



Company Profiles of the 2nd - 4th ASEAN-OSHNET Awardees



The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam. The ASEAN Secretariat is based in Jakarta, Indonesia.

For inquiries, contact:

The ASEAN Secretariat
Community Relations Division (CRD)
70A Jalan Sisingamangaraja
Jakarta 12110, Indonesia
Phone: (62 21) 724-3372, 726-2991
Fax: (62 21) 739-8234, 724-3504
E-mail: public@asean.org

Catalogue-in-Publication Data

Compilation of the 2nd – 4th ASEAN-OSHNET Awardees
Jakarta, ASEAN Secretariat, January 2024

331.1059

1. ASEAN – Labour – Working Environment
2. Occupational Safety – Health System

ASEAN: A Community of Opportunities for All

Photo Credits:

Cover: Freepik / Freepik.com
Divider Pages: Shutterstock

The text of this publication may be freely quoted or reprinted, provided proper acknowledgement is given and a copy containing the reprinted material is sent to the Community Relations Division (CRD) of the ASEAN Secretariat, Jakarta.

General information on ASEAN appears online at the ASEAN Website: www.asean.org

Copyright Association of Southeast Asian Nations (ASEAN) 2024.
All rights reserved.



TABLE OF CONTENTS

The 2nd ASEAN-OSHNET Awardees 2018

<i>2nd ASEAN-OSHNET Excellence Awardees</i>	1
Haji Adinin and Sons (B) Sdn. Bhd., Brunei Darussalam	3
Sabrina (Cambodia) Garment Manufacturing Corporation, Cambodia	10
PT Indonesia Power Unit Pembangkitan Bali, Indonesia	15
Phu Bia Mining Limited, Lao PDR	18
Langsat Terminal (One) Sdn. Bhd., Malaysia	23
United Paints Group Co.,Ltd., Myanmar	39
Sunpower Philippines Manufacturing Limited, the Philippines	48
Rockwell Automation Asia Pacific Business Center, Singapore	51
Thai Stanley Electric Public Company Limited, Thailand	53
Duy Tan Plastics Corporation, Viet Nam	60
<i>2nd ASEAN-OSHNET Best Practice Awardees</i>	70
PDS Meat Industries (B) Sdn. Bhd., Brunei Darussalam	72
Mong Reththy Group (MRG), Cambodia	74
CV. Mubarakfood Cipta Delicia, Indonesia	86
FYS Marketing Sdn. Bhd., Malaysia	88
Unilever (Myanmar) Co., Ltd., Myanmar	116
Bagnos Multipurpose Cooperative, the Philippines	122
LSK Engineering (S) Pte. Ltd., Singapore	128
IRPC Public Company Limited (IRPC Ayutthaya Depot), Thailand	130
Cat Hai Joint-Stock Aquatic Processing & Service, Viet Nam	132

The 3rd ASEAN-OSHNET Awardees 2020

<i>3rd ASEAN-OSHNET Excellence Awardees</i>	140
Minebea (Cambodia) Co., Ltd., Cambodia	142

PT Trakindo Utama Sorowako, Indonesia	149
Lao Brewery Co., Ltd., Lao PDR	155
Putrajaya Holdings Sdn. Bhd., Malaysia	167
RVK Meditech Co., Ltd., Myanmar	173
Energy Development Corporation – Mt. Apo Geothermal Project, the Philippines	176
Petrochemical Corporation of Singapore (Private) Limited, Singapore	187
PTT Public Company Limited - Rayong Gas Separation Plant, Thailand	193
Northern Power Corporation (EVNNPC), Viet Nam.....	200
 <i>3rd ASEAN-OSHNET Best Practice Awardees</i>	 205
Laurelton Diamonds (Cambodia) Co., Ltd., Cambodia	207
PT Homeware International Indonesia, Indonesia	213
Burapha Agro-Forestry, Co., Ltd., Lao PDR.....	219
FM Plastic Industries Sdn. Bhd., Malaysia	228
Jotun Myanmar Co., Ltd, Myanmar	231
D’Homemakers Café, the Philippines	238
Wee Chwee Huat Scaffolding & Construction Pte. Ltd., Singapore	240
Nawa Intertech Company Limited (NIT), Thailand	268
Dau Tieng Rubber Corporation, Viet Nam	277

The 4th ASEAN-OSHNET Awardees 2022

 <i>4th ASEAN-OSHNET Excellence Awardees</i>	 283
Megamas Training Company Sdn. Bhd., Brunei Darussalam	285
Olive Apparel (Cambodia) Co., Ltd., Cambodia	292
PT Petrosea, Tbk. - Petrosea Support Facilities, Indonesia	298
FGV Plantations (M) Sdn., Bhd., Ladang Sahabat 11, Malaysia	304
Apache Cement (Shwe Taung Cement Company Ltd.), Myanmar	317
Testing Inspection & Solution Pte. Ltd., Singapore	341
Thai Summit Harness Public Company Limited, Thailand	348

<i>4th ASEAN-OSHNET Best Practice Awardees</i>	358
Bandtree Sdn. Bhd., Brunei Darussalam	360
Marvel Garment Co., Ltd, Cambodia	362
PT Tirta Gajah Mungkur, Indonesia	367
LG Consulting and Construction Sole Co., Ltd., Lao PDR	375
Tech Food Ingredients Sdn Bhd, Malaysia	402
Shwe Phe Oo Tea Powder and Tea Mix Factory, Myanmar	419
Penguin Engineering and Construction Pte Ltd, Singapore	424
Thai Containers Group Co., Ltd. (Songkhla Plant), Thailand	431



