

# STANDARD INDUSTRI PEMBINAAN

(CONSTRUCTION INDUSTRY STANDARD)

## CIS 10:2020

### SAFETY AND HEALTH ASSESSMENT SYSTEM IN CONSTRUCTION (SHASSIC)

Description: Safety and Health Assessment, Document Check, Workplace Inspection, Employee Interview, Star Ranking

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CONSTRUCTION INDUSTRY DEVELOPMENT BOARD



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# SAFETY AND HEALTH ASSESSMENT SYSTEM IN CONSTRUCTION

CIS 10: 2020 Safety and Health Assessment System in Construction

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Perpustakaan Negara Malaysia Cataloguing-in-Publication Data

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## **COMMITTEE REPRESENTATION**

This Construction Industry Standard (CIS) was developed and reviewed by the Construction Industry Development Board Malaysia with the assistance of the Technical Committee on Occupational Safety and Health in Construction which comprises representatives from the following organisations:

Association of Consulting Engineers Malaysia (ACEM)  
Construction Research Institute of Malaysia (CREAM)  
Department of Occupational Safety and Health Malaysia (DOSH)  
IOI Properties Group Berhad  
Jabatan Kerja Raya (JKR)  
Master Builders Association Malaysia (MBAM)  
Malaysian Occupational Safety and Health Practitioners (MOSHPA)  
Malaysian Society for Occupational Safety & Health (MSOSH)  
Pertubuhan Arkitek Malaysia (PAM)  
Real Estate & Housing Developers' Association (REHDA)  
TOKLAN OSH Services  
Universiti Malaya (UM)

## **PREFACE**

Safety and Health Assessment System in Construction Industry, or better known as SHASSIC, was first introduced in 2008 as Construction Industry Standard (CIS 10:2008). This standard was revised 10 years later in 2018 in considering latest development in occupational safety and health practices and changes made to relevant Regulations. This 2<sup>nd</sup> revision now focused on additional high risk activities and to allow for SHASSIC Assessor to determine high risk activities if there are none based on the proposed hierarchy of high risk activities. Changes were also made to simplify the formulas for document check, workplace inspection and personnel interview to align with the SHASSIC portal and towards real time assessment and report generation. The revision was carried out by a Technical Committee formed by CIDB. The members of the Technical committee were represented by the industry stakeholders.

References were made to several documents generally used by industry players in managing construction safety and health, as listed in Section 1 of the CIS 10:2018. This revised version of SHASSIC document is expected will provide clearer guidance to assessors and contractors in assessing their safety and health performance at construction sites.

It should be noted that compliance with this Construction Industry Standard does not of itself confer immunity from legal obligations.

# **SAFETY AND HEALTH ASSESSMENT SYSTEM IN CONSTRUCTION**

## **SECTION 1: GENERAL**

### **1.1 Introduction**

Safety and Health Assessment System in Construction, or SHASSIC, is an independent method to assess and evaluate the safety and health performance of a contractor in construction works / projects. The assessment shall cover 25% to 75% of a project's physical progress and shall be inclusive of construction planning stage and construction stage.

### **1.2 Objectives of SHASSIC**

SHASSIC was designed and developed to enable the user to achieve any, or a combination, of the following objectives:

- i) To establish a standard system on occupational safety and health assessment in the construction industry
- ii) To assess and evaluate the contractor's occupational safety and health performance-based a particular project
- iii) To evaluate the performance of contractor(s) on the occupational safety and health practices at the site
- iv) As a feedback mechanism to improve and to take necessary corrective and preventive action on occupational safety and health performance and management at the site
- v) To benchmark the level of occupational safety and health performance of the Malaysian construction industry.

### **1.3 Scope of SHASSIC**

This standard sets out the safety and health management and practices of the contractor for various aspects of the construction work activities.

Each phase is assessed through three (3) main components of assessment such as document check, workplace inspection and construction personnel interviews. The components encompass:

- i) OSH policy
- ii) Leadership and worker participation
- iii) Planning, Support, Operation
- iv) OSH organization
- v) Hazard Identification, Risk Assessment and Control Measures determination
- vi) OSH training and promotion
- vii) Machinery and equipment management
- viii) Materials management
- ix) Emergency preparedness
- x) Incident and accident investigation and reporting

- xi) Records management and performance monitoring, etc.

Application shall cover OSH management system and practices during construction work activities, particularly work activities covered under CIDB Act 520.

#### **1.4 Use of SHASSIC**

SHASSIC is intended to assess the OSH performance of a project. Preferably, the assessment shall be carried out when there are different types of activity that are ongoing at the same time (concurrent activities) and many workers of different levels (main contractor, main subcontractor and subcontractor) are involved at the site.

It is not intended to be used independently to decide if the project site or parts of the project site are in accordance with the requirement of the relevant Acts and Regulations or OSH Management System. It is the responsibility of all parties involved directly in a project site to ensure that safety and health of the construction site conform to the legislation's requirement, approved standards, code of practice, guidelines, specifications and contractual requirements.

#### **1.5 Normative References**

The following normative reference is indispensable for the application of this construction industry standard. For dated reference, only the edition cited applies. For undated references, the latest editions of the normative references (including any amendments) apply.

- i) CIS10:2018 (Safety and Health Assessment System in Construction, SHASSIC).
- ii) Lembaga Pembangunan Industri Pembinaan Malaysia Act 1994 (Act 520).
- iii) Occupational Safety and Health Act (OSHA) 1994 (Act 514).
- iv) Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health [USECHH]) Regulations 2000.
- v) Occupational Safety and Health (Safety and Health Committee [SHC]) Regulations 1996.
- vi) Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals [CLASS]) Regulations 2013.
- vii) Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease [NADOPOD]) Regulations 2004.
- viii) Department of Occupational Safety and Health (DOSH) - Guidelines for Public Safety and Health at Construction Site 1994.
- ix) Factories and Machinery Act (FMA), 1967 (Act 139).
- x) Factories and Machinery (FM) (Building Operations and Works of Engineering Construction [BOWEC]) (Safety) Regulations, 1986.
- xi) Factories and Machinery (Safety, Health and Welfare [SHW]) Regulations, 1970.
- xii) Factories and Machinery (Notification, Certificate of Fitness and Inspection NCFAI) Regulations, 1970, Occupational Health and Safety Assessment Series, OHSAS 18001: 2007, MS 1722 and ISO 45001:2018.
- xiii) Uniform Building by Law (UBBL) 1984.
- xiv) Registration of Engineers Act 1967 (REA) amended in 2015.

## 1.6 Terms and Definitions

For the purpose of this standard, the following definitions apply.

### 1. Approved Professional Engineer (PE) Design

An approved PE design is the design submitted by Professional Engineer with Practicing Certificate (PEPC) as per Registration of Engineers Act 1967 (REA) amended in 2015.

### 2. Construction Stage

Construction stage is the start of physical construction work at the site, which takes place after site mobilisation.

### 3. Designated Person

“Designated person” as defined in Factories and Machinery (Building Operations and Works of Engineering Construction (BOWEC)) (Safety) Regulations 1986 refers to a competent person appointed by an employer to carry out any supervision, or inspection, or to perform any task or duty prescribed by BOWEC Regulations 1986.

### 4. Document(s)

For the purpose of SHASSIC, document(s) refer to:

- Communication of information
- Evidence of conformity
- Knowledge sharing
- To disseminate and preserve the organisation’s experiences

The medium can be paper, magnetic, electronic, photograph or master sample, or a combination.

