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SAFE OPERATING PROCEDURE	Prepared By:	Approved By:	Rev.:01 Effec.Date:24.04.2024
SECTION & PROCESS: **Service Providers - (Transporters / Suppliers / Lorry &Truck Drivers)**	Amirah Mat Disa	Ahmad Fathulrahman	
SAFE OPERATRING PROCEDURE			

GENERAL EHSMS COMPLIANCE FOR SERVICE PROVIDERS – TRANSPORTERS / SUPPLIER / LORRY & TRUCK DRIVERS)

PEMATUHAN AM EHSMS BAGI PENYEDIA PERKHIDMATAN - PENGANGKUTAN / PEMBEKAL / PEMANDU LORI & TRAK

1) All vehicles operating in the plant shall adhere to safety speed limits (Max:20km /hr) and SOP as specified.
Semua kenderaan yang beroperasi dalam kilang hendaklah mematuhi had laju keselamatan 20km/jam dan SOP sebagaimana yang dinyatakan dalam kilang.

2) They shall ensure horn, lights, rear mirror, gear & etc are in good working order.
Mereka perlu memastikan hon, lampu, cermin pandang belakang, gear dan lain-lain berada dalam keadaan yang baik.

3) Ensure hazardous machinery parts are properly fenced.
Memastikan bahagian-bahagian jentera berbahaya dipagar / dihadang dengan betul.

4) No one is allowed to hitch a ride on operating mobile equipment.
Tiada seorang pun yang dibenarkan untuk menghalangi perjalanan semasa mengendalikan peralatan mudah alih.

5) Proper attires during loading or pumping process (Do not wear slippers, sandals, short pant or singlet shirts).
Pakaian yang betul semasa proses menghantar barang atau mengepam bahan kimia (Tidak boleh memakai selipar, sandal, seluar pendek atau baju singlet).

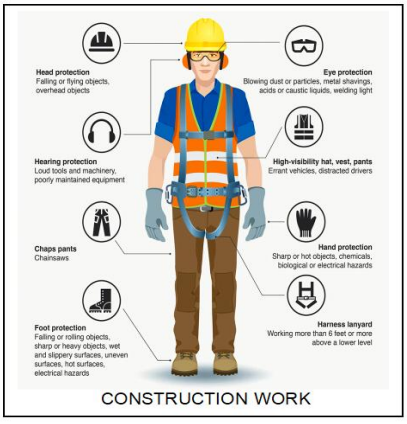
6) Proper housekeeping shall be maintained to ensure there is no obstruction on access route.
Aktiviti pembersihan perlu disenggarakan dengan baik bagi memastikan tiada halangan di laluan yang boleh diakses.

7) All operators shall equip with Personal Protective Equipment such as Safety Helmet, Safety Shoes, & etc.(Chemical pumping drivers shall wear appropriate chemical PPE such as apron, nitrile or chemical resistance glove, face shield, goggle, respirator & other suitable PPE as per Safety Data Sheet during pumping process).
Semua pengendali hendaklah dilengkapi dengan Peralatan Perlindungan Peribadi seperti topi keledar keselamatan, kasut keselamatan, & (Sila lihat PPE Matrix disertakan). (Pemandu yang mengepam bahan kimia wajib memakai alat perlindungan seperti apron, sarung tangan penghalang nitril atau kimia, pelindung muka, pelindung mata, alat pernafasan dan lain - lain alat perlindungan yang bersesuaian seperti dinyatakan dalam Risalah Data Keselamatan semasa menjalankan aktiviti tersebut).

8) During operation, the operators shall Not smoke while operating mobile equipment or during loading & unloading of gas cylinder, diesel, chemicals and etc.
Dilarang merokok semasa mengendalikan peralatan mudah alih atau semasa mengisi / memindahkan gas silinder, diesel, bahan kimia dan lain-lain.

9) Switch off motor ignition while loading & unloading diesel, gas cylinder, flammable chemical & etc.
Mematikan enjin motor semasa mengisi / memindahkan diesel dan menukar gas silinder, bahan kimia mudah terbakar dan lain-lain.

