

Occupational Safety and Health Policy

THIS POLICY APPLIES TO:

- MST Golf Group Berhad
(Registration No.: 199301009307 (264044-M))
- MST Golf Sdn Bhd
(Registration No.: 198901011987 (189294-P))
- MST Golf Management Sdn Bhd
(Registration No.: 200101013452 (549209-A))
- MST Golf Arena Sdn Bhd
(Registration No.: 199801015399 (471528-D))
- Unless otherwise specified, any other companies that may become subsidiaries of MST Golf Group Berhad after the effective date of this document.

Occupational Safety and Health Policy

ADOPTION & REVISION HISTORY:

Rev.	Effective Date	Description	Approved by
0	1 April 2023	Formal Adoption	Executive Directors
1	15 Aug 2024	Updated the policy in line with the 2022 amendment to the OSH Act that took effect on 1 June 2024.	Executive Directors

(SEE NEXT PAGE FOR POLICY)

Occupational Safety and Health Policy

1. INTRODUCTION

- 1.1. MST Golf Group Berhad (“Company”) and its subsidiaries listed on the cover page of this document (collectively including the Company, “Group”) recognize their duty as responsible employers to provide safe and conducive working environments for their employees (“Employees”) and stakeholders engaged by the Group to work within the premises of the Group, and also undertake to protect their customers and visitors from potential hazards that may arise from their operations.
- 1.2. To this end, the Group shall comply with the relevant laws governing occupational safety and health, including but not limited to the Malaysia Occupational Safety and Health Act 1994 and its latest amendments (“OSHA”).

2. OBJECTIVES

- 2.1. The objectives of this Occupational Safety and Health Policy (“Policy”) are to:
 - 2.1.1. Lay out the responsibility structure with regards to occupational safety and health within the Group.
 - 2.1.2. Lay out the general principles, rules, and procedures for the prevention of safety and health hazards, incidents, and accidents, as well as for the safe and healthy handling of incidents and accidents if they occur.
 - 2.1.3. Ensure compliance with the latest requirements of OSHA, including new safety obligations, increased penalties, and enhanced protection for employees.

3. REPORTING STRUCTURE & RESPONSIBILITIES

- 3.1. The following chart outlines the Group’s occupational safety and health reporting structure:



- 3.2. “Board of Directors” (“Board”) consists of all the directors of the Company. Its main responsibility is to oversee the occupational safety and health matters of the Group and ensure that policies and procedures for such matters are adequate and being complied.

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- 3.3. "Sustainability Working Committee" refers to the same Sustainability Working Committee stipulated in the Group's Sustainability Policy. Its main responsibility with regard to this Policy is to monitor and evaluate occupational safety and health activities and performance in accordance with this Policy.
- 3.4. "Occupational Safety and Health Working Committee" ("OSH Committee") consists of an appointed chairman, an appointed secretary, representatives from management, and representatives from non-management employees. The OSH Committee should consist of a balanced number of representations from all major departments and employee levels. The OSH Committee is responsible to:
 - 3.4.1. Draft and recommend improvements to this Policy for the Board's approval;
 - 3.4.2. Conduct regular meetings to discuss accident prevention methods, safety promotion, injury records and other pertinent subjects;
 - 3.4.3. Conduct an immediate meeting in the event of an accident that results in the loss of life or serious bodily injury of a person;
 - 3.4.4. Conduct safety tours of the premises, which include quarterly inspections on high-risk areas to detect accident sources and hazards;
 - 3.4.5. Ensure that occupational safety and health risk assessments are carried out, including assessments regarding substances hazardous to health;
 - 3.4.6. Conduct investigations of accidents and hazardous conditions and make recommendations for corrective actions.
 - 3.4.7. Conduct or co-ordinate occupational safety and health training.
 - 3.4.8. Ensure that emergency procedures are developed and implemented to deal with emergencies that may arise during employees' work.
 - 3.4.9. Ensure that all employees are aware of their rights to remove themselves from imminent danger if the employer fails to address the danger, and protect them against undue consequences and discrimination.
 - 3.4.10. Ensure the appointment of an occupational safety and health coordinator if there are more than five (5) employees at the workplace.
- 3.5. Occupational Safety and Health ("OSH") Coordinators are appointed for every workplace that has more than five (5) employees. Along with the OSH Coordinators, "Heads of Departments" ("HOD") are responsible to:
 - 3.5.1. Draft and recommend improvements to safety and health procedures pertinent to their respective departments' functions for the approval of the Group's executive directors.
 - 3.5.2. Monitor and ensure the compliance of their respective departments to this Policy as well as the safety and health procedures.

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- 3.5.3. Provide feedback to the OSH Committee with regard to occupational safety and health matters within their respective departments.
- 3.6. Employees of the Group ("Employees") are responsible to:
 - 3.6.1. Comply with this Policy.
 - 3.6.2. Be responsible for working safely and carrying out their duties with skill and care as to not cause accident injury to themselves, colleagues, or the public.
 - 3.6.3. Immediately report all injuries, incidents, accidents, near misses, and potential hazards to their supervisor.
 - 3.6.4. Know the location of all fire extinguishers, fire alarms or other safety and warning devices.
 - 3.6.5. Ensure all personal safety equipment is being used properly.
 - 3.6.6. Maintain clean and orderly work area.
 - 3.6.7. Exercise the right to remove oneself from imminent danger if the employer fails to address the danger.

4. EMPLOYEES' RIGHTS

- 4.1. Employees have the right to remove themselves from work if they believe there is an imminent danger that the employer has not addressed. Imminent danger is defined as a serious risk of death or serious bodily injury caused by any plant, substance, condition, activity, process, practice, procedure, or place of work hazard. Employees exercising this right will not face undue consequences or discrimination.

5. TRAINING

- 5.1. The Group ensures that its employees attend adequate trainings on occupational safety and health topics, including those mandated by OSHA. These trainings shall be conducted by qualified training providers and where relevant, shall be registered competent training providers under OSHA.

6. EFFECTIVE SAFETY & HEALTH COMMITTEE

- 6.1. An effective OSH Committee depends on:
 - 6.1.1. Sincerity and Interest
Both management and employee members must be sincere, co-operative and intent on the mission of maintaining safe working conditions and methods.
 - 6.1.2. Adhering to schedules of meetings and inspections
Both management and employee member must attend the scheduled meetings and inspections.

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- 6.1.3. Action on recommendations and suggestions
Maintaining interest and support of employees requires that immediate consideration and action be taken on all suggestions.
- 6.1.4. Records of injuries and rates
A current record should be kept of all injuries and monthly injury frequently rates for discussion, action and determination of accomplishments or areas needing further attention.
- 6.1.5. Regular review of policy
Regularly review and update safety and health policies to comply with the latest OSHA amendments and ensure continuous improvement.

