




**MSC TRUSTGATE.COM SDN. BHD.**

## **POLICY**

### **TITLE: WORK HEALTH AND SAFETY ENVIRONMENT**


Reference No. : TG/POL/04  
Rev. No. : 1.5  
Effective Date : 6<sup>th</sup> February 2025

**OPEN**

	<b>WORK HEALTH AND SAFETY ENVIRONMENT</b>		
	Document No.	<b>TG/POL/04</b>	
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## REVISION HISTORY

Rev. No.	Revision Details	Rev. Date
1.0	First version	6.1.2020
1.1	Update policy with changes to the wording	28.4.2022
1.2	Annual Revision	3.5.2023
1.3	Update as per amendments to the Act to include the newly passed law and incorporate by June 2024	14.5.2024
1.4	Update version as per new format	30.5.2024
1.5	Update to add on the Occupational Safety & Health Coordinator & Committee	6.2.2025

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## 1.0 OBLIGATIONS

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.


We are committed in full compliance with the **Occupational Safety and Health (Amendment) Act 2022**, applicable Codes of Practice & Malaysian Standards, or any new directives issued by the Department of Occupational Safety and Health (DOSH) to the fullest extent possible.

## 2.0 RESPONSIBILITIES

### 2.1 Management

Will provide and maintain as far as possible:


- **Safe Work Environment:** Implementing practical measures to ensure the safety and health of all workers, contractors, visitors, and others affected by our operations.
- **Risk Management:** Conducting and enforcing risk assessments to identify, address, and mitigate potential hazards, ensuring accountability for safety outcomes.
- **Appointment of OSH Coordinator:** Designating an Occupational Safety and Health (OSH) Coordinator, as required by the Occupational Safety and Health (Amendment) Act 2022, to oversee and manage workplace safety protocols.
- **Safe Systems and Equipment:** Ensuring safe systems of work, maintaining plant and substances in safe condition, and providing necessary welfare facilities.
- **Training and Supervision:** Delivering adequate information, instruction, training, and supervision to protect workers from injury and health risks.
- **Consultation and Collaboration:** Engaging with workers to consult and cooperate on all health and safety matters.
- **Compliance with Regulations:** Adhering to the latest government Standard Operating Procedures (SOPs), Codes of Practice, Malaysian Standards, and DOSH directives.
- **Continuous Improvement:** Striving for ongoing enhancement of safety performance through effective safety management practices.

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## 2.2 WORKERS

All workers are required to:

- **Follow safety rules at all times:**
  - Always follow safe work practices, whether you're working on-site, remotely, or in a hybrid setup.
    - The goal is to prevent injuries to yourself and others, as well as avoid damage to equipment or property.
- **Take care of yourself and others:**
  - Be mindful of your own health and safety, as well as the safety of those around you.
    - Avoid actions that could put anyone at risk.
- **Use protective gear when required:**
  - Wear personal protective equipment (PPE) like helmets, gloves, masks, or safety glasses when necessary.
    - Ensure the gear is used correctly and fits properly.
- **Listen to management's safety instructions:**
  - Follow any directions or guidelines given by your supervisor or manager regarding health and safety.
    - If you're unsure about something, ask for clarification.
- **Don't misuse safety equipment or tools:**
  - Never tamper with or misuse safety equipment, tools, or systems designed to protect you and others.
    - Report any damaged or faulty equipment immediately.
- **Report accidents and incidents right away:**
  - Inform your OSH, supervisor or manager about any accidents, injuries, or near-misses, no matter how small they seem.
    - Early reporting helps prevent bigger issues in the future.
- **Speak up about hazards:**
  - If you notice anything unsafe, like a spill, broken equipment, or a risky situation, report it to your OSH, supervisor or manager immediately.
    - Don't assume someone else will take care of it.
- **Work responsibly to reduce risks:**
  - Perform your tasks in a way that minimizes risks to yourself and others.
    - Stay alert, avoid shortcuts, and prioritize safety over speed.
- **Stay informed and trained:**
  - Participate in safety training sessions and stay updated on workplace safety policies.
    - Knowledge is key to preventing accidents and staying safe.
- **Be proactive about safety:**
  - If you see a way to improve safety, share your ideas with your team or management.
    - A safe workplace is everyone's responsibility.

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### 3.0 APPLICATION OF THIS POLICY

We seek the co-operation of all workers, customers, and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero-accident rate. This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

### 4.0 HEALTH AND SAFETY COMMITTEE

In compliance with the **Occupational Safety and Health (Amendment) Act 2022**, the company has established a Health and Safety Committee comprising:

- One Chairman
- One Secretary
- Two representatives from Management
- Two representatives from Workers

The committee's responsibilities include:

- Participating in safety committee meetings to address workplace safety concerns.
- Identifying and assessing potential workplace hazards and risks.
- Proposing and implementing safety measures to ensure compliance with regulations.
- Promoting a safety-conscious culture among employees.
- Assisting in incident investigations to determine root causes and recommend preventive measures.

This committee plays a vital role in fostering collaboration between management and workers to maintain a safe and healthy workplace for all.