING WORKPLACE



1. Every person who enter the workplace is encouraged to wear a facemask and person with COVID-19 symptoms is required to wear the facemask.
2. Comply with physical distancing, avoid shaking hands and wash hands frequently either with water and soap or hand sanitizer.
3. Report to security personnel / desingned person and record attendance.
4. Undergo body temperature measurement.  
(Refer to **Procedure Before Entering Workplace - Symptom Screening and Body Temperature Measurement**).



5. Person Under Investigation (PUI) or person with COVID-19 symptoms or person includes in cluster listed by MOH or person suspected of being exposed to person having COVID-19 infection are not allowd to enter the workplace.
6. Attend safety briefings session related to control and preventive measures related to COVID-19 and rules to comply with at the workplace.



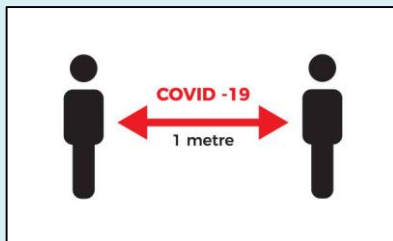
## 5.2 PROCEDURE BEFORE ENTERING WORKPLACE – Symptom Screening and Body Temperature Measurement



1. Each person should be screened by a trained person or nurse assistant equipped with PPE (facemask and glove protection).
2. Anyone with a body temperature of  $37.5^{\circ}\text{C}$  or above is not allowed to enter the workplace and required to repeat a body temperature measurement. Report to the employer if body temperature measurement remains at  $37.5^{\circ}\text{C}$  or higher for further action.



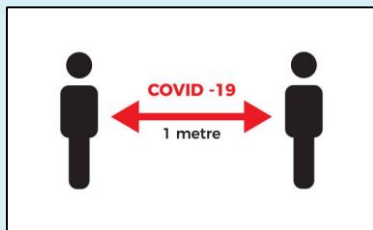
3. Anyone person who has been screening and shows COVID-19 symptom is not allowed to enter the workplace, and such case should be reported to employer.
4. Temperature measurements and symptomatic screening are performed on employees, visitors and customers daily before being allowed into the workplace.
5. Use MySejahtera application, other applications approved by MKN or manually record the entry of employee, visitor or client into the workplace.





## 5.3 GENERAL RULES – During Work

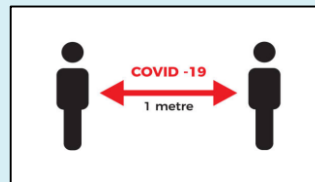
1. Comply with work schedules set by employer.
2. Comply with safe work procedures and work instructions set at work.
3. Encourage to wear facemask at all times and use hand sanitiser that has been provided at the workplace.
4. Common areas at the workplace such as lobby, lift, meeting room, resource room, cafeteria, pantry, prayer room, lounge, toilet and others should undergo the disinfection process as recommended by MOH.
5. Use lidded trash bin for disposal of used facemask, gloves and tissue papers.



6. Practice no-handshake.
7. Practice physical distancing among employees at work (minimum distance of 1 meter)
8. If required to conduct physical meeting. (Refer to **General Rules – Conducting Meeting**).
9. Comply with staggered break time schedule at the workplace.
10. Avoid unnecessary work activities that requires employees to travel out of the workplace.
11. Use personal items for prayers e.g. prayer mat, “kain telekung” etc. and do not share these items.
12. Common passenger transport vehicles must be disinfected regularly.

## 5.4 GENERAL RULES – Conducting Meeting

1. Avoid unnecessary meeting.
2. Implementing alternative communication methods (virtual meetings or online).
3. If it is necessary to conduct a physical meeting, ensure all procedures and control measures are complied with, and air ventilation in the room is functioning well.
4. Ensures all meeting members are informed of the rules and controls that must be followed during the meeting.
5. Each member of the meeting is encouraged to wear a facemask and wash hand with water and soap or hand sanitizer provided by the organizer.