7. GENERAL WORKPLACE SAFETY & HEALTH RULES

- 7.1. All accidents, injuries or near misses, regardless of their nature, shall be promptly reported to HODs, OSH Coordinators and the OSH Committee.
- 7.2. Clothing shall be appropriate to the duties being performed.
- 7.3. Running is not permitted except in extreme emergencies.
- 7.4. Smoking is not permitted in any part of the warehouse or office. You may only smoke in designated areas.
- 7.5. Visitors are to be escorted by Employee while on company property.
- 7.6. Hand tools are to be used for their intended purpose only.
- 7.7. Always inspect tools and equipment before use. Report defects to supervisor and inform other potential workers. Do not use defective tools or equipment.
- 7.8. Obey warning signs and tags. They are posted to point out hazards.
- 7.9. Operate only the equipment and machinery that you are trained and/or authorized to use.
- 7.10. Riding on equipment is prohibited except where designated for operator.
- 7.11. All spills will be immediately cleaned up and reported.
- 7.12. Maintain good housekeeping practices in all work areas.
- 7.13. Wear protective equipment as required.
- 7.14. Aisles are to be kept clear at all times.
- 7.15. Avoid injury by lifting correctly. If it is heavy, ask for help.
- 7.16. Corridors and doorways must be kept free of obstructions and properly lit.

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- 7.17. Warning signs must be displayed where a potential hazard may cause injury. Warning sign must be strictly adhered to.

8. SAFETY & HEALTH RULES AT OFFICE & WAREHOUSE

8.1. Security Pass (Staff ID Tag & Access Card)

- 8.1.1. Employees are required to wear their Staff ID Tag at all times within the Group's premises.
- 8.1.2. Employees may be given access cards for door access, which must be kept in safety and used accordingly during daily entries to and exits from the Group's premises.
- 8.1.3. Any Employee who has lost his/her access card or Staff ID Tag should report to Group's Admin Department immediately.

8.2. Security Check

- 8.2.1. The Group's security guards or any authorised persons may at any time conduct checks on any Employee's parcel, container or personal belongings that he/she carries into or out of the Group's premises (including offices and outlets).
- 8.2.2. The Group's security guards or any authorised persons are also authorised to question any persons including Employees as to why they are in a certain part of the Group's premises.

8.3. Office Safety

- 8.3.1. Keep an eye open for loose or uneven floor coverings.
- 8.3.2. Be cautious when approaching a door that can be pushed towards you.
- 8.3.3. Haste when walking between workstations/ desks can result in bruises and falls.
- 8.3.4. Keep all electrical cords out of aisles and walkways.
- 8.3.5. All files and table drawers should be closed when not in use. Never open more than one drawer at a time. When closing drawers, don't slam the drawers' shut but close it slowly in order not to inflict injuries to your fingers.
- 8.3.6. Never overload the top drawer of a file cabinet. If unfamiliar with the cabinet, test the drawers and be careful not to pull them out too far.
- 8.3.7. Furniture such as tables and chairs should be free of sharp corners, projecting edges and wobbly legs.
- 8.3.8. Never use chairs, desks or other office furniture as a make-shift ladder.
- 8.3.9. Check to see that electrical cords are in good condition. If a machine shocks, is unsafe, unplug it and report.

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8.3.10. Report any and all unsafe conditions to your supervisor immediately.

8.4. **Housekeeping**

8.4.1. Aside from the accident prevention benefits, good housekeeping contributes to efficient performance.

8.4.2. Keep work areas and storage facilities clean, neat and orderly.

8.4.3. All aisles, stairways, exits and access ways should be kept clear.

8.4.4. Do not place files, boxes or other movable containers at height not visible from the floor.

8.4.5. When piling materials for storage, make sure the base is level and firm.

8.4.6. Clean up spills immediately to avoid hazards. In the event of clean up delay, the area must be appropriately posted.

8.4.7. Sharp and pointed objects should be stored to prevent persons from coming in contact with them.

8.4.8. Electrical panels and fuse boxes must be kept closed at all times and the surrounding areas are kept clear.

8.4.9. All switched or drives on machinery must be shut down at the end of the working day.

8.5. **Vehicle Safety**

8.5.1. All employees are responsible for safety checks of all Company's vehicles they are assigned to drive. The check must include:

- | | |
|------------|------------------|
| (a) Lights | (d) Turn signals |
| (b) Brakes | (e) Wipers |
| (c) Horn | (f) Tyres |

8.5.2. Report any unsafe condition to your supervisor before operating the vehicle.

8.5.3. Position all adjustment for safe driving before putting the vehicle in gear such as the seats and inside/ outside mirrors.

8.5.4. Never take strong medication or other controlled substances before driving a vehicle

8.5.5. All individuals who drive or ride in a company vehicle must ensure that seat belt is fasten. Supervisors must ensure that employees are utilizing seat belts.

8.5.6. Stay within the posted speed limit.

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- 8.5.7. Signal intentions well in advance including changes in lanes and actual changes in direction. Avoid sudden braking.
- 8.5.8. Maintain an appropriate distance behind other vehicles to prevent tailgating accidents.
- 8.5.9. Turn on low beam headlight during dark periods of the day such as rainstorms.

8.6. **Vehicle Accident Report**

- 8.6.1. The driver of the Group's vehicle must report the accident to their supervisor and the police as soon as possible (within 24 hours).
- 8.6.2. Exchange names, handphone number, vehicle description and car registration number with the other person involved.
- 8.6.3. Offer no information regarding the responsibilities for the accident or what should have been done to avoid it.

8.7. **Warehouse Safety**

- 8.7.1. Before loading and unloading a truck, set the brakes.
- 8.7.2. Do not move a truck before all persons are properly seated or protected from the hazards of a shifting load.
- 8.7.3. Do not misuse forklifts or pallet jacks.
- 8.7.4. Lower forks to the ground when the truck is not in use.
- 8.7.5. Do not overload the cargo lift.
- 8.7.6. Do not allow anyone to stand or walk under a load.
- 8.7.7. Keep aisles unobstructed.
- 8.7.8. Stow pallets flat.
- 8.7.9. Do not store highly combustible chemicals in a warehouse. These should be kept in a separate storage area.
- 8.7.10. Avoid staking materials on the floor. Use pallets.
- 8.7.11. A seatbelt should be worn while operating a forklift.

8.8. **Pallets & Storage Racks**

- 8.8.1. Ensure that pallets used to transport or store materials/ containers are loaded, moved, stacked, arranged and stored in a manner that does not create danger to workers.

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8.8.2. Ensure that racks used to store materials are maintained to support the load placed on them and are placed on firm foundations that can support the load.

