Reporting to: Refer latest Organization Chart

Supervises: Refer latest Organization Chart

Responsibilities

1. Workplace inspection on machinery, equipment, substance, appliance or process.
2. To investigate any accident, near-miss accident, dangerous occurrence, occupational poisoning or occupational disease which has happened in the workplace.
3. Arrange and conduct EHS meeting.
4. To become secretary to the EHS committee meeting.
5. To collect, analyze and maintain statistics on any accident, dangerous occurrence, occupational poisoning and occupational decease which have occurred at workplace.
6. Responsible in coordinating and filling of all Safety and Health data, relevant document & report.
7. Responsible for the preparation compilation audit of in/out documentation and ensure that all document / report are field for the future reference.
8. Handle all document and is responsible for keeping a record of such items.
9. Liase with government agency i.e. BOMBA, JKKP, DOE and others.
10. To conduct a Bag Filter performance monitoring function.
11. To maintain PPE stock and issue of all PPE & ensure the correct PPE in use/
12. Organizing and implementing occupational safety and health program at the work
13. Continuously plan, to improve work environment, methods, and effectiveness
14. To approve work permit for worker, contractor i.e. hot work, working at height.
15. Monitor scheduled waste, industrial effluent waste system activities to comply with legal requirements
16. Conduct yearly Fire Drill activity.
17. Monitor inspection records of fire protection equipment.
18. Arrange and monitor result on Chemical Health Risk Assessment (CHRA), Chemical Exposure Monitoring (CEM), Medical Surveillance, Stack Emission , and LEV.
19. Monitor monthly inspection on First Aid Kit Box, stretcher and wheelchair
20. Conduct EHS refresher training i.e. fire extinguisher, scheduled waste, PPE, ERP
21. Conduct Safety Briefing for new workers, visitors and contractors.
22. Maintains 14001 & 45001 requirements, conducts EHS internal audits and follow up actions for closure.

Authority

1. To ensure all workers are follow the Environment, Health & Safety rules and regulations.

Competency

1. Minimum Diploma in Safety & Health.
2. Minimum 3 years working experience in related field.
3. Have a good knowledge in Occupational Safety & Health Management System and its statutory requirements.
4. Must be computer literate.
5. Priority is given to those with related working experience in safety environment.
6. Good command of Bahasa Malaysia & English language (oral & written).
7. Pass the EIMAS examination to meet competency requirement.