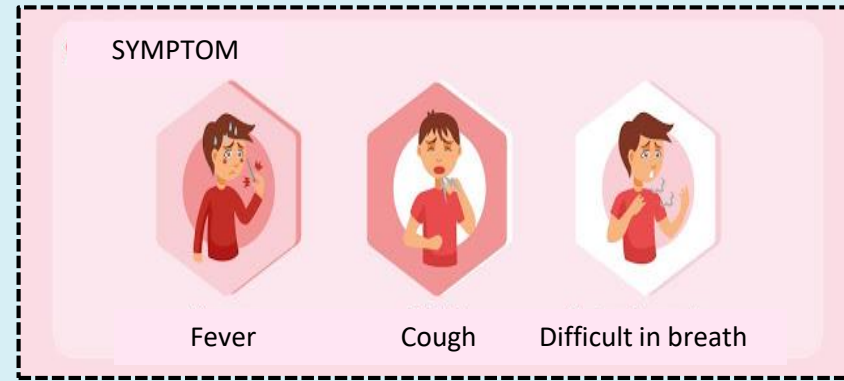
6. Ensure that the meeting's members comply with physical distancing.
7. Information of the attendees of the meeting should be kept in the event of a need to contact them.
8. Employers should immediately notify all members of the meeting if any of them is suspected having COVID-19 infection, so that they can take precautions and contact the nearest District Health Office.
9. Comply with the latest SOPs related to the organizing of meetings issued by the Government.

# 5.5 MANAGING EMERGENCY SITUATION ON COVID-19



If any person showing COVID-19 symptom during work, the following action need to be taken:

1. Coordinators or Supervisors with the help of ERT should isolate the symptomatic worker in a special setting. Gather information on the employee's situation and inform the employer.
2. The ERT involved in the treatment of symptomatic workers must comply with established procedures and wear PPEs (facemask, medical gowns and gloves).



3. The symptomatic worker should be sent to the hospital for further examination.
4. Employer need to cooperate with MOH to identify their employee's close contact if asked to do so.
5. Employers need to identify the affected areas for immediate cleanup and disinfection process according to the method recommended by MOH.

## 5.6 WORKPLACE CLEANING AND DISINFECTION



1. Perform regular cleaning and disinfection process as per MOH recommendations at identified workplace.
2. Cleaning and disinfection should be done each time before commencing operations for the workplace and 3 times daily for common areas and should be recorded in the log book provided.
3. Dedicated lidded trash bin must be provided for employees to dispose used facemask, gloves and tissue papers. The trash bin should have automatic cover (foot pedal) and provide a plastic bag that can be properly sealed and labeled.



Surface such as chairs, desks, phones, computer keyboards, mouse should be cleaned and disinfected regularly

4. Every person is encouraged to clean himself/herself before leaving the workplace.
5. Employers are required to keep up to date with the latest development, information and the relevant directive of COVID-19 by the MOH through website : <http://www.moh.gov.my>





## 5. 7 HANDLING A PERSON WITH POSITIVE COVID-19 (For Health Workers)



Generally, the activities involved are as follows:



**1.** Patient is confirmed positive by laboratory test.



**2.** Admitted to isolation ward for treatment (symptomatic treatment).



**3.** If needed, antiviral drugs will be given.



**4.** Continuous monitoring of treated patient at isolation ward.



**5.** Discharge, if the consecutive test is negative.



**6.** Death body of COVID-19 patient must undergo a special burial process.

For additional information, please refer to “COVID-19 Management Guidelines in Malaysia. 5/2020 ”by MOH through the website <http://www.moh.gov.my>

# 6. PERSONAL PROTECTIVE EQUIPMENT (PPE) & TRAINING

Personal Protective  
Equipment (PPE)  
(Basic)

Training Required

1. Facemask.



2. Gloves.



3. Face shield.



4. PPE for person  
handling COVID-  
19 patient, please  
refer to guidance  
set by MOH.



1. Procedure on using  
PPE.



2. Personal hygiene  
such as hand washing.



3. Training for person  
handling COVID-19  
patient, please refer to  
guidance set by MOH.

# 7. CONTROL MEASURES USING THE PRINCIPLE OF PREVENTION (POP)



## 8. REFERENCES



1. COVID-19 Management Guidelines in Malaysia No.5 / 2020, Annex 1-35, Ministry of Health Malaysia  
<http://www.moh.gov.my/index.php/pages/view/2019-ncov-wuhan-guidelines>
2. Guidance on Preparing Workplaces for COVID-19 (2020), OSHA 3990-3  
<https://www.osha.gov/Publications/OSHA3990.pdf>
3. COVID-19 Workplace Protection and Improvement Guide, NSAI (National Standards Authority of Ireland)  
[https://www.nsai.ie/images/uploads/general/Covid-19 Workplace Protection and Improvement Guide.pdf](https://www.nsai.ie/images/uploads/general/Covid-19_Workplace_Protection_and_Improvement_Guide.pdf)
4. Letter of Authorization of Operation and Employee Movement of Companies within the Control Order Period Movement, Ministry of International Trade and Industry (MITI)Malaysia.
5. ILO COVID-19 and the world of work <https://www.ilo.org/global/topics/coronavirus/lang--en/index.htm>





Department of Occupational Safety and Health  
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*Terima Kasih*

Thank You