8.8.3. Report any damage to a storage rack to the supervisor.

8.9. **Forklift Trucks**

8.9.1. Forklift trucks shall be examined before being used. Check the operator controls, brakes, lights, horn and the movement of the fork.

8.9.2. Unless qualified, the operator should not attempt to make any repairs.

8.9.3. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.

8.9.4. Only loads within the rated capacity of the forklift truck shall be handled.

8.9.5. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.

8.9.6. The operator shall:

- (a) Observe all traffic safety rules
- (b) Maintain a safe distance, approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
- (c) Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- (d) Slow down for wet and slippery floors.

8.9.7. The operator shall not:

- (a) Operate a forklift truck while using prescription or over the counter medications that may interfere with the safe operation of the forklift truck in any manner.
- (b) Allow any person to ride on forklift trucks except the operator.
- (c) Use forklift truck for opening or closing freight doors.
- (d) Block fire aisles.
- (e) Participate in stunt driving.
- (f) Push or tow other forklift trucks.

8.9.8. Extreme care must be taken when load is raised high.

8.9.9. When lifting a load, always check for any overhead obstructions that might be damaged or cause the load to spill or topple the truck.

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8.9.10. Never allow other staffs to stand nearby when you stack materials.

8.10. **Ladders**

8.10.1. Completely inspect all ladder hardware and fittings before each use.

8.10.2. Do not use defective ladders; report them immediately to your supervisor.

8.10.3. Be sure your shoes are free of any material which could cause you to slip while climbing.

8.10.4. Set the ladder base firmly on the ground or floor.

8.10.5. Do not climb a ladder if you are ill or afraid of heights.

8.10.6. Stepladder's safety rules:

(a) Select a stepladder tall enough to reach the work. Never stand on the top two steps.

(b) Be sure the stepladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.

8.11. **Hygiene and Waste Disposal**

8.11.1. Facilities for the disposal of waste materials must be kept in a clean and hygienic condition.

8.11.2. Ensure food waste is disposed off properly daily. Wash your hands after putting waste in rubbish bin.

8.11.3. Inform Admin of any defects or concerns regarding the facilities e.g., uncleanness, refrigeration malfunction.

8.12. **Drugs and Alcohol**

8.12.1. The use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee may undertake his/ her duties if under the influence of alcohol or drugs (except under medical supervision).

9. **FIRE SAFETY**

9.1. **Fire Protection Measures**

9.1.1. Fire extinguishing equipment must be prominently displayed and within easy access at all times. The expiry date of the equipment must be checked and tracked.

9.1.2. Know the location of extinguishers and how to use them (PASS):

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- (a) **P**ull safety pin from handle
 - (b) **A**im at base of fire
 - (c) **S**queeze the trigger handle
 - (d) **S**weep from side to side
- 9.1.3. Do not use water type extinguishers on electrical fires due to the risk of electrocution.
- 9.1.4. Keep flammable material and cleaning solvent a safe distance from heating vents and other source of heat.
- 9.1.5. "No Smoking" must be enforced in all areas where hazardous materials are stored or used and where smoking is prohibited.
- 9.1.6. Exit doors must not be blocked or locked so as to prevent exit.
- 9.2. **Fire Drill**
- 9.2.1. Once the fire alarm rings, all employees must evacuate the premises. Employees must not take time to collect their belongings.
- 9.2.2. Employees are assigned to designated exit door for evacuation.
- 9.2.3. Evacuation areas must be assigned for each group of employees in accordance to the location of the office or warehouse.
- 9.2.4. Floor Representative who are elected on each floor, must mark the attendance of all employees at the evacuation area.
- 9.2.5. Employees are not allowed to return to the office until instructions are given to do so.
- 9.2.6. Fire Drill exercise to be conducted at least once a year. The total time required for the evacuation must be recorded.
- 9.3. **Procedure in the Event of Fire**
- 9.3.1. Action to be taken by any person discovering or suspecting an out-break of fire
- (a) Inform others by shouting "Fire! Fire! Fire!"
 - (b) Try to put it out by using the suitable fire appliances.
 - (c) Raise the alarm by breaking the 'Break Glass' system.
 - (d) Cut electric supply if possible.
- 9.3.2. Evacuation in the event of fire - To avoid delay in evacuating the premises when the fire alarm is sounded, all occupants and visitors must adhere to the following:

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- (a) Do not panic.
- (b) Leave the building at once in an orderly manner using the nearest emergency exit doors and staircase.
- (c) Do not carry large items which could hinder evacuation.
- (d) Assemble at the designated assembly area.
- (e) Do not enter the building again except with permission from the Fire Office.

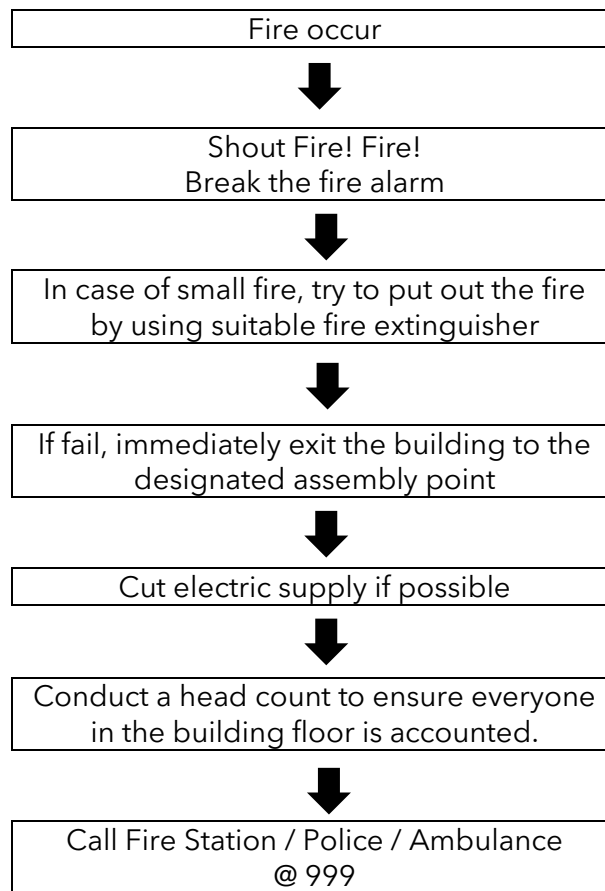
9.3.3. Duties and responsibilities of Floor Representatives:

- (a) Direct all occupants and visitors to the ground floor via emergency exit doors and staircase to assembly area.
- (b) After ensuring that all occupants and visitors have been evacuated, switch-off the power supply and then proceed to Assembly Area.
- (c) Conduct a head count to ascertain any missing person and ensure that everyone in the building/ floor is accounted for.