### 5. DOSH

Department of Occupational Safety and Health or also known as Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP), an agency under the Ministry of Human Resources, Malaysia

### 6. Emergency Response and Preparedness (ERP) Facilities

ERP Facilities or provision which includes any emergency preparedness, which include First Aid provision, firefighting provision, and incident and/or accident reporting provision.

### 7. Hazard

Hazard means source with a potential to cause injury and ill health; hazard can include sources with the potential to cause harm or hazardous situations or circumstances with the potential for exposure leading to injury and ill health.

### 8. Hazardous Activities

Hazardous activities are considered the situations or activities that have high potential risk that can cause injury, dead or serious damage to properties such as working at height, lifting exercises, works associated with temporary works, working at confine area and etc.

### 9. Hazard Identification

The identification of undesired events that lead to the materialisation of the hazard and the mechanism by which those undesired events could occur.

### 10. Hazard Identification, Risk Assessment, and Risk Control (HIRARC) or Hazard Identification, Risk Assessment and Determining Controls (HIRADC)

A risk management process associated with identifying hazard(s) which may cause harm, assessing the risk, putting in place control measures and reviewing the outcomes through risk monitoring.

### 11. Health

The state of being free from illness or injury.

### 12. High-risk Activities

Activities determined by the SHASSIC assessor as potential and/or high risk towards the safety and health of workers.

### **13. Illumination**

Provisions are made to secure and maintain sufficient and suitable lighting, whether natural or artificial, at the work vicinity, in accordance to FMA Act 1967, Section 22/ FM [SHW] Regulations 1970, Regulation 29)

### **14. Managerial Personnel**

For the purpose of SHASSIC, managerial personnel are those in the managerial position of the construction process at the construction site such as Project Manager, Construction Manager, Site Agent and Project Engineer.

### **15. Occupational Health and Safety (OH&S) or Occupational Safety and Health (OSH)**

For the purpose of SHASSIC, the terms “occupational health and safety” (OH&S) and “occupational safety and health” (OSH) have the same meaning.

### **16. Project OSH policy**

Overall intentions and direction of an organisation related to its OSH performance as formally expressed by top management.

### **17. Permit to Work (PTW)**

A documented permission derived by the company to meet its specific OSH needs. It aims to ensure proper OSH planning and consideration is given to a particular work.

### **18. Personal Protective Equipment (PPE)**

Personal Protective Equipment or Personal Protective Clothing and Appliances (as defined in FMA 1967) provision and maintenance are mandatory to be provided for workers who are exposed to injurious substances which are liable to cause bodily injury. PPE shall include the following (but not limited to) (FMA 1967, Section 24):

- i) Safety hard hat/safety helmet
- ii) Safety footwear
- iii) Hand protection/hand gloves
- iv) Eye protection such as safety glasses or goggles
- v) Fall arresters
- vi) Self-contained breathing apparatus (SCBA)
- vii) Face shield
- viii) Hearing protection (e.g. ear plugs, ear muffs)
- ix) Protective clothing (especially for chemical hazards)
- x) Respirator
- xi) Dust mask
- xii) Safety vest

### **19. Record**

Document stating results achieved or providing evidence of activities performed.

### **20. Risk**

A combination of the likelihood of an occurrence of a hazardous event with specified period or in specified circumstances and the severity of injury or damage to the health of people, property, environment or any combination of these caused by the event.

### **21. Safe System of Work**

A safe system of work is a formal procedure which results from the systematic examination of a task in order to identify all hazards. It defines safe methods to ensure that hazards are eliminated or risks minimized.

### **22. Safe Work Procedure (SWP) or Safe Work Instruction (SWI) or Safe Operating Procedure (SOP)**

SWP or SWI or SOP is a risk management tools / a working risk control document developed to describe the safest and most efficient way to perform certain work. The document is used as a guide when completing the work at site.

**23. Safety**

The condition of being protected from or unlikely to cause danger, risks or injury.

**24. Safety and Health Committee (SHC)**

Safety and Health Committee established under Section 30 OSHA 1994, which consist of a chairman, a secretary, representatives of the employer and representatives of employees. The chairman shall be an employer or his authorized manager and the secretary shall be the person who is employed as the safety and health officer at the place of work.

**25. Safety and Health Officer (SHO)**

A person who is registered as Safety and Health Officer with DOSH in pursuant to Section 29 (3) in Act 514 OSHA 1994.

**26. SHASSIC**

SHASSIC is the acronym for Safety and Health Assessment System in Construction.

**27. Site Safety Supervisors (SSS)**

A person who is competent to perform the duties specified in Regulations 25 of Factories and Machinery (Building Operations and Works of Engineering Construction (BOWEC)) (Safety) Regulations, 1986.

**28. Supervisory**

For the purpose of SHASSIC, supervisory personnel includes representatives from main contractors, subcontractors and Designated Person (DP).

**29. Welfare**

A statutory procedure designed to promote the basic physical and material well-being of workers in need.

**30. Working at Height**

For the purpose of SHASSIC, working at height means work in any place where, if there were no precautions in place, a person could fall from the distance of 2 meters.

**31. Working Personnel / Workers**

For the purpose of SHASSIC, workers or working personnel are the people carrying out work at site. It can be divided into skilled and non-skilled workers. Skilled workers mean a person possessing the accepted level of skill as determined by CIDB. From the total number of nine (9) workers, the recommended skilled and unskilled workers are three (3) from each of high-risk work activities.

**32. Workplace / Working Space**

Any physical location in which work-related activities are performed under the construction contract.

**33. Work Amenities**

Facilities provided for the welfare or personal hygiene need of employees. They include toilets, restrooms, shelter sheds, seating, dining rooms, change rooms, drinking water, lockers, first-aid box, first-aid room and washing facilities.

**34. Work of Construction Activities**

As defined in the latest Construction Industry Development Board Act 520.

**35. Ventilation**

Natural or mechanical, adequate ventilation must be provided by circulation of fresh air and rendering harmless gasses, fumes, dust or other impurities that may affect health in the course of work conducted (FMA 1967, Section 22).

**1.7 Elements**

The assessment element was derived from Malaysia's legal requirement such as CIDB Act 520, OSHA 1994 and its regulations, FMA 1967 and its regulations, code of practices, standard, OSH management standards such as ISO 45001:2018 and MS1722:2011, guidelines and other requirements.

## 1.8 Assessor

An assessor shall be the person who is appointed and possesses qualifications as described below:

- i. A person who has attended a one-day SHASSIC course and passed the examination and have a minimum of 5 years' experience in the construction industry, or
- ii. A person who has attended a one-day SHASSIC course and certified as OSH Lead Auditor with a minimum of 3 years' experience in the construction industry (construction project site), or
- iii. SHO or SSS who have valid registration with DOSH and CIDB.

## SECTION 2: ASSESSMENT

### 2.1 Assessment Approach

The assessment shall be carried out in 3 (three) different approaches:

#### i) Document Check

Checking of OSH-related documents and records will enable the assessor to determine the compliances of the establishment of safety and health programs and activities as listed in Annex A.

#### ii) Workplace Inspection

Workplace inspection shall be conducted in order to assess the OSH implementation at the site. There are 30 items identified for workplace inspection for this component and they are listed in **Annex B**. Workplace inspection shall be carried for three (3) high risk activities and the priority / hierarchy of the high risk activities shall follow the following order:

**Table 1: Priority / Hierarchy of High Risk**

<b>1</b>	<b>Working at height</b>	<b>HIGHEST PRIORITY</b> 
<b>2</b>	<b>Mechanical Lifting</b>	
<b>3</b>	<b>Works involving Temporary Structure and Falseworks, such as concreting works, fixing of building façade, etc</b>	
<b>4</b>	<b>Earthworks excavation exceeding two (2) meters in depth</b>	
<b>5</b>	<b>Construction works nearby or adjacent to traffic movements</b>	
<b>6</b>	<b>Working at Confined Space</b>	
<b>7</b>	<b>Demolition works above 10 meters in height</b>	
<b>8</b>	<b>Any other high risk activities as identified by SHASSIC Assessor</b>	

Note: SHASSIC Assessor shall carry out workplace inspection in accordance to the hierarchy of high risk activities as shown above. The assessor may also discuss with the contractor prior to selection these high risk activities during the assessment.