PERSONAL PROTECTIVE EQUIPMENT SHALL WEAR BY ALL EXTERNAL PARTIES



CONSTRUCTION WORK



CHEMICAL HANDLING



Smoking and vaping at non designated area are strictly prohibited

Merokok dan vaping di tempat yang tidak dikhaskan adalah dilarang

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1.0 EHSMS COMPLIANCE FOR PROCUREMENT OF SERVICE (PURCHASING HAZARDOUS SUBSTANCES / CHEMICAL)

1.1 Purchase Hazardous Substances / Chemical

i) A supplier shall furnish a valid Safety Data Sheet to a chemical recipient for:
- Each chemical was supplied.
- Any chemical mixture containing hazardous substance at the concentration exceeding the cut off value of concentration for the relevant hazard class as specified in the Fifth Schedule (CLASS Regulation 2013)

ii) Safety Data Sheet (SDS) is supplied along with the chemicals. This should be stated in the supplier. Chemicals that are supplied without a SDS or label should not be accepted.

iii) Chemical containers shall be designed and constructed to ensure that the hazardous chemical cannot escape unless a safety device is fitted to the container.

iv) Materials constituting the packaging and fastening shall not be susceptible to adverse attack by the hazardous chemical or liable to form harmful or dangerous compounds with the hazardous chemical.

v) Supplier shall ensure that every packaging of a hazardous chemical is initially closed with a seal in such a way that once the packaging is opened, the seal is broken and cannot be repaired.

vi) A supplier shall label every packaging of a hazardous chemical legibly and indelibly containing the following information:
- the product identifier.
- the supplier identification.
- the signal word.
- the hazard statements.
- the hazard pictogram; and
- the precautionary statement.

vii) A supplier shall revise and furnish a Safety Data Sheet if -
- new information on a particular hazardous chemical becomes available.
- more than five years have elapsed since the last date of preparation or revision of the Safety Data Sheet; or
- The supplier shall furnish the revised Safety Data Sheet to the chemical recipient as soon as
- practicable after such revision.

2.0 EHSMS COMPLIANCE FOR PROCUREMENT OF SERVICE (PURCHASE / SERVICE MACHINE, EQUIPMENT, MATERIALS, FACILITY)

2.1 Purchase / Service Machine, Equipment, Materials, Facility

i) Check that the machine is complete, with all safeguards fitted, and free from defects. The term 'safeguarding' includes guards, interlocks, two-hand controls, light guards, pressure-sensitive mats etc. The supplier shall provide the right safeguards and inform buyers of any risks ('residual risks') that users need to be aware of and manage because they could not be designed out.

ii) Produce a safe system of work for using and maintaining the machine. They should also look at the residual risks identified by the manufacturer in the information/instructions provided with the machine and make sure they are included in the safe system of work.

iii) Electrical hardware and components should be selected so they may be appropriately isolated and locked out as required.

iv) Ensure equipment purchased has all isolators, fuses, switches, emergency stops, indicators, guards and electrical components clearly identified. Check the marking identifies the function of these parts and which component or devices they control.

v) In some areas there may be an increased fire risk due to the presence of flammable gases, liquids, powders or dust so consider whether installation of equipment creates an ignition source.

vi) All plants must conform to the relevant safety standards. Maintenance will increase manual handling risks. Plant and machine guarding must be present and compliant with standards.

vii) Plants may require licensing or registration of design.

viii) Compare noise levels between different products available (if the same test standard has been used) and, if practical and cost effective, purchase the equipment which emits less noise. Prior to purchasing consider if there is a quieter way of performing the task with different tools, e.g. before buying a pneumatic impact wrench consider the various hydraulic and torque-controlled units available.

ix) Request noise level data from the manufacturer. If equipment purchased still emits noise above 82dBA or a Peak level of 140dBA, review noise control measures.

x) Products that have been made locally or regionally have been manufactured in an environmentally sound and sustainable manner.

xi) Products which cause minimal or no environmental damage during normal use or maintenance.

xii) Products that have a high content of recycled material.

xiii) Electrical equipment that has high energy efficiency ratings, is long worn and has parts which are recyclable.

xiv) Options where safe and environmental sound disposal is available and costed for the product at the end of its life cycle.

xv) Products which are non-toxic, minimally toxic and biodegradable.

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3.0 EHSMS COMPLIANCE FOR CONFINED SPACE ENTRY

3.1 Confined Space Entry

i) Confined space means, a space which: -
- Is not intended as a regular workplace.
- Has restricted means of entry or exit.
- Is large enough and so confined that a personnel can bodily enter and perform assigned work; and
- Is at atmospheric pressure during occupancy.

ii) In addition, this space has at least one of these characteristics.
- It contains or has the potential to contain a hazardous atmosphere.
- It contains material (solid or fluid) that has potential for engulfing an entrant.
- It has an internal configuration such that an entrant could be trapped.
- It contains any other recognized serious safety or health hazards rotors.

iii) All work in a confined space shall obtain 'Permit To Work' from authorized person before commencing work.