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9.3.4. Flow procedure in the event of a fire:



9.4. **If Caught in Smoke**

9.4.1. One should follow instruction below if caught in smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise to ceiling level.
- Breathe shallowly through nose and use a filter such as towel or shirt.

9.5. **If Trapped in Room or Building**

9.5.1. One should follow instruction below if trapped in room or building:

- Do not panic.
- Wet and placed cloth material around and under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Go to the nearest window to call for help.

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(e) Never try to jump from the building. Wait for the fire brigade to arrive.

9.6. The following plans shall be made available at every premise:

9.6.1. Layout showing location of and directions to reach fire exits, fire extinguishers and fire hoses, for every floor.

9.6.2. Layout showing location of fire hydrants and hose reels.

9.6.3. Layout showing locations of and directions to assembly points.

10. ACCIDENT

10.1. First Aid Arrangements

10.1.1. Each floor of the office building has a first aid kit box. The layouts showing the exact locations of each first aid kit box shall be made available.

10.1.2. Each first aid kit box contains:

- (a) a bottle of antiseptic & disinfectant cleansing solution
- (b) a bottle of Povidone Iodine
- (c) plaster strips
- (d) cotton balls
- (e) triangle bandage
- (f) surgical tape
- (g) medicated oil

10.2. Accident and Near Miss Reporting

10.2.1. The following protocol must be followed:

- (a) All employees must immediately report any occupational injury, accident or near miss to their supervisor or the OSH Committee.
- (b) Supervisor must immediately tend to injuries and then report them to the OSH Committee.
- (c) Supervisor must immediately discuss the incident with the OSH Committee and injured persons.

10.2.2. In compliance with occupational and workplace safety and health regulations, the cause of accident shall be determined, and recommendations must be made to prevent further re-occurrence. All reports of injury must also be filed.

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10.2.3. If an injury occurs a record must be kept and include the following:

- (a) Name of worker
- (b) A description of illness or injury
- (c) The first aid given to the worker
- (d) The date and time the illness or injury
- (e) The date and time the illness or injury was reported
- (f) Where at the work side the incident occurred
- (g) The work-related cause of the incident, if any

10.2.4. The Group must retain the records kept for 5 years from the date the incident is recorded.

10.3. **Accident Investigation**

10.3.1. All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near miss) must be thoroughly investigated.

10.3.2. The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence.

10.3.3. The OSH Committee shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the Board. The OSH Committee and Board shall determine what steps are to be taken to prevent recurrence.

10.4. **Accident Notification to DOSH by the OSH Committee**

Note: This subsection uses references of Malaysia's Occupational Safety and Health Act, Department of Occupational Safety and Health ("DOSH"), and their relevant procedures, forms and documents. Outside Malaysia, the equivalent acts, procedures, forms and documents shall apply.

10.4.1. Section 32 of Malaysia's Occupational Safety and Health Act states that an employer shall notify the nearest Department of Occupational Safety and Health ("DOSH") office of any accident, dangerous occurrence, occupational poisoning, or occupational disease which has occurred or is likely to occur at the place of work.

10.4.2. Refer **Appendix A**: What an Employer must do in case of an accident, dangerous occurrence, occupational poisoning or occupational disease.

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10.4.3. Guidelines on whether a case should be notified:

- (a) Determine whether a case occurred; that is, whether there was death, dangerous occurrence, poisoning, disease, or an injury.
- (b) Establish that the case was work related; that it resulted from an event or exposure in the work environment;
- (c) Decide whether the case is an accident or dangerous occurrence or an occupational poisoning or occupational disease; and
- (d) If the case is an occupational poisoning or occupational disease, notify using the JKKP 7 form, record and check the appropriate occupational poisoning or occupational disease category on the JKKP 8 form;

Or

If the case is death, serious bodily injury or dangerous occurrence notify the case immediately by the quickest means, then send a written report using the JKKP 6 form within seven working days and together with other case record in the JKKP 8 form.

10.4.4. JKKP 6 - Form for Notification of Accident and Dangerous Occurrence

- (a) The OSH Committee shall complete the JKKP 6 form and send it to the nearest DOSH office within seven working days of the date of accident or dangerous occurrence.
- (b) For every accident or dangerous occurrence reported using this form, it is necessary to record the incident in the register in JKKP 8 form.
- (c) To notify when:
 - i. Any work-related death
 - ii. Any work-related serious bodily
 - iii. Any work-related accidents that result in the employee not being able to work (medical leave) for more than 4 days.
 - iv. Any work-related dangerous occurrence as per Second Schedule, subregulation 5(1):
 - **Collapse of scaffolding**
A collapse or part collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or overturning.
 - **Collapse of a building or structure**
At any building or structure under construction, reconstruction, alteration, or demolition, a collapse or partial collapse of any part of the building or structure, or of

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any false-work, except where the manner and extent of collapse or partial collapse was intentional.

- **Electrical Short Circuit**
Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which, might have been liable to cause serious bodily injury to any person.
- **Escape of substance**
The uncontrolled release or escape of any substance or agent in circumstance which, might be liable to cause damage to health of, or serious injury to, any person.
- **Explosion, fire or failure of structure**
Explosion, fire or failure of structure affecting the safety or strength of any room or place in which person work, or to any machinery or plant contained therein. Any explosion or fire occurring in any place of work which resulted in the stoppage or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process material, their by-products or finished. Fire or explosion in a warehouse or storage area where hazardous substances are stored.
- **Lifting machinery, etc**
The collapse of, the overturning of or the failure of any load bearing part of any crane, derrick, winch, hoist, piling frame, lift, excavator or other appliance used in raising or lowering persons or goods, or any part thereof.

10.4.5. JKKP 7 - Form for Notification of Occupational Poisoning and Occupational Diseases

- (a) The OSH Committee to complete the JKKP 7 form and send to the nearest Department of Occupational Safety and Health Office within seven working days of the date of poisoning or diseases occurrence.
- (b) For every poisoning and diseases occurrence reported using this form, it is necessary to record the incident in the register in JKKP 8 form.
- (c) Refer to **Appendix B** for type of poisoning / diseases to be reported.

10.4.6. JKKP 8 - Form for The Register of Accidents, Dangerous Occurrence Occupational Poisoning and Occupational Diseases

- (a) To record the details of all accidents, dangerous occurrences, occupational poisonings and occupational diseases that occurred at the workplace whether notifiable or not.

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- (b) Submission date - before 31 January of each year.
- (c) JKKP 8 forms must be retained for at least 5 years.

11. HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL (HIRARC)

11.1. Definitions

- 11.1.1. **Hazard:** Anything (eg condition, situation, practice, behaviour) that has the potential to cause harm, including injury, disease, death, environmental, property and equipment damage.
- 11.1.2. **Hazard Identification:** The process of examining each work area and work task for the purpose of identifying all the hazards which are 'inherent in the job'.
- 11.1.3. **Risk:** The likelihood or possibility that harm (injury, illness, death, damage etc.) may occur from exposure to a hazard.
- 11.1.4. **Risk Assessment:** The process of assessing the risks associated with each of the hazards identified so the nature of the risk can be understood. This includes the nature of the harm that may result from the hazard, the severity of that harm and the likelihood of this occurring.
- 11.1.5. **Risk Control:** Taking actions to eliminate health and safety risks so far as is reasonably practicable. Where risks cannot be eliminated, then implementation of control measures is required, to minimize risks so far as is reasonably practicable.

11.2. Responsibilities

- 11.2.1. It is the responsibility of all HODs and OSH Coordinators to ensure HIRARC is implemented in their area of control and to consult with staffs as part of undertaking the hazard identification, risk assessment and control process.
- 11.2.2. It is the responsibility of employees to cooperate by providing effective and constructive information and feedback to aid the risk management process.
- 11.2.3. The OSH Committee to ensure that the risk assessment is carried out accordingly.

11.3. HIRARC Process

11.3.1. Classify work activities:

Classify work activities according to their similarity, such as

- (a) geographical or physical condition inside/ outside the premises;
- (b) stage in the production process/ service;
- (c) tasks that have been assigned, for example, packing stock.

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11.3.2. Hazard Identification

(a) Sources of Hazard:

- i. Machines - appliances, plant design
- ii. Processes - way a process is conducted
- iii. Human beings - dangerous act
- iv. Materials - chemicals and solvent
- v. Surrounding- work environment

(b) Type of Hazards:

- i. Physical - slippery floors, electric shock, sharp object height, fire, noise, etc.
- ii. Ergonomic - Repetitive movements, improper set up of workstation, poor design of equipment.
- iii. Workstation design (postural), etc.
- iv. Chemical - Depends on the physical, toxic properties of the chemical.
- v. Biological - Bacteria, viruses, insects, plants and humans, etc.
- vi. Psychosocial - Shift work, workload, harassment, discrimination, stress, violence, etc.

(c) Identify Hazards:

- i. Past incidents / accidents are examined to see what happened and whether the incident / accident could occur again.
- ii. Employees be consulted to find out what they consider are safety issues, i.e., ask workers about hazards near misses, they encountered as part of their work.
- iii. Workplace inspection (See **Appendix C** for office / warehouse safety inspection checklist).
- iv. Safety audits.

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11.3.3. Risk Assessment

- (a) Risk assessment involves considering the possible results of someone being exposed to a hazard and the likelihood of this occurring. Outcomes of risk assessments shall be recorded in the **HIRARC form in Appendix D**. A risk assessment assists in determining:
- i. How severe a risk is.
 - ii. Whether existing control measures are effective.
 - iii. What action should be taken to control a risk.
 - iv. How urgently action needs to be taken.
- (b) A risk assessment should include:
- i. Identify factors that may be contributing to the risk.
 - ii. Evaluation of how severe the harm could be.
 - iii. Evaluation of how a hazard may cause harm.
 - iv. Determining the likelihood of harm occurring.
 - v. Identify the action necessary to eliminate or control the risk.
- (c) Risk can be calculated using the following formula:

$$L \text{ (Likelihood)} \times S \text{ (Severity)} = \text{Relative Risk (RR)}$$

Likelihood of Occurrence:

This value is based on the likelihood of an event occurring e.g., 'How many times has this event happened in the past?' Assessing likelihood is based worker experience, analysis or measurement.

Likelihood (L)	Description	Rating
Most likely	The most likely result of hazard/ event being realized	5
Possible	Has a good chance of occurring and is not unusual	4
Conceivable	Might be occur at some time in future	3
Remote	Has not been known to occur after many years	2
Inconceivable	Is practically impossible and has never occurred	1

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Severity of Hazard:

Severity is based upon an increasing level of severity to an individual's health, the environment, or to property.

Severity	Description	Rating
Catastrophic	Numerous fatalities, irrecoverable property damage and productivity	5
Fatal	Approximately one single fatality major property damage if hazard is realized	4
Serious	Non-fatal injury, permanent disability	3
Minor	Disabling but not permanent injury	2
Negligible	Minor abrasions, bruises, cuts, first aid type injury	1

Risk Matrix Table:

		Severity (S)				
		1	2	3	4	5
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Risk Priority Table:

Risk	Description	Action
15-25	High	A High risk requires immediate action to control the hazard as detailed in the hierarchy of control. Actions taken must be documented on the risk assessment form including date for completion.
5-12	Medium	A Medium risk requires a planned approach to controlling the hazard and applies temporary measure if required. Actions taken must be documented on the risk assessment form including date of completion.
1-4	Low	A risk identified as Low may be considered as acceptable and further reduction may not be necessary. However, if the risk can be resolved quickly and efficiently, control measures should be implemented and recorded.

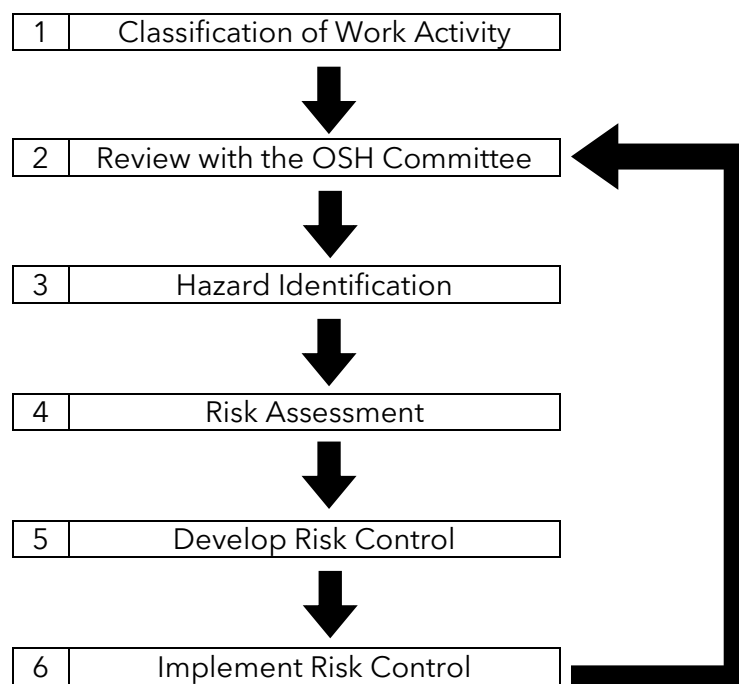
11.3.4. Risk Control

- (a) Having identified the hazard in the workplace, assessed the risks and reviewed the existing controls, all hazards must be managed before staff is hurt, become ill or there is damage to plant, property or the environment.
- (b) The management of risks in the workplace requires eliminating risks so far as reasonably practicable in the first instance. Where elimination is not possible, then risks should be minimized, so far as reasonably practicable.