Workplace inspection checklist/assessment shall provide the assessor with the valuable visual comparison evidence on the OSH programs implemented, enforced and practiced at site/workplace.

### iii) Personnel Interview

Construction personnel shall be randomly selected from all levels of occupation so that they could be interviewed by the assessor using the standard questionnaires developed in this document. The Construction personnel are divided into three (3) categories as follows:

- Category A - One (1) managerial personnel either Project Director, Project Manager, Construction Manager, Site Agent, Project Engineer or Quantity Surveyor.
- Category B - Three (3) supervisory personnel (Site Supervisor, Designated Person (DP), OSH committee members and/or a combination of both, Safety and Health Officer (SHO) and Site Safety Supervisor (SSS).
- Category C - Nine (9) employees from working personnel - preferably three people from each high-risk construction work activities.

## 2.2 Weightage

The weightage for safety and health performance are allocated in accordance to three (3) components, as shown in Table 1.

**Table 2: The Weightage for Safety and Health Performance**

NO.	COMPONENTS	WEIGHTAGE (%)
1	Document Check	20
2	Workplace Inspection	60
3	Personnel Interview	20

The weightage system is aimed at making the quantified score in representing the occupational safety and health performance of a project site.

## 2.3 Formula / Score

The formulas for respective components are as follows:

**Table 3: SHASSIC Formula / Score for Document Check, Workplace Inspection and Personnel Interview**

COMPONENT	FORMULA
Document Check	$\frac{\text{Total Number C Scored}}{(57 - \text{Number of NA})} \times 20\%$
Workplace Inspection	$\frac{\text{Total Number C Scored}}{(72 - \text{Number of NA})} \times 60\%$
Personnel Interview	$\frac{\text{Total Number C Scored}}{(186 - \text{Number of NA})} \times 20\%$

where,

- C** - total number of Compliance  
**NC** - total number of Non-compliance  
**NA** - total number of items that are Not Applicable

The total SHASSIC score in Document Check (**A**) plus (+) total SHASSIC score in Workplace Inspection (**B**) plus (+) total score in Personnel Interview (**C**) components shall justify the star ranking. The stars awarded ranges from 1 star to 5 stars, as per Table 5. However, should the contractor fail to meet the minimum conformance level, the project may be given a certificate of participation.

## 2.4 SHASSIC Star Ranking Description

**Table 4: SHASSIC Star Ranking Description**

TOTAL SHASSIC (SCORE %)	STAR(S) AWARDED	DESCRIPTION
90 to 100	★ ★ ★ ★ ★	Excellent OSH management system planned and implemented with proactive commitment from top management to manage OSH at all times
80 to 89.9	★ ★ ★ ★	Very good OSH management system planned and implemented with evidence of good commitment from top management to manage OSH at all time
70 to 79.9	★ ★ ★	Good OSH management system planned and need commitment from top management but need improvement in system implementation
60 to 69.9	★ ★	Satisfactory OSH management with minimum plan and implementation, and need commitment from top management
50 to 59.9	★	Basic OSH management system with basic plan and implementation and required commitment from top management
49 and below	Certificate of Participation ONLY	Fail to meet the minimum requirement and poor in OSH performance and management.

**Note : CIDB may award CCD point for the projects scored with star rankings**

**ANNEX A**  
**DOCUMENT CHECK**

ITEM	CHECKLIST	C	NC	NA	REMARKS
<b>A</b>	<b>PROJECT OSH POLICY</b> (NOTE: Project OSH Policy is only applicable to organisations with more than five (5) employees)				
1	Whether there is a written Project OSH Policy Statement?				
2	Has the SHC conducted a review to ensure suitability of Project OSH Policy Statement?				
3	Whether Project OSH Policy Statement was written in Bahasa Malaysia?				
4	Whether Project OSH Policy Statement was written in English?				
5	Whether Project OSH Policy is signed by the top management?				
6	Whether the Project OSH Policy is dated?				
7	Whether there is any evidences Project OSH Policy being communicated to workers?				
<b>B</b>	<b>HIRARC</b>				
1	Are there documented HIRARC?				
2	Whether HIRARC has been reviewed and updated?				
<b>C</b>	<b>DETERMINATION OF LEGAL REQUIREMENTS AND OTHER REQUIREMENTS</b>				
1	Are there documented legal requirements and other requirements Action Plan?				
2	Is there a Legal Compliance Checklist & updated accordingly?				
3	Is there a valid CIDB Registration Certificate?				
4	Whether construction personnel registered with CIDB and holding a valid CIDB's Personnel Registration Card?				
5	Whether Project site registered with DOSH?				
<b>D</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY OBJECTIVES</b>				
1	Whether OH&S objectives evaluated from time to time?				
2	OH&S objectives are integrated in other work activities or procurement process?				
<b>TOTAL SCORE</b>					

**ANNEX A (continued)**

**DOCUMENT CHECK**

<b>ITEM</b>	<b>CHECKLIST</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>REMARKS</b>
<b>E</b>	<b>OH&amp;S ROLES AND RESPONSIBILITIES</b>				
1	Whether the roles and responsibilities of all project's personnel documented?				
2	Whether the roles and responsibilities of all project's personnel communicated to them?				
3	Whether the project SHC is established in accordance with OSH (SHC) 1996 Regulations?				
4	Whether there is SSS appointed on site?				
5	Designated Persons (DP) are assigned for respective BOWEC work activities.				
6	There is a SHO employed for the project, which the contract sum is RM20 million and above.				
<b>F</b>	<b>COMPETENCE TRAINING AND AWARENESS</b>				
1	There is appropriate documented information on employee's competency.				
2	There is OSH Induction Training conducted.				
3	Necessary competency and training required for employees have been identified.				
4	There is Competence, Training and Awareness Action Plan.				
5	Requirement on Competency, Training and Awareness is made known to employees.				
<b>G</b>	<b>COMMUNICATION, PARTICIPATION AND CONSULTATION</b>				
1	There is proof of communication related to OH&S Management System.				
2	There is proof of workers' participation and consultation.				
3	Safety and Health Committee is established and meeting conducted on monthly basis.				
4	Safety and Health Committee is involved for improvement of the OH&S Management System.				

**ANNEX A (continued)**

**DOCUMENT CHECK**

<b>ITEM</b>	<b>CHECKLIST</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>REMARKS</b>
<b>H</b>	<b>DOCUMENTED INFORMATION</b>				
1	There is a written directive for creating and updating documented information.				
2	There is a register / log for all available OH&S Management System.				
3	There is Action Plan for storage, protection, retrieval, retention and disposal of records.				
<b>I</b>	<b>OPERATIONAL PLANNING AND CONTROL</b>				
1	There are document on hazard elimination and risk reduction using Hierarchy of Control.				
2	There are SWP or SWI or SOP for three (3) high-risk work activities.				
3	There is Action Plan on controlling temporary or permanent changes of work processes.				
<b>J</b>	<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>				
1	There is document(s) in potential emergency situation identification and initial evaluation.				
2	There is a project Emergency Response Plan developed.				
3	There is a project Emergency Response Team established and trained.				
<b>K</b>	<b>PERFORMANCE MEASUREMENT AND MONITORING</b>				
1	There is an Action Plan developed to monitor, measure, analyse and evaluate OH&S performance.				
2	Reports on monitoring, measuring, analysing and evaluating OH&S performance are reviewed by project top management.				
3	There is an Action Plan developed to evaluate legal requirements and other requirements compliances.				
<b>L</b>	<b>INCIDENT, NONCONFORMITY AND CORRECTIVE ACTION</b>				
1	There is an Action Plan for reporting, investigating and taking action related to incident and Nonconformity determination and managing.				
2	Incident record / logbook / register is established.				