**Company Profiles of
2nd ASEAN-OSHNET Awards
Excellence Awards
2018**



BRUNEI DARUSSALAM

HAJI ADININ AND SONS (B) SDN BHD

1. BUSINESS INFORMATION:

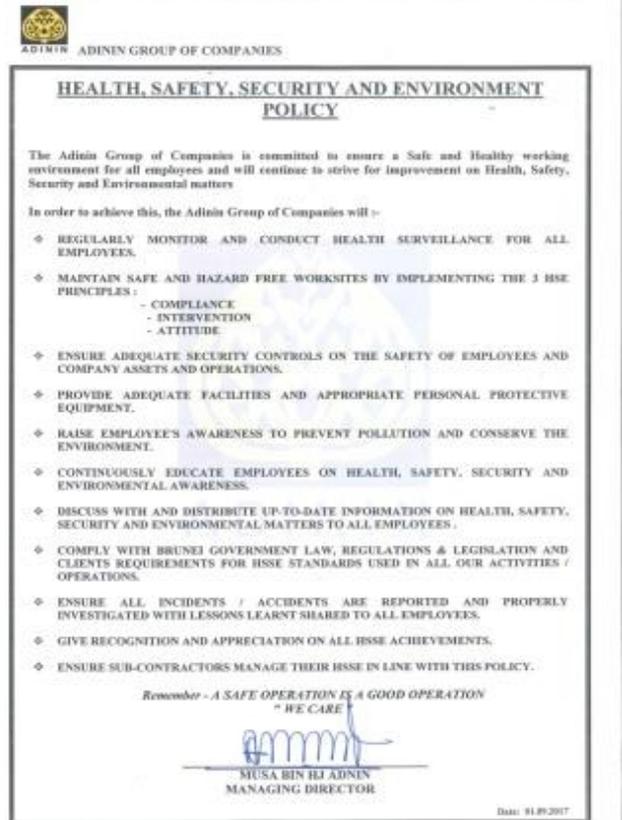
- **International business name:** HAJI ADININ AND SONS (B) SDN BHD
- **Address:** Lot 4157, Simpang 85, Jalan Maulana, Kuala Belait, Negara Brunei Darussalam
- **Tel:** +673 334 8132 / +673 265 5222 / +673 265 5333
- **Fax:** +673 265 3431
- **Email:** info@adinin.com , senevi@adinin.com
- **Website:** www.adinin.com

2. INDUSTRY (MAIN ACTIVITIES):

Building and civil construction for residential, commercial and industrial purpose, and Infrastructure works such as roads, bridges, dams and water reservoirs.

3. OSH POLICY OF THE ENTERPRISE:

- “A safe operation is a Good operation”
- WE CARE



4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):

ISO 9002:94

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Management Commitment

The company's Management, Chairman, MD and Division Heads are very much concerned about and committed to safety performance and they have been on work sites physically to show their commitments and to encourage the employees by leading by example. Additionally, as per management system procedure, they directly participate in HSSE Management Site Audit.

Policies, System and Procedures

The HSSE Management System is very clear and transparent. The HSSE Policy is made available in six languages such as English, Malay, Thai, Mandarin, Tamil and Tagalog. The Policy is supported by the well documented HSSE Manual and Procedures and which was briefed to all our new employees during the company HSSE Induction. The company also give re-briefing as necessary. The Management Committee regularly reviews and updates the manual and procedures. Procedures include working on height, chemical handling, environment management, Hazards Identification Plan (HIP) and managing our Sub-contractors. In addition, the company complies with 12 Life Saving Rules and own House Rules.

Training and Competency

Training, knowledge and competency are the first line of defence against any HSSE incident. All employees undergo basic, mandatory and specific training and competency assessment. Some of the trainings provided are working on height, confined space entry, firefighting, first aid, lifting, defensive driving, incident reporting and PAKAT training to identify and intervene when there is any unsafe act or unsafe condition.

Personnel Protective Equipment (PPE)

Personnel Protective Equipment (PPE) is the last line of defence against any incidents. PPE requirements are clearly identified in HIPs and Job Hazard Analysis (JHA) and cascaded to the workforce during daily tool-box meetings. Regular PPE inspection is carried out and any damaged or worn-out PPEs are replaced.

Effective Communication

Effective communication at various levels in organization is the key in implementing HSSE Management System to achieve its target of Goal Zero. The company carries out meetings at various levels and uses posters and visual aids as communication tool. In addition, it also carries out time-outs with the workforce in case of any incident occurred within the group or elsewhere to share the information and to learn from the incidents. The HSSE Department issues monthly HSSE Theme and shares News Bulletins of incidents. These materials are being used during meetings to cascade the information to workforce and also displayed in all Site HSSE Notice Boards.

Inspection and Audits

Inspection and Audits are basic elements of any Management Systems. The company carries out regular inspection of worksites and facilities such as living quarters and workshops and laydown areas. It uses CIA (Compliance, Intervention and Attitude). PAKAT is the auditing tools and it always encourages workers to apply Step-Back 5 x 5, which is basically to “engage your mind before your hands” in any day-to-day activities.

COMPLIANCE – comply with the law, standards, procedures and rules.

INTERVENTION – intervene on unsafe or non-compliance actions and situations.

ATTITUDE – have the right attitude that puts safety above everything else and to care for each other.

PAKAT – P-Plan, A-Assess, K-Keep Looking, A-Agree Action and T-Take Note.

PAKATs are not only limited to the management and safety officers. Everyone, from top management to the field workers, has moral responsibility to intervene when they encounter unsafe act or unsafe condition and rectify the situation as per the agreed plan to make the worksite safe and report it as a PAKAT. It is a very good tool to manage a worksite safely. The target is minimum one PAKAT per employee per month. The best PAKAT at each site is awarded with a certificate and cash prize.