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- (c) Type of risk control:
- i. Elimination
 - ii. Substitution
 - iii. Administrative e.g., safe work procedures, housekeeping, repair and maintenance programs, hygiene.

In summary, HIRARC flowchart:



12. CONTAGIOUS DISEASE

- 12.1. The Group follows the prevailing standard operating procedures and guidelines provided by the relevant health ministries with regard to prevention and management of contagious disease at the workplace.
- 12.2. The Group's decisions involving persons who have contagious diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a contagious disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a contagious disease.
- 12.3. Contagious diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. The Group may choose to broaden this definition within its best interest and in accordance with information received through the relevant health ministries.

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- 12.4. The Group reserves the right to exclude a person with a contagious disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the contagious disease and/or the welfare of others within the workplace.
- 12.5. The Group will comply with all applicable statutes and regulations that protect the privacy of persons who have a contagious disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have contagious diseases.

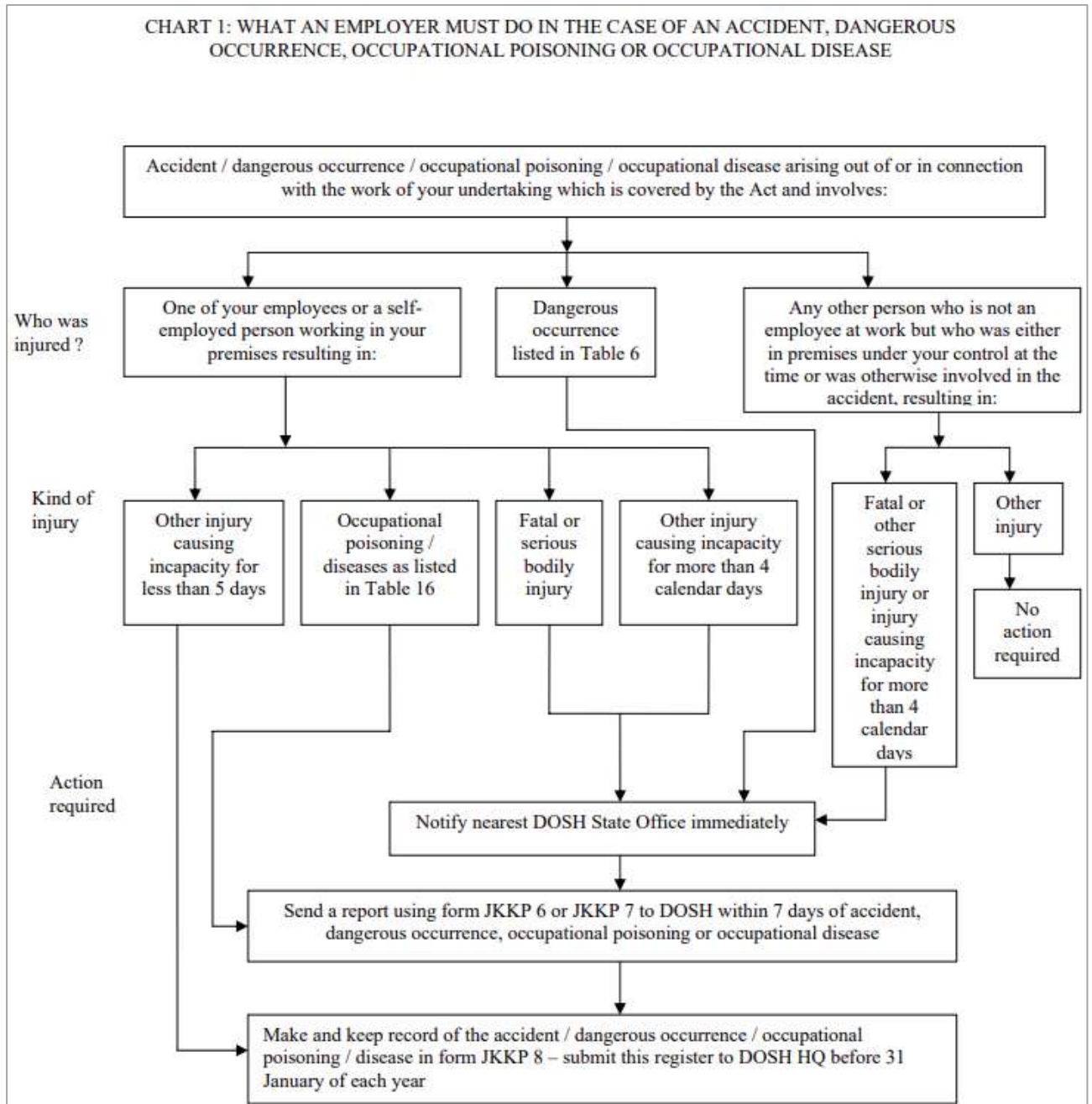
13. POLICY REVIEW

- 13.1. The Board shall review this Policy from time to time to ensure that it remains relevant to the Group's operations as well as compliant with the prevailing workplace safety and health laws, regulations and standards. Any changes to this Policy shall require the written approval of the Board.

-END-

APPENDIX A

Extracted from "Guidelines on Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004 [NADOPOD]" by Department of Occupational Safety and Health Ministry of Human Resources Malaysia



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APPENDIX B

TYPE OF POISONING / DISEASES TO BE REPORTED

(Extracted from Occupational Safety and Health Act 1994, Regulation 7, Third Schedule)