**ANNEX A (continued)**

**DOCUMENT CHECK**

<b>ITEM</b>	<b>CHECKLIST</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>REMARKS</b>
<b>M</b>	<b>INTERNAL AUDIT PROGRAMME</b>				
1	There is an Action Plan for Internal Audit program established, implemented and maintained.				
2	DOSH Site Visit or Inspection Log Book is maintained.				
3	Audit Report is reported to relevant managers for their further action.				
4	There is action taken to address Nonconformity and continual improvement of OH&S performance.				
<b>N</b>	<b>CONSTRUCTION WORK ACTIVITIES</b>				
1	Records on Temporary & Falsework are checked and approved prior to use.				
2	Site preparation - Safe Work Procedures				
3	Certificate of Fitness (PMA)				
4	Certificate of Fitness (PMT)				
5	Machinery maintenance record				
6	Local authorities' approval to clear bush, remove top soil or felling of trees				
7	Hoarding erection				
8	Fogging				
<b>TOTAL SCORE</b>					

**ANNEX B**

**WORKPLACE INSPECTION**

<b>ITEM</b>	<b>CHECKLIST</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>REMARKS</b>
<b>A</b>	<b>SITE OSH MANAGEMENT</b>				
1	There is displayed Project Safety OH&S Policy and communicated to all employees.				
2	Project site JKPP registration number displayed at site.				
3	Are there any OSH Site Rules displayed on project site?				
<b>B</b>	<b>MOVEMENT OF VEHICULAR TRAFFIC</b>				
1	Whether traffic movement plan developed?				
<b>C</b>	<b>SIGNAGE AND COLOUR CODE</b>				
1	Mandatory Signage in BLUE				
2	Prohibition Signage in RED				
3	Warning Signage in YELLOW				
4	Safe Signage in GREEN				
5	Assembly point with signage				
<b>SUB SCORE</b>					

**ANNEX B (continued)**  
**WORKPLACE INSPECTION (CONSTRUCTION WORK ACTIVITIES)**

ITEM	CHECKLIST	HIGH RISK 1						HIGH RISK 2			HIGH RISK 3			REMARKS	
		C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA		
<b>D</b>	<b>DESIGNATED PERSON APPOINTED</b>														
1	Competent and Trained Person														
<b>E</b>	<b>EQUIPMENT/MACHINERY</b>														
1	Approved PE Designed														
2	Certificate of Fitness (PMA / PMT)														
3	Competent/Trained Operator														
4	Machinery Guarding/Fencing														
5	Trained rigger assigned?														
<b>F</b>	<b>MATERIAL</b>														
1	Material Handling Arrangement														
2	Material Storage Arrangement														
3	Safety Data Sheet (SDS)														
4	Waste Material are disposed as planned														
<b>G</b>	<b>WORKING ENVIRONMENT</b>														
1	Safety/Notices Signage displayed														
2	Permit to Work issued for high-risk activities?														
3	Safe Access and Egress														
4	Ventilation														
5	Fall protection against falling from height (2 meter and more) available during construction activities.														

**ANNEX B (continued)**  
**WORKPLACE INSPECTION (CONSTRUCTION WORK ACTIVITIES)**

ITEM	CHECKLIST	HIGH RISK 1			HIGH RISK 2			HIGH RISK 3			REMARKS
		C	NC	NA	C	NC	NA	C	NC	NA	
6	Adequate Illumination										
7	Movement of Vehicular Traffic is in order										
8	Temporary & falsework are installed, fixed and constructed as per the intended purpose / or as per PE's design.										
9	Workers are using appropriate PPE										
10	Standing supervision by SSS / DP for hazardous activities e.g. working at height, mechanical lifting or etc.										
11	Openings inside building are properly guarded and secured from falling of objects / worker.										
<b>SUB SCORE</b>											

**TOTAL SCORE FOR WORKPLACE INSPECTION =**

**SUB-SCORE (A+B+C) + SUB-SCORE (D+E+F+G)**

**ANNEX C  
PERSONNEL INTERVIEW (CATEGORY A - MANAGERIAL)**

ITEM	QUESTIONNAIRE	MANAGEMENT			REMARKS
		C	NC	NA	
1	Are prevention of work related injury and/or health and the provision of safety and health workplaces and activities are committed / demonstrated by top management?				
2	Are workers consultation and participation in OH&S program and activities assured by top management?				
3	Who are the chairman and secretary for SHC meeting?				
4	There is an organisational culture that supports the expected results of the OH&S MS?				
5	What do you know about HIRARC?				
6	Have you ever been involved in HIRARC exercise?				
7	What is NADOPOD Regulations 2004?				
8	How is the Project OH&S performance being evaluated?				
9	Are you personally involved in OH&S management review and continual improvement for this project?				
<b>SUB SCORE</b>					

**ANNEX C (continued)**  
**PERSONNEL INTERVIEW (CATEGORY B - SUPERVISORY)**

ITEM	QUESTIONNAIRE	PERSONNEL 1			PERSONNEL 2			PERSONNEL 3			REMARKS
		C	NC	NA	C	NC	NA	C	NC	NA	
1	What do you know about work hazard, risk evaluation and control?										
2	When do you review your risk control measure?										
3	How often is the SHC meeting conducted?										
4	Who is the Chairman of the committee?										
5	Have you attended any related safety and health training during the project period?										
6	Have you attended any accident investigation training?										
7	Are you involved in the safety training / promotion at the site?										
8	Do you check the temporary structures are installed and fixed according to its intended use or PE design?										
<b>SUB SCORE</b>											

**ANNEX C (continued)  
PERSONNEL INTERVIEW (CATEGORY C - WORKERS)**

ITEM	QUESTIONNAIRE	WORKER 1			WORKER 2			WORKER 3			WORKER 4			WORKER 5			REMARKS
		C	NC	NA													
1	Project OSH Policy is communicated to you?																
2	Hazard and prevention of your work is communicated to you?																
3	Do you know who is the Safety and Health Officer / Site Safety Supervisor?																
4	Have you ever heard about workplace SHC?																
5	Do you hold CIDB's Personnel Registration Card?																
6	Have you undergone specific workplace induction course?																
7	Have you ever attended a toolbox meeting?																
8	Have you participated in any Safety Campaign?																
9	Are you a competent operator with valid license / authorised to operate this machinery / equipment / vehicle?																
10	Is there a safety checklist for you to fill up prior to operating the machinery?																
11	How do you handle chemicals / hazardous materials at the site?																

