

1 – Safety and Health Policy Statement

Tong Herr Resources Berhad (“THR” or “the Company”), including its subsidiaries (“the Group”), is committed to achieved a safety and healthy work environment and to prevent accidents and occupational illness as long as reasonable practicable. The Group is dedicated in viewing safety and health as top priority of the employees through:-

- 1) Initiation of preventive action and application of controls to ensure occupational safety and health.
- 2) Comply with all the applicable occupational safety, health and environment legislation and its requirement.
- 3) Increase employees’ awareness on safety, health and environment through continuous training, providing information, instruction and facilities.
- 4) Ensuring the employees’ safety, health and welfare are reserved and emphasize continual improvement in occupational safety, health and environmental performance of the plant and employees.
- 5) Continuously improve occupational safety and health (OSH) standards by adopting best practices at workplace.

2– Responsibilities for Safety and Health

Safety & Health Officers

Safety & Health Officers are responsible for the implementation of the safety policy and procedures in relation to the areas and activities under their control, i.e.;

- 1) Ensuring risk assessments, welfare arrangements and emergency procedures are defined in assignment instructions;
- 2) Ensuring employees are provided with information, training and supervision as necessary to work safely;
- 3) Consulting with managements on safety matters;
- 4) Undertaking accident investigations of all incidents with the potential for serious injury;
- 5) Ensuring all employees adhere to the safety policy and procedures; and
- 6) Reporting to the Production Manager and managements any areas where the effectiveness of the safety policy and procedures could be improved.

Employees

All employees are responsible for;

- 1) Co-operating in safety and health inspections, risk assessments and accident investigations as required;
- 2) Attending training courses as and when required;
- 3) Wear or use at all times any personal protective equipment provided by employer wherever required (head protection, foot protection, hearing protection, eye protection, hands protection, body protection and respiratory protection)

- 4) Following the safety manual procedures;
- 5) Undertaking their work in a safe manner in accordance with instructions and training provided; and
- 6) Reporting any unsafe occurrences by notifying their Supervisor/Executive/Manager as appropriate.
- 7) To take reasonable care for the safety and health of himself and other person who may be affected by his acts or omissions at work

3- Accidents

Summary Requirements

All accidents at work must be recorded in safety management file after performed investigation to identify the actions necessary to prevent a recurrence. Specified injuries, diseases and dangerous occurrences must be reported to the appropriate enforcing authority.

Group Procedure

A) Recording Accidents

In the event of an accident at work all employees should seek assistance from a first aider/ appointed person and record the accident in "Accident Investigation" file.

B) Accident and Incident Investigation

All accident and incident, which may have significant potential, will be investigated as soon after the event as possible. Investigation team will interview the victim, witnesses and relevant personnel to identify the root cause and prevent it from recurring. Accidents and incident investigation reports should then be hand-over on to the Production Manager/Department managers will sign off the form, if satisfied with the investigation, or will require further action to be taken before verified by top management.

C) Accident Reporting

The Production Manager and Department managers is responsible for reporting all notifiable incidents involving their employees to the Managing Director. The accident investigation report and any witness statements or other documentation relating to the investigation should be sent to the Production Manager/Safety Officer. A record should be maintained of all reports made to the Production Manager/Safety Officer.

Fatal accidents and those resulting in major injuries must be reported immediately to safety & health officer for investigation and accident reporting.

Reportable cases: Reportable cases to enforcing authority.

- Dangerous Occurrence
- Occupational Poisoning and Occupational Disease

Recordable cases: Recordable cases under the company.

- Medical Treatment (prevent the person from carry out their normal work. Medical leave not more than 4 day).

First aider Procedure:

In the event of an accident or injury, all employees and foreign workers are instructed to seek immediate assistance from a designated first aider or appointed person. All employees and foreign workers should be familiar with the location of first aid kits and trained personnel, report any incidents requiring first aid to their Supervisor/Executive/Manager. For further action, if needed the injured employee shall be sent to clinic for further treatment.

4- Personal Protective Equipment (PPE)

Summary Requirement

Employers are required to provide employees with personal protective equipment (PPE) where it is not possible to reduce the risk by other means. Personal protective equipment provided to protect against a specified risk must be provided free of charge. Employers must ensure that the protective equipment provided is suitable for its intended use and that employees are provided with any information regarding its safe use, storage, maintenance and replacement.

Group Procedure

Employees are provided with personal protective equipment appropriate to the general hazards associated with their work activities.

Additional PPE is provided where a risk assessment shows it is necessary to reduce a specified risk to an acceptable level. Where provided to protect against a specified risk.

Employees are required to co-operate by wearing, storing and maintaining their PPE in accordance with the information and instruction provided and for reporting any defects with equipment to enable timely replacement or repair.

The type and specification of PPE should be detailed on the PPE schedule along with a description of the hazard it is issued to protect against. The issue of PPE should be recorded on the PPE issue record. Employees are required to sign to the appropriate record form to confirm receipt of the PPE issued.

Record Keeping Requirements

- Each time when PPE is issued, it should be signed for and dated by the person receiving the PPE.

5- Buildings, Services, Equipment and others

Summary Requirement

Workplaces and work equipment must be suitable for their intended use and be maintained in a safe condition. Work equipment should be operated by competent persons in accordance with the manufacturer's instructions. Maintenance should only be undertaken by competent persons.

Group Procedure

Managers, Engineers and purchasing staff are responsible for ensuring that buildings and work equipment are suitable for their intended use. All new work equipment should comply with applicable product safety standards. Managers / Engineers are responsible for ensuring that buildings, services and work equipment are maintained in a safe condition.

All work equipment should be used in accordance with the manufacturer's instructions. Hazardous work equipment should only be operated by suitably trained and authorised employees. Employees are responsible for undertaking pre-use checks of equipment prior to use. Any defects identified in the building, associated services or equipment, should be brought to the attention of the Managers/ Executives/Engineers/ Head of Department. Staff must not attempt to effect repairs to or use defective services or equipment.

Managers/Engineers are responsible for ensuring that appropriately qualified persons are employed to remedy defects that are reported by employees. Managers/Engineers are responsible for ensuring that equipment that is liable to fail in a dangerous manner is subject to a planned programme of inspection and test by a competent person. Managers/Engineers should additionally check with their vendor to establish who is responsible for the maintenance and testing of equipment and services listed below. Such equipment includes:

- lifting equipment
- gas appliances
- electrical appliances
- electrical installations
- Fire protection system
- pressure vessels and systems
- air conditioning systems (as and when necessary)
- drinking water dispensers

Record Keeping Requirements

- The provision of information and / or training and authorisation to operate hazardous work equipment should be recorded in the training.

6- Training

Summary Requirement

Employers must provide their employees with information and training to enable them to work safely and to discharge their defined safety responsibilities.

Group Procedure

All new hires, promoted and transferred employees are provided with information and training appropriate to their responsibilities as defined in the safety policy and the risks to which they may be exposed during their work.

The training covers the safety and health policy and arrangements for providing site specific safety and health information.

All employees are provided with safety induction training by the Safety & Health officer. This training covers the safety policy, the local emergency arrangements and risk assessments applicable to their place of work.

Training is conducted at appropriate intervals throughout the year and always following the installation of new equipment or significant alteration to the existing systems of work. The provision of all information and training should be recorded to confirm that it has been provided and understood. In addition, all workers/employees receive “Site Specific Training” on all matters relevant to the site to which they are assigned.

In addition to general safety training, Designated first aiders and appointed persons are trained to respond promptly and effectively in case of injuries or medical emergencies. First aid training records are maintained.

Record Keeping Requirements

- All safety training for all employees must be recorded.