Also from Table 16 - Type of Diseases under NADOPOD

TYPE OF POISONINGS/DISEASES	CODE
Poisoning	100
Poisoning by acrylmide monomer	101
Poisoning by alcohols, glycols, or ketones or aldehydes	102
Poisoning by antimony	103
Poisoning by arsenic	104
Poisoning by benzene or a homologue	105
Poisoning by beryllium or one of its compounds	106
Poisoning by cadmium	107
Poisoning by carbon disulphide	108
Poisoning by carbon monoxide gas	109
Poisoning by carbon dioxide gas	110
Poisoning by chromium	111
Poisoning by diethylene dioxide (dioxane)	112
Poisoning by ethylene oxide	113
Poisoning by fluorine	114
Poisoning by hydrogen cyanide or hydrogen sulphide gas	115
Poisoning by lead or compound of lead	116
Poisoning by manganese or its compound	117
Poisoning by mercury or its compound	118
Poisoning by methyl bromide	119
Poisoning by nitrochlorobenzene or a nitro or amoni or chloro-derivative of benzene or of a homologue of benzene	120
Poisoning by nickel	121
Poisoning by nitrous fumes	122
Poisoning by organochlorine, organophosphate, carbamate,	123
Poisoning by phosphorous	124
Poisoning by rengas wood	125
Poisoning by organic solvents and halogenated hydrocarbons	126
Poisoning by other gases and vapours	127
Poisoning by other chemicals or harmful substances	128
Poisoning by analgesics, antipyretics and anti-inflammatory drugs	129
Poisoning by antiepileptics, sedative-hypnotic, antiparkinsonism and psychotropic drugs, not elsewhere classified	130
Poisoning by narcotics and psychodysleptics (hallucinogens), not elsewhere classified	131

Poisoning by anaesthetics and therapeutic gases	132
Poisoning by systemic antibiotics	133
Poisoning by other drugs, medicaments and biological substances	134
Poisoning by metal dusts	135
Poisoning by other type of dusts	136
Other occupational poisonings not mentioned in the preceding items	137
Diseases caused by chemical agents	200
Diseases caused by beryllium or its toxic compounds	201
Diseases caused by cadmium or its toxic compounds	202
Diseases caused by phosphorus or its toxic compounds	203
Diseases caused by chromium or its toxic compounds	204
Diseases caused by manganese or its toxic compounds	205
Diseases caused by arsenic or its toxic compounds	206
Diseases caused by mercury or its toxic compounds	207
Diseases caused by lead or its toxic compounds	208
Diseases caused by fluorine or its toxic compounds	209
Diseases caused by carbon or its toxic disulphide	210
Diseases caused by the toxic halogen derivatives of aliphatic or aromatic hydrocarbon	211
Diseases caused by benzene or its toxic homologues	212
Diseases caused by toxic nitro and amino-derivatives of benzene or its homologues	213
Diseases caused by nitroglycerine or other nitric acid esters	214
Diseases caused by alcohols, glycols or ketones	215
Diseases caused by asphyxiants : carbon monoxide, hydrogen cyanide	216
Diseases caused by acrylonitrile	217
Diseases caused by oxides of nitrogen	218
Diseases caused by vanadium or its toxic compounds	219
Diseases caused by antimony or its toxic compounds	220
Diseases caused by hexane	221
Diseases of teeth due to mineral acids	222
Diseases due to pharmaceutical agents	223
Diseases due to thallium or its compounds	224
Diseases due to osmium or its compounds	225
Diseases due to selenium or its compounds	226
Diseases due to copper or its compounds	227
Diseases due to tin or its compounds	228
Diseases due to zinc or its compounds	229

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Diseases due to ozone, phosgene	230
Diseases due to irritants benzoquinone and other corneal irritants	231
Diseases caused by any other chemical agents not mentioned in preceding items (where a link between the exposure of a worker to these chemical agents and the diseases suffered is established)	232
Infections	300
Anthrax	301
Glanders and melioidosis	302
Leptospirosis	303
Tuberculosis (excluding pulmonary tuberculosis)	304
Leprosy	305
Viral Hepatitis	306
HIV (Human Immunodeficiency Virus)/Aids (Acquired Immunodeficiency	307
Brucellosis	308
Tularaemia	309
Psittacosis	310
Typhus	311
Rabies	312
Plague	313
Rickettsioses	314
Nipah	315
Highly pathogenic avian influenza (HPAI)	316
Japanese encephalitis	317
Toxoplasmosis	318
Rift valley fever	319
Q fever	320
Other zoonotic diseases	321
Acute respiratory infection (nasopharyngitis (common cold), sinusitis, pharyngitis, tonsillitis, bronchitis, bronchiolitis and other types of respiratory infections)	322
Influenza (Human)	323
Pneumonia due to infectious organisms	324
Any illness caused by viral infection	325
Any illness caused by bacterial infection	326
Any illness caused by parasitic infection	327
Other infectious diseases transmitted occupationally	328
Skin Diseases	400
Occupational Acne/ Chloracne	401

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Occupational Contact Dermatitis (Irritant Contact Dermatitis, Allergic Contact Dermatitis, Contact Urticaria, Contact Photodermatitis)	402
Skin Cancer	403
Ulcer of the skin	404
Ulceration of the corneal surface of the eye	405
Localised new growth of the skin, papilloma or keratotic	406
Epitheliomatous cancer or ulceration of the skin	407
Folliculitis	408
Chrome ulceration	409
Inflammation, ulceration or Malignant diseases of the skin or subcutaneous of the skin or subcutaneous tissues of the bones, or leukaemia, or anaemia of the aplastic type, due to other forms of exposure to X-ray, ionizing particles, energy radium or other radio-active substances or other form of radiant energy	410
Other disorders of skin and subcutaneous tissue related to radiation	411
Subcutaneous cellulites or acute bursitis arising at or about the knee (Beat knee)	412
Subcutaneous cellulites or acute bursitis of the hand (Beat hand)	413
Subcutaneous cellulites or acute bursitis about the elbow (Beat elbow)	414
Skin disease caused by rengas wood	415
Skin disorders due to heat exposure	416
Infection of the skin and subcutaneous tissue	417
Alopecia (hair loss)	418
Nail disorders	419
Occupational vitiligo/ leukoderma	420
Skin burns	421
Other skin diseases caused by physical, chemical or biological agents not included under other items	422
Diseases of Respiratory System	500
Pulmonary Tuberculosis	501
Other infectious disease of lungs	502
Pulmonary irritation or Irritant bronchitis	503
Inhalation incident	504
Occupational asthma caused by sensitizing agents or irritants	505
Pneumoconiosis due to asbestos (asbestosis)	506
Pneumoconiosis due to dust containing silica (silicosis)	507
Pneumoconiosis due to mixed dust	508