ANNEX C (continued)

PERSONNEL INTERVIEW (CATEGORY C –WORKERS)

ITEM	QUESTIONNAIRE	WORKER 1			WORKER 2			WORKER 3			WORKER 4			WORKER 5			REMARKS
		C	NC	NA													
12	Do you know what to do during an emergency/accident?																
13	What would you do if you witness someone injured?																
14	Can you show me the assembly point?																
15	Can you identify your First Aider?																
16	Where is the location of the First-Aid Box?																
17	Where is the nearest Fire Extinguisher?																
<b>SUB SCORE</b>																	

**ANNEX C (continued)**

**PERSONNEL INTERVIEW (CATEGORY C - WORKERS)**

ITEM	QUESTIONNAIRE	WORKER 6			WORKER 7			WORKER 8			WORKER 9			REMARKS
		C	NC	NA										
1	Project OSH Policy is communicated to you?													
2	Hazard and prevention of your work is communicated to you?													
3	Do you know who is the Safety and Health Officer / Site Safety Supervisor?													
4	Have you ever heard about workplace SHC?													
5	Do you hold CIDB's Personnel Registration Card?													
6	Have you undergone specific workplace induction course?													
7	Have you ever attended a toolbox meeting?													
8	Have you participated in any Safety Campaign?													
9	Are you a competent operator with valid license / authorised to operate this machinery/ equipment/vehicle?													
10	Is there a safety checklist for you to fill up prior to operating the machinery?													
11	How do you handle chemicals / hazardous materials at the site?													

**ANNEX C (continued)**  
**PERSONNEL INTERVIEW (CATEGORY C - WORKERS)**

ITEM	QUESTIONNAIRE	WORKER 6			WORKER 7			WORKER 8			WORKER 9			REMARKS
		C	NC	NA										
12	Do you know what to do during an emergency/accident?													
13	What would you do if you witness someone injured?													
14	Can you show me the assembly point?													
15	Can you identify your First Aider?													
16	Where is the location of the First-Aid Box?													
17	Where is the nearest Fire Extinguisher?													
<b>SUB SCORE</b>														

**TOTAL SCORE FOR PERSONNEL INTERVIEW =**  
**SUB-SCORE (MANAGERIAL) + SUB-SCORE (SUPERVISORY) + SUB SCORE (WORKERS)**

### SECTION 3: SHASSIC ASSESSOR GUIDE

#### ANNEX D DOCUMENT CHECK - ASSESSOR GUIDE

ITEM	CHECKLIST	GUIDE
<b>A</b>	<b>PROJECT OSH POLICY</b> (NOTE: OSH Policy is only applicable to organisations with more than five (5) employees)	
1	Whether there is a written Project OSH Policy Statement?	To confirm availability of Project OSH Policy statement during the inspection (OSHA 1994 Section 16) and Clause 5.2 ISO 45001:2018
2	Has the SHC conducted a review to ensure suitability of Project OSH Policy Statement?	To confirm the policy statement has been reviewed regularly by SHC and make a recommendation to the employers in order to ensure the policy remains relevant and appropriate (OSH [SHC] Regulations 1996, Regulation 11 (d))
3	Whether Project OSH Policy Statement was written in Bahasa Malaysia?	To confirm availability of policy statement written in Bahasa Malaysia (Clause 5.2 ISO 45001:2018)
4	Whether Project OSH Policy Statement was written in English?	To confirm availability of policy statement written in English (Clause 5.2 ISO 45001:2018)
5	Check whether Project OSH Policy is signed by the top management.	To check the Policy is signed by current PD or PM or both with name (s) written on it (Clause 5.2 ISO 45001:2018)
6	Check whether the Project OSH Policy is dated or otherwise.	To check for the date printed on the project OSH Policy statement (Clause 5.2 ISO 45001:2018)
7	Whether there is any evidences project OSH policy being communicated to workers?	To check on documented evidence(s) on Project OSH Policy OSH policy being communicated to workers (Clause 7.4 ISO 45001:2018)

<b>B</b>	<b>HIRARC</b>	
1	Are there documented HIRARC?	1. To check the availability of written action plan and approved by project top management 2. Please refer to: <ul style="list-style-type: none"> <li>• ISO 45001:2018 Clause of 6.1</li> <li>• Sub-clauses of 6.1.2, 6.1.3 and 6.1.4</li> <li>• Sub-sub-clauses of 6.1.2.1, 6.1.2.2 and 6.1.2.3.</li> </ul>
2	Whether HIRARC has been reviewed and updated?	a) To check the availability of written action plan and approved by project top management. b) Please refer to: <ul style="list-style-type: none"> <li>• ISO 45001:2018 Clause of 6.1</li> <li>• Sub-Clauses of 6.1.2, 6.1.3 and 6.1.4</li> <li>• Sub-sub-clauses of 6.1.2.1, 6.1.2.2 and 6.1.2.3.</li> </ul>

<b>C DETERMINATION OF LEGAL REQUIREMENTS AND OTHER REQUIREMENTS</b>		
1	Are there documented legal requirements and other requirements Action Plan?	<p>To check the availability of legal registers and legal requirements and other requirements Action Plan.</p> <p>Latest amendments of the following should be updated in the register as minimum:</p> <ol style="list-style-type: none"> <li>a. OSHA 1994 (Act 514) inclusive of Regulations, Orders, Exemptions, Prohibition and Schedules</li> <li>b. FMA 1967 (Act 139) inclusive of Regulations, Orders, Exemptions, Prohibition and Schedules</li> <li>c. DOSH, Code of Practice for Road Transport Activities, 2010</li> <li>d. DOSH, Industrial Code of Practice for Safe Working in Confined Space, 2010</li> <li>e. Factories and Machinery (Person-in-Charge) (Amendment) Regulations, 2014</li> <li>f. Exemption of CF for Hoisting Machine Order 2015</li> <li>g. CIDB Act 1407 (Amendment) (Act 2011) inclusive of Regulations, Orders, Exemptions, Prohibition and Schedules</li> <li>h. Permits, licenses or other forms of authorization</li> <li>i. Judgements of courts or administrative tribunals</li> <li>j. Treaties, conventions, protocols</li> <li>k. Collective bargaining agreements</li> <li>l. The organisation's requirements</li> <li>m. Contractual conditions</li> <li>n. Employment agreements</li> <li>o. Agreements with interested parties</li> <li>p. Agreements with health authorities</li> <li>q. Non-regulatory standards, consensus standards and guidelines</li> <li>r. Voluntary principles, codes of practice, technical specifications, charters</li> <li>s. Public commitments of the organisation or its parent organisation</li> </ol> <p>(ISO 45001:2018 Sub-clause 6.1.3)</p>
2	Project management personnel are accessible to up-to-date legal requirements and other requirements?	<p>To check whether the respectively accessibility are reflected in legal requirements and other requirements action plan</p> <p>(ISO 45001:2018 Sub-clause 6.1.3)</p>
3	Is there a valid CIDB Registration Certificate?	<p>To check whether the main contractor has a valid license with CIDB (CIDB Act 520 (Amendment 2011), Section 25)</p>
4	Do all project construction personnel possess valid CIDB Green Card?	<p>To check whether the main contractor employees register/list or has a log book on CIDB Green Card records and has declared and submit the awarded contract to CIDB (Act 520) (Amendments 2011), Section 34 (1)</p>

5	Project site registered with JKKP / DOSH?	To check the availability of form JKJ 103
<b>D</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY OBJECTIVES</b>	
1	Are OH&S objectives evaluated from time to time?	To obtain report and action plan that are approved by project top management on evaluation of project OH&S objectives and relevant plan to achieve them. (ISO 45001:2018 Sub-clause 6.2.1 and 6.2.2)
2	OH&S objectives are integrated in other work activities or procurement process?	To check the project OH&S objectives reflected in project OH&S plan and management & work procedures