iv) No one is permitted to enter the confined space unless: -
- It has been ascertained by a suitable test (either externally or internally) that the confined space is free from dangerous fumes, and practicable steps have been taken to remove hazardous fumes which may be present.
- A reliable and competent person is stationed/ stand-by at the entrance to the confined space to supervise the operation and take such action as may be necessary in any emergency.

v) If such test cannot be carried out, person(s) entering the confined space shall wear efficient respiratory protective equipment suitable for the dangerous substance and suitable safety harness with attached lifeline leading to a convenient point outside the confined space.

vi) Person(s) who enter the confined space, including the stand-by or issue permit personnel shall be trained or briefed in confined space safety procedure.

vii) Suitable and proper warning signs indicating the nature of danger shall be displayed nearby.

viii) The Operator/Welder shall be a competent person for any welding or grinding work carried out in a confined space.

ix) The competent person for confined space is required to have an authorized entrance and authorized gas tester with valid documents and calibrated equipment such as, gas tester, etc.

3.2 Personal Protective Equipment Shall Requirements:

i) All personnel protective equipment to be provided shall conform to national or approved standards. Workers shall be trained in correct use, storage and maintenance of PPE. Damaged PPE shall be replaced immediately once detected.

ii) All personnel shall wear safety helmets and safety shoes when working in the plant.

iii) Safety harness shall be worn by all personnel carrying out work at height with the potential of fall >2meters.

iv) Workers shall be provided with eye protection when carrying out activity with potential eye injury.

v) Suitable gloves designed for specific protection against work risks shall be provided for workers exposed to potential hand injury activity.

3.3 Machinery and Equipment:

i) Machinery and equipment to be used at factory shall comply with all applicable Malaysian legislation.

ii) Rotating parts of machine shall be guarded.

iii) Equipment operated with electric power shall have safe electrical cabling and connection.

iv) The machine and equipment shall be operated by qualified trained personnel. Machinery requiring competent operator shall only be operated by operator having valid certificate of competency.

v) Inspection and maintenance of machine shall be carried out by designated personnel only.

vi) All machinery and equipment shall be kept clean and well-maintained.

4.0 EHSMS COMPLIANCE FOR WORKING AT HEIGHT

4.1 Working At Height

i) All works at height (more than 2 meters above ground/platform) shall obtain 'Permit to Work' from authorized personnel.

ii) before commencement of work (applicable to all external contractors).

iii) They should be well trained, and necessary PPE are being applied.

iv) All working at height shall be provided with proper and safe working platform, be it permanent or temporary.

v) The working platform shall be provided with proper and safe access to and egress from the work area.

vi) Scaffold erection / inspection / tagging shall be conducted by trained and/or competent person.

vii) 'Lifeline' should be provided if proper working platform cannot be erected.

viii) Safety harness shall be used for all working at height activities.

ix) Permit To Work should be kept at the workplace.

x) Suitable communication devices such as walkie-talkie shall be used if required.

5.0 EHSMS COMPLIANCE FOR HOT WORK (CUTTING & WELDING WORKS)

5.1 Cutting and Welding Activities

i) Welding operator shall be competent and trained.

ii) The welding machine shall be switched off while not in use.

iii) Ensure welding appliances and cables are in good condition before use.

iv) Ensure flashback arrestor is installed at gas cylinder in use.

v) Apply welding shield or welding goggles, leather gloves and face mask while welding.

vi) Screens or partitions shall be used while welding, to protect other workers, combustible materials and machines nearby.

vii) Floors shall be kept clean of all welding rods, stubs and unwanted work materials.

viii) Never expose gas cylinders to heat.

ix) When transporting gas cylinders, protective caps shall be used.

x) Gas cylinders shall be properly stored and secured with chain or cage.

xi) A fire extinguisher shall be placed near the vicinity to welding area.

xii) Never use oil or grease on oxygen connections as it may cause an explosion.

6.0 EHSMS COMPLIANCE FOR OTHERS ACTIVITY (e.g. RENOVATION)

6.1 Lifting and Carrying Activities (Manual Handling)

i) Do not lift load which seems too heavy.

ii) Keep the load close to you.

iii) Keep your back straight, feet apart and knees bent when lifting.

iv) Lift smoothly, never jerks the load.

v) Do not stand holding a heavy load.

vi) Do not change the grip and twist the load when carrying.

vii) Ensure your vision is not blocked.

viii) If you need to put a load on your back or shoulder, ask for help.

ix) Safety shoes and correct safety gloves for the type of load shall be worn.

x) Ensure the walking path is clear and free of obstructions.