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Pneumoconiosis caused by other types of dust (stannosis (tin), siderosis (iron), talcosis (talc/hydrated magnesium silicate), graphite pneumoconiosis (carbon) or other types of dust)	509
Pneumoconiosis caused by other mineral fibres	510
Coal-worker's pneumoconiosis and Other Coal-Related Lung Disease	511
Pneumoconiosis associated with pulmonary tuberculosis	512
Unspecified pneumoconiosis	513
Hypersensitivity Pneumonitis (Extrinsic allergic alveolitis) due to organic dusts or low-molecular-weight chemical antigens (including Farmer's lung, Bagassosis, Bird breeder's lung or other types of hypersensitivity pneumonitis)	514
Byssinosis (cotton)	515
Other textile dust-related occupational lung diseases (flax, hemp, sisal or other textile dust)	516
Acute pulmonary injury (laryngeal edema, airflow obstruction, pneumonia, acute respiratory distress syndrome (ARDS) or other clinical manifestations due to agents causing toxic pneumonitis)	517
Lung disorders secondary to acute pulmonary injury (asthma, bronchitis, bronchiolitis obliterans, reactive airways dysfunction syndrome, lung infections or other complications)	518
Respiratory conditions due to inhalation of chemicals, gases, fumes and vapours	519
Pneumonitis due to solids and liquids	520
Lung Cancer or Mesothelioma caused by asbestos	521
Cancer of bronchus or lung	522
Non-malignant pleural disease	523
Fibrotic diseases of the lung	524
Disease of lung, due to aluminum	525
Upper airways disorders caused by recognized agents or irritants inherent to the work process	526
Bronchopulmonary diseases caused by metal dust	527
Chronic obstructive pulmonary diseases	528
Emphysema/ Bronchiectasis	529
Building-related respiratory illness	530
Other occupational Broncho pulmonary diseases	531
Cancer	600
Cancer caused by 4-aminobiphenyl	601
Cancer caused by arsenic	602

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Cancer caused by asbestos (other than lung cancer or mesothelioma)	603
Cancer caused by beryllium	604
Cancer caused by benzene or its toxic homologues	605
Cancer caused by benzidine and salts	606
Cancer caused by bis-chloromethyl ethers (BCME) and chloromethyl methyl ethers (CMME)	607
Cancer caused by chromium and chromium compounds	608
Cancer caused by coke oven emissions	609
Cancer caused by hematite	610
Cancer caused by mustard gas	611
Cancer caused by B-naphthylamine	612
Cancer caused by nickel and nickel compounds	613
Cancer caused by soot, tar, mineral oils, pitch, bitumen, anthracene, or the compounds, products or residues of these substances	614
Cancer caused by vinyl chloride	615
Cancer caused by particulate polycyclic	616
Cancer caused by acrylonitrile	617
Cancer caused by 1,2 – dibromoethane (ethylene dibromide)	618
Cancer caused by wood dust	619
Cancer caused by benz-o-pyrene	620
Cancer caused by formaldehyde	621
Cancer caused by polychlorinated aromatic hydrocarbon (PAHs)	622
Cancer caused by radon	623
Cancer caused by ionizing radiation or ultraviolet radiation or other radioactive materials	624
Cancer caused by any agents not mentioned in the preceding items	625
Other Diseases	700
Diseases caused by chemical agents	701
Heat radiation cataract	702
Heat cramp or heat stroke	703
Diseases caused by heat radiations	704
Diseases caused by ionizing radiations	705
Diseases caused by ultraviolet radiations or other radioactive materials	706
Diseases due to extreme temperature (hot or cold)	707
Hearing impairment caused by noise	708
Other diseases due to noise exposure	709
Hearing loss due to other occupational hazards	710

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Other occupational otic disorders	711
Barotrauma	712
Decompression syndrome	713
Diseases caused by vibration (disorders of muscles, tendons, bones, joints, peripheral blood vessels or peripheral nerves)	714
Diseases caused by work in compressed air	715
Asphyxia or other diseases caused by lack of oxygen	716
Diseases caused by excessive oxygen	717
Diseases caused by other harmful gases/ vapours	718
Diseases caused by work in a confined space	719
Synovitis, tendonitis or tenosynovitis of the wrist joint and tendon sheathes	720
Synovitis, tendonitis or tenosynovitis of other joint/s and tendon sheathes	721
Bursitis	722
Carpal Tunnel Syndrome	723
Other nerve/s compression syndrome	724
Cramp of the hand or forearm due to repetitive movements	725
Back pain	726
Intervertebral disc disorders	727
Other musculoskeletal diseases caused by specific work activities or work environment	728
Occupational ophthalmologic disorders	729
Miners' nystagmus	730
Disorders of the blood and blood-forming organs	731
Occupational cardiovascular disorders	732
Occupational renal and bladder disorders	733
Occupational gastrointestinal disorders	734
Occupational endocrine disorders	735
Occupational reproductive disorders	736
Occupational neurologic disorders	737
Occupational psychiatric disorders	738
Occupational immunologic disorders	739
Systemic disorders	740
Other occupational diseases not mentioned in the preceding items	741

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APPENDIX C

OFFICE / WAREHOUSE SAFETY INSPECTION CHECKLIST

Company Name	Location	Inspector Name	Date

Item	Description	Inspection Results S = Satisfactory, U = Unsatisfactory		
		S	U	Remarks
1	Floors			
(a)	Flooring is in good condition and the carpets are not ripped and tiles are not broken or uneven.			
(b)	The floors are dry and not slippery.			
2	Stairways and Aisles			
(a)	Aisles are free of cords, boxes, and other tripping hazards.			
(b)	Stairways are well lighted.			
3	Ergonomics			
(a)	All office/ warehouse equipment is being used correctly.			
(b)	Employees are properly positioned at their desk and maintain good neutral posture.			
(c)	Employees are using their workstation efficiently and avoiding stretching or reaching for objects placed far away.			
4	Electrical			
(a)	All extension cords are in good condition.			
(b)	Electrical devices are in good order.			
5	Evacuation / Fire			
(a)	Doors are labeled as exists			
(b)	Exist signs are installed and lit			
(c)	Doors are not locked to prevent exits from the building.			
(d)	Fire extinguishers are identified with signs and not blocked.			
(e)	Fire extinguishers are in good condition and have been inspected.			

APPENDIX D

HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL (HIRARC) FORM

Please remove all example contents before use.

Company	<i>E.g. MST Golf Sdn Bhd</i>		Name	Designation	Date
Location	<i>E.g. HQ</i>	Conducted By			
Process / Activity	<i>E.g. Changing Light Bulb</i>	Approved By			
		Review 1			
		Review 2			

1. Hazard identification				2. Risk Analysis				3. Risk Control		
No.	Activity	Hazard	Potential Harm	Current Risk Control (If Any)	Likelihood	Severity	Risk (Level)	Action and Recommended Control	PIC, Due Date & Status	Control Cost Est. (RM)
E.g.	Turning off power switch	Electricity trip	Shortcircuit	Wear rubber hand glove	1	1	1	Nil	-	
E.g.	Use step ladder to reach light bulb	Defective ladder	Fall from height	Check ladder before use	2	2	4	Nil	-	
E.g.	Change the light bulb	Fragile object	Finger cut	Wear rubber hand glove	2	1	2	Nil	-	
E.g.	Discard the old bulb	Fragile object	Finger cut	Wear rubber hand glove	2	1	2	Nil	-	