**ANNEX D (continued)**

**DOCUMENT CHECK**

<b>ITEM</b>	<b>CHECKLIST</b>	<b>GUIDE</b>
<b>E</b>	<b>OH&amp;S ROLES AND RESPONSIBILITIES</b>	
1	Whether the roles and responsibilities of all project's personnel documented?	<p>a. To verify OH&amp;S duties and responsibilities, authority and accountability of employees of all levels as per the personnel in the project's organisation chart and spelled in the Project OH&amp;S plan or employees' Job Description records</p> <p>(OSHA 1994, Section 15 and 24) and ISO 45001:2018 Clause 5.3 and 5.4)</p>
2	Whether the roles and responsibilities of all project's personnel is communicated to them?	<p>To confirm that the OSH responsibilities are incorporated in either Safety Induction Minutes, Training Module Minutes, Toolbox Meeting Minutes or signed-off evidence, etc.</p> <p>(OSHA 1994, Section 15 and 24) and ISO 45001:2018 Clause 5.3 and 5.4)</p>
3	Whether the project SHC is established in accordance with OSH (SHC) 1996 Regulations?	<p>a. To obtain the project organisation chart</p> <p>b. To confirm with the Committee Organisation Chart, minutes of meeting and meeting attendance name list, appointment letter (OSHA 1994, Section 30) and (OSH [SHC] Regulations 1996)</p>
4	Whether there is SSS appointed on site?	To check in the project's organisation chart and record of registration of the respective Site Safety Supervisor with DOSH
5	Designated Persons (DP) are assigned for respective BOWEC work activities.	To check in project organisation chart and appointment letter of respective DP
6	There is a SHO employed for the project, which is valued at more than RM20 million.	To check in the project's organisation chart and record of registration of the respective Safety & Health Officer with DOSH
<b>F</b>	<b>COMPETENCE TRAINING AND AWARENESS</b>	
1	There is appropriate documented information on employee's competency.	<p>To check competent employees register or log book or name list.</p> <p>(ISO 45001:2018 Sub-clause 7.2)</p>
2	There is OSH Induction Training conducted.	To check OSH Induction training record (OSHA 1994 and Section 15 (2) (c) and ISO 45001:2018 Sub-clause 7.2 and 8.1.1 (2)
3	Necessary competency and training required for employees have been identified.	To check OSH Training Need Analysis (TNA) (ISO 45001:2018 Sub-clause 7.2 and OSHA 1994 Section 15 (2)(c)

4	There is Competence, Training and Awareness Action Plan.	To check with Competency, Training and Awareness Action Plan.  (ISO 45001:2018 Sub-clause 7.2 and OSHA 1994 Section 15 (2)(c))
5	Requirement and Competency, Training and Awareness is made known to employees.	To check with Induction, Training module, Letter or memo to employees, instruction or directive in action plan (ISO 45001:2018 Sub-clause 7.2 and OSHA 1994 Section 15 (2) (c))
<b>G</b>	<b>COMMUNICATION, PARTICIPATION AND CONSULTATION</b>	
1	There is proof of communication related to OH&S Management System.	To check minutes of meeting, letter, memo directive, action plan on communication, consultant and participation of workers related to OSH MS  (ISO 45001:2018 Sub-clause 7.3)
2	There is proof of workers' participation and consultation.	To check minutes of meeting, letter, memo directive, action plan on communication, consultant and participation of workers related to OSH MS  (ISO 45001:2018 Sub-clause 5.4)
3	Project Safety and Health Committee is established and meeting conducted on monthly basis.	To check, letter, memo, minutes of meeting, directive by project top management on establishment of project SHC  (OSHA 1994 Section 30 and OSH (SHC) Regulation 1996)
4	Project Safety and Health Committee is involved for improvement of the OH&S Management System.	To check, letter, memo, minutes of meeting, directive by project top management on establishment of project SHC  (OSHA 1994 Section 30 and OSH (SHC) Regulation 1996)

<b>H DOCUMENTED INFORMATION</b>		
1	There is a written directive for creating and updating documented information.	To check for the availability of written directive for creating and updating documented information (ISO 45001:2018 Sub-clause 7.5)
2	There is a register / log for all available OH&S Management System.	To check the availability of register / log for all available documented information on OH&S Management System (ISO 45001:2018 Sub-clause 7.5)
3	There is an Action Plan for storage, protection, retrieval, retention and disposal of records.	To check the availability Action Plan for storage, protection retrieval retention and disposal of records (ISO 45001:2018 Sub-clause 7.5)
<b>I OPERATIONAL PLANNING AND CONTROL</b>		
1	There are documents on hazard elimination and risk reduction using Hierarchy of Control.	To check with HIRARC, JSA or other Risk Assessment and Risk control documents. Hierarchy of control or a combination of hierarchy of controls is taking into consideration as recommended control measures (ISO 45001:2018 Sub-clause 8.1.2)
2	There are SWP or SWI or SOP for three (3) high-risk work activities.	To check Safe Work Procedure (SWP) or Safe Work Instruction (SWI) or Safe Operation Procedure (SOP) of the three (3) high-risk work activities determined by SHASSIC Assessor
3	There is Action Plan on controlling temporary or permanent changes of work processes.	To check with document related to managing changes of work technology, equipment, facilities, work practices or procedures, design specification, raw materials, staffing, standard or regulations (ISO 45001: 2018 Sub-clause 8.1.3)
<b>J EMERGENCY PREPAREDNESS AND RESPONSE</b>		
1	There is document(s) in potential emergency situation identification and initial evaluation.	To check that there is document/s on anticipated emergency situation identification and initial evaluation (ISO 45001:2018 Sub-clause 8.2)
2	There is a project Emergency Response Plan developed.	To check that there is a Project Emergency Response Plan established, implemented and maintained (ISO 45001:2018 Sub-clause 8.2)
3	There is a project Emergency Response Team established and trained.	To check that there is Project Emergency Response Plan established, implemented, maintained and ERT training record. (ISO 45001:2018 Sub-clause 8.2)
<b>K PERFORMANCE MEASUREMENT AND MONITORING</b>		
1	There is an Action Plan developed to monitor, measure, analyse and evaluate OH&S performance.	To check document(s) or record(s) in regards to performance monitoring, measurement, analysing and evaluating activities. (ISO 45001:2018 Clause 9.1)

2	Reports on monitoring, measuring, analysing and evaluating OH&S performance are reviewed by project top management.	To check report on monitoring, measuring, analysing and evaluating OH&S performance is reviewed by project top management. (ISO 45001:2018 Sub-clause 9.1.1)
3	There is an Action Plan developed to evaluate legal requirements and other requirements compliances.	To check document or record on the process of identifying gaps in compliance. (ISO 45001:2018 Sub-clause 9.1.2)
<b>L</b>	<b>INCIDENT, NONCONFORMITY AND CORRECTIVE ACTION</b>	
1	There is an Action Plan for reporting, investigating and taking action related to incident and Nonconformity determination and managing.	To check the availability of documented Action Plan for reporting, investigating and taking action related to incident and Nonconformity determination and managing (ISO 45001:2018 Sub-clause 10.2)
2	Incident record / logbook / register is established.	To check the availability of documented Incident, Nonconformity and corrective action record / logbook / register (ISO 45001:2018 Sub-clause 10.2)
<b>M</b>	<b>INTERNAL AUDIT PROGRAMME</b>	
1	There is an Action Plan for Internal Audit program established, implemented and maintained.	To checked documented audit plan including frequency, methods, responsibilities, consultation, reporting, auditor selection, etc. (ISO 45001:2018 Sub-clause 9.2.2)
2	DOSH Site Visit or Inspection Log Book is maintained.	To check the availability of DOSH Site Visit or Inspection Log Book
3	Audit Report is reported to relevant managers for their further action.	To check audit report transmittal / memo / letter, etc. (ISO 45001:2018 Sub-clause 9.2.2)
4	There is action taken to address Nonconformity and continual improvement of OH & S performance.	To check with the documented document on Nonconformity and continual improvement action taken (ISO 45001:2018 Sub-clause 9.2.2)
<b>N</b>	<b>CONSTRUCTION WORK ACTIVITIES</b>	
1	Records on Temporary & falsework are checked and approved prior to use.	Assessor to check the availability of a Temporary Occupant License (TOL) issued by the local authority (UBBL 1984)
2	Site preparation - Safe Work Procedures (SWP)	Assessor to confirm the availability of site preparation SWP or any similar document prepared prior to site mobilisation (date and approved by consultant / PM) (OSHA 1994, Section 15)
3	Certificate of Fitness (PMA)	To check for availability of original and valid "Perakuan Kelayakan Mesin Angkat" (PMA) and is visibly displayed on / at the machinery (FM [NCFAI] Regulations 1970, Regulation 10)