6.2 Hand and Power Tools

i) Preventive maintenance & inspection of hand and power tools shall be carried out by maintenance personnel only.

ii) Hand and power tools and accessories shall be inspected prior commencing work.

iii) Hand and power tools shall be operated by trained personnel.

iv) Rotating parts of the hand and power tools shall be guarded (if applicable).

v) Leather gloves shall be used when operating hand or power tools with sharp tools part.

vi) A mask or respirator shall be worn when operating hand or power tools (e.g. hydraulic power tools) with smoke emission.

6.3 Electrical Works

i) All electrical installations shall comply with the Federal Government and approved standards, current regulations and approved codes of practices.

ii) Electrical work shall only be carried out by competent personnel.

iii) The electrical supply shall be designed by a competent electrician and shall use approved type of equipment only.

iv) Electricians shall be familiar with all regulations concerning electrical safety issued by “Jabatan Bekalan Elektrik dan Gas”.

v) Only authorized or competent people are allowed to enter switch rooms and transformer rooms.

vi) Electrical fittings for outdoor facilities or temporary power installation, which may be exposed to the wet condition, shall be made of waterproof types.

vii) Extension cord, cables and wires shall be in safe to use condition.

viii) Jointing of wires by insulation tape only shall be avoided. Approved connector shall be used for the purpose.

ix) Only approved type plug and socket shall be used.

x) Damaged electrical cord / parts shall be removed from use once identified.

xi) No live electrical wire shall be soaked in water.

xii) They should be hung at appropriate height/ safe level.

xiii) Live wire should not be tied to electrical conducting material.

xiv) Appropriate safety signage shall be affixed on all electrical equipment and circuits when maintenance is being carried out.

xv) Report to supervisor immediately for any unsafe electrical condition such as loose wires or connections, short circuit or opened doors of electrical stations.

xvi) Electrical fires can be put off by ABC or CO2 Fire Extinguishers. In the event of electrical fire, isolate the supply if possible and then only put out the fire. To rescue a person in contact with electrical circuit:-

- Isolate electrical supply whenever it is possible.
- If it is not possible to isolate the supply, then use dry wood, rope, cloth or any non-conducting material to loop around victim and drag him away from the electrical circuit to a safe distance. Immediately send for first aid or medical assistance if possible.

7.0 EHSMS COMPLIANCE TO SCHEDULED WASTES MANAGEMENT

7.1 Scheduled Wastes Management (Storage, collection & disposal)

i) It is the responsibility of the Person in Charge, Supervisor or other responsible person is to ensure:

- All persons perform the tasks specified in this instruction and shall wear appropriate PPE, including safety boots, face mask and gloves.
- All scheduled waste is stored and disposed of in accordance with Environmental Quality Act 1974.
- Only authorized personnel are allowed to enter the Scheduled Wastes Storage Area and the area is maintained secure.
- The work specified in this instruction is completed effectively.

7.1 Operating Instruction

i) Storing of Scheduled Wastes

- All scheduled waste shall be stored at the designated area (Scheduled Wastes Storage Area) in the appropriate waste receptacles/containers. Should a spill occur refer to Spill Clean Up in this instruction.
- Identify the type of scheduled waste before it is stored in the Scheduled Wastes Storage Area.
- Group all scheduled waste according to its category or type and ensure incompatible waste is not stored in the same area e.g. the highly flammable waste shall be stored separately from other wastes.

7.2 Disposal of Scheduled Wastes

i) Scheduled waste is only to be transported by DOE approved contractor and shall be disposed-off at DOE licensed prescribed premises. The contractor's license should be verified at periodic intervals.

7.4 Spill Cleanup. The following tools and equipment are needed to perform this task (where applicable):

i) PPE recommendations (Gloves, Safety boots/shoe covers

ii) Absorption (Sands and Spill kit if applicable)

iii) Clean up tools (Scoop/shovel and Waste Container – 200L drum)

iv) Identify the substance and size of the spill as quickly as possible. Where the size of the spill is clearly greater than the ability of the spill kit to absorb call the ERT and the relevant supervisor immediately.

v) Put on the appropriate PPE before approaching the spill. *Note: Where access to the SDS is not possible the worst case is to be assumed and full personal protective equipment is to be worn, including gloves and boots.*

vi) Clear the area around the spill of nonessential personnel and cordon off the area to prevent access to all but those personnel responsible for the clean-up. *Note: Where granular absorbent or sand is used ensure, it is spread over the entire spill area, working from the outside, circling to the inside. Use the socks absorbent where the spill is fast spreading.*

vii) Allow the absorbent to soak up the spilled substance completely. *Note: Absorption is complete when no more substance is visible.*

viii) When the substances have been absorbed scoop up the absorbent or sand and place it in the small polypropylene bag, seal it and label the bag according to its content.