4	Certificate of Fitness (PMT)	Factories and machinery (Exemption of certificate of fitness for unfired pressure vessel) order 2017
5	Machinery maintenance record	To check for the availability of warning / safety notice/tagging on the machinery during maintenance and servicing (FMA 1967, Section 18/ OSHA 1994, Section 15)
6	Local authorities' approval to clear bush, remove top soil or felling of trees.	To check for availability of approval from local authorities.
7	Hoarding erection	Assessor to confirm the availability of a safe work procedures (SWP) for the erection of hoarding and observe the condition of hoarding, maintained as per stated in the SWP, based on approved drawings (Guideline for Public Safety, DOSH 2007, Section 11.2)
8	Fogging	To check records on fogging records on fogging activities carried out at construction site.

**ANNEX E**

**WORKPLACE INSPECTION - ASSESSOR GUIDE**

<b>ITEM</b>	<b>CHECKLIST</b>	<b>GUIDES</b>
<b>A</b>	<b>SITE OSH MANAGEMENT</b>	
1	There is displayed Project Safety OH&S Policy and communicated to all employees.	Assessor to obtain hard copy of Project Safety OH&S Policy and observed that policy had been displayed adequately at various strategic locations  (ISO 45001:2018 Sub-clause 5.2)
2	Project site JKKP registration number displayed at site.	Assessor to obtain a copy of Form JKJ 103 as physical evidence  (FMA 1967 Section 35)
3	Are there any OSH Site Rules displayed on project site?	Assessor to observe that there is OSH Site Rules displayed on project site  (Section 15 of OSHA 1994)
<b>B</b>	<b>MOVEMENT OF VEHICULAR TRAFFIC</b>	
1	Whether traffic movement plan developed?	Assessor to observe that there is traffic movement arrangement observed on site (Traffic signage, Flagman, route indicators, etc.) (FM [BOWEC] Regulations 1986, Regulation 18)
<b>C</b>	<b>SIGNAGE AND COLOUR CODE (NOTE: Visual inspection to check appropriate usage of international color codes for signage and location)</b>	
1	Mandatory Signage in BLUE	Assessor to observe that there are signages for PPE usage such as safety helmet, safety footwear, safety vest, safety eye protection, full body harness, etc. are displayed adequately (MS 2558:2014)
2	Prohibition Signage in RED	Assessor to observe that there are prohibition signage such as No Entry, No Smoking, No Naked Light, etc. are adequately displayed (MS 2558:2014)
3	Warning Signage in YELLOW	Assessor to observe that there are warning signage such as Warning Overhead Load, Warning Slippery Floor, etc. are adequate displayed (MS 2558:2014)
4	Safe Signage in GREEN	Assessor to observe that there are safe signage such as First Aid Box and Room locations, Assembly Point/Area, safe escape route, etc. are adequately displayed (MS 2558:2014)
5	Assembly point with safety signage	Safety sign board placed at identified suitable location either within the site or off the site clearly visible by everyone.

**ANNEX E (continued)**

**WORKPLACE INSPECTION (continued)  
(CONSTRUCTION WORK ACTIVITIES)**

<b>ITEM</b>	<b>CHECKLIST</b>	<b>GUIDES</b>
<b>D</b>	<b>DESIGNATED PERSON APPOINTED</b>	
1	Competent and Trained Person	Assessor to obtain copy of respective competency or training certificate (ISO 45001:2018 Sub-clause 7.2)
<b>E</b>	<b>EQUIPMENT / MACHINERY</b>	
1	Approved PEPC Designed	Assessor to obtain Approved PEPC (Professional Engineer with Practicing Certificate) Design for respective equipment/machinery (Chute above 12 meter, Ramp for vehicle access, Scaffold above 15 meter for frame and modular and 40 meter for tubular, loading or catch platform, etc.)
2	Certificate of Fitness (PMA / PMT)	To check the availability of original and valid “Perakuan Kelayakan Mesin Angkat” (PMA) or “Perakuan Kelayakan Mesin Tekanan” (PMT) and is visibly displayed on/at the machinery (FM [NCFAI] Regulations 1970, Regulation 10)
3	Competent/Trained Operator	To check the availability of original and valid license of machinery operator (OSHA 1994 Section 26)
4	Machinery Guarding/Fencing	When power-operated tools are designed to accommodate guards, they shall be equipped with such guards when in use (FM [BOWEC] Regulations 1986, Regulation 147)
5	Trained rigger assigned	To check whether the rigger has attended training before assigned to carry out the task. Pass experience also can be considered.
<b>F</b>	<b>MATERIAL</b>	
1	Material Handling Arrangement	To check the handling of hazardous and non-hazardous materials as per approved procedures (OSH [USECHH] Regulations 2000)
2	Material Storage Arrangement	To observe that all material in bags, containers, timber or bundles and other material stored in tier shall be stacked, blocked, interlocked and limited in height so that it will be stable and otherwise safe against sliding and collapse (FM [BOWEC] Regulations 1986, Regulation 119)
3	Safety Data Sheet	To check the availability of Safety Data Sheet for hazardous material or substances (OSH [CLASS] Regulations 2013)

4	Waste Material Disposal Plan	To comply to approved and documented action plan (FM [BOWEC] Regulations 1986, Regulation 104)
<b>G WORKING ENVIRONMENT</b>		
1	Safety/Notices Signage displayed	Simple but effective warning notice in national language shall be placed (FM [BOWEC] Regulation 1986)
2	Permit to Work issued for high risk activities	To check the availability and usage of permit to work at site (Hot Work Permit, Working at Height, Deep Excavation Permit, and Confined Space Work Permit etc.)
3	Safe Access and Egress	To observe for the provision of access/egress, clearly marked, free from any obstruction. Stairways, ramps or runways shall be provided (FM [SHW] Regulations 1970, Regulation 7)
4	Ventilation	To check adequate natural/mechanical ventilation provided at the workplace (FMA 1967, Section 22) and Regulations 25 of FM(SHW) Regulations 1970
5	Fall protection against falling from height (2 meter and more) available during construction activities.	To visually observe the guardrails and handrails, toe boards, safety net and etc.
6	Adequate Illumination	To visually observe sufficient light (natural or powered) at the work vicinity (FMA 1967, Section 22(e)) and Regulations 29 of FM(SHW) Regulations 1970
7	Movement of Vehicular Traffic is in order	To visually observe the vehicular traffic control as per approved plan; warning sign, channelising device, flagman, etc. (FM [BOWEC] Regulations 1986, Regulation 18)
8	Temporary & falsework are installed, fixed and constructed as per the intended use / as per PEPC design.	To check all temporary works compliance against PEPC (Professional Engineer with Practicing Certificate) design.
9	Workers are using appropriate PPE	To check on the appropriate use of PPE by workers.
10	Standing supervision by the SSS / DP for hazardous activities e.g. working at height, mechanical lifting or etc.	Site Safety Supervisor / Designated Person shall present and supervise hazardous activities.
11	Openings at inside building are properly guarded and secured from falling of objects / worker.	To check all openings inside buildings are properly guarded and secured from falling of objects / workers.

**ANNEX F**

**PERSONNEL INTERVIEW - ASSESSOR GUIDE  
(CATEGORY A - MANAGERIAL)**

<b>ITEM</b>	<b>QUESTIONNAIRE</b>	<b>GUIDES</b>
1	Are prevention of work related injury and/or health and the provision of safety and health workplaces and activities are committed / demonstrated by top management?	Interviewee should be able to answer that “we do oblige and obligation is reflected in our Project OSH policy statement, OSH objectives and Project OSH Plan”
2	Are workers consultation and participation in OH&S program and activities assured by top management?	Assessor to obtain relevant documents such as documented instruction or directive, minutes of meeting, Project OSH Plan, etc.
3	Who is the chairman and secretary for SHC meeting?	Interviewee shall answer that PM / PD / CM will chair the site meeting. The secretary shall be SHO assigned for the project. If the project is below RM20 million, the chairman may appoint any one of the members of the SHC’s member as secretary.
4	There is an organisational culture that supports the expected results of the OH&S MS?	Assessor to obtain documented instruction or directive in the regard
5	What do you know about HIRARC?	Interviewee should be able to explain and elaborate project health and safety hazards/risks management processes such as HI, RA, RC, Hierarchy of control, etc.
6	Have you ever been involved in HIRARC exercises?	Assessor to obtain documented evidence, i.e. attendance list, minutes of meeting, etc.
7	What is NADOPOD Regulations 2004?	Notifications and reporting of accident, dangerous occurrence, occupational poisoning and occupational disease & Regulations made under OSHA 1994 (Act 514)
8	How is the project OH&S performance being evaluated?	Assessor to obtain project OH&S performance report (Internal audit report, inspection report, etc.)
9	Are you personally involved in OH&S management review and continual improvement for this project?	Assessor to obtain documented evidence, i.e. attendance list, minutes of meeting, etc.

**ANNEX F (continued)**

**PERSONNEL INTERVIEW - ASSESSOR GUIDE  
(CATEGORY B - SUPERVISORY)**

<b>ITEM</b>	<b>QUESTIONNAIRE</b>	<b>GUIDES</b>
1	What do you know about work hazard, risk evaluation and control?	Interviewee should be able to elaborate the HI, RA, RC and hierarchy of control processes
2	When do you review your risk control measure?	When there are changes in work method, machinery or equipment used for the work, new working environment and after every accident.
3	How often is the SHC meeting conducted?	SHC Meeting being conducted at least once a month ref Act 139 FM (BOWEC) (Safety) Regulations 27(3) or at least once in 3 months ref Act 514 OSH (SHC) Regulations 21(1).
4	Who is the Chairman of the committee?	Assessor to check with project SHC organisation chart for the answer
5	Have you attended any related safety and health training during the project period?	Assessor to check with training record and attendance
6	Have you attended any accident investigation training?	Assessor to check with project accident investigation training attendance list / records
7	Are you involved in the safety training / promotion at the site?	Assessor to check with project training and promotion records, SHC minutes of meeting, training attendance list / records
8	Do you check the temporary structures are installed and fixed according to its intended use or PEPC design?	Interviewee should be able to elaborate how does the checking process before allowing the workers carry out the activities identified in HIRARC.

**ANNEX F (continued)**

**PERSONNEL INTERVIEW - ASSESSOR GUIDE  
(CATEGORY C - WORKERS)**

<b>ITEM</b>	<b>QUESTIONNAIRE</b>	<b>GUIDES</b>
1	OSH Policy is communicated to you?	Interviewee should be able to describe what is OSH policy and where it was carried out. The answer 'yes' must be elaborated.
2	Hazard and prevention of your work is communicated to you?	Interviewee should be able to describe hazards inherent in his work and what are the relative control measures that are put into place or provided for him by his employer. The answer 'yes' must be elaborated.
3	Do you know who is the Safety and Health Officer or Site Safety Supervisor?	Interviewee should be able to mention the name of Safety and Health Officer or Site Safety Supervisor
4	Have you ever heard about workplace SHC?	Interviewee should be able to describe what is workplace SHC.
5	Do you hold CIDB Personnel Registration Card?	To request the employee to show the CIDB Personnel Registration Card. Assessor to check and confirm the validity of the Green Card (CIDB Act 520 Amendments 2011, Section 33 (1))
6	Have you undergone specific workplace induction course?	The interviewee should be able to explain when he/she underwent the course as these works may require to undergo specific safety course prior to commencing with the work at the site. Assessor to obtain a hard copy of Safety and Health Induction records prior to the interview and confirm the attendance (OSHA 1994 Section 15)
7	Have you ever attended a toolbox meeting?	Assessor to confirm the attendance of the employee by checking the copy of the past Toolbox Talk attendance list (Assessor to obtain a copy of the Toolbox Talk attendance list) (OSHA 1994 Section 15)
8	Have you participated in any Safety Campaign?	The interviewee should be able to explain the campaign which he/she had attended (Assessor to obtain Safety Campaign Records prior to interview).
9	Are you a competent operator with valid license / authorised to operate this machinery/ equipment/vehicle?	The interviewee should be able to show the document to confirm valid license or letter of authority from the employer (ISO 45001:2018 Sub-clause 7.2)
10	Is there safety checklist for you to fill up prior to operating the machinery?	Assessor to confirm reply with safety checklist. Assessor to obtain safety checklist records prior to the interview (OSHA 1994, Section 15)

11	How do you handle chemicals / hazardous materials at the site?	The interviewee should be able to describe the requirements pertaining to USECHH 2000 Regulations, and CLASS Regulations 2013 examples labelling, handling, transporting, storage, etc.
12	Do you know what to do during an emergency / accident?	The interviewee should be able to describe what he/she needs to do during an emergency, which is described in the Emergency Preparedness Plan. To confirm the response with Emergency Preparedness Plan - Emergency Action Flow Chart (ISO 45001:2018 Sub-clause 8.2)
13	What would you do if you witness someone injured?	The interviewee should be able to explain his actions when he witnesses someone who is injured. Assessor to confirm the response with AI (Accident Investigation) and RP (Response Plan) (ISO 45001:2018 Sub-clause 10.2)
14	Can you show me the assembly point?	The interviewee should be able to show the nearest assembly point. Assessor to confirm with Emergency Preparedness Plan for the location of assembly point (OSH [CIMAH] Regulations 1996)
15	Can you identify your First Aider?	The interviewee should be able to identify the First Aider. Assessor to confirm with Emergency Preparedness Plan (FM [SHW] Regulations 1970, Regulation 38)
16	Where is the location of the First-Aid Box?	The interviewee should be able to show the nearest location of the First-Aid Box. To confirm location with Emergency Preparedness Plan (FM [SHW] Regulations 1970, Regulation 38)
17	Where is the nearest Fire Extinguisher?	The interviewee should be able to show the nearest Fire Extinguisher. Assessor to confirm with Emergency Preparedness Plan (FMA 1967, Section 13)

## ACKNOWLEDGEMENT

Construction Industry Development Board, Malaysia would like to extend our sincere appreciation to all those involved in the development of this standard.

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ISBN 978-967-0997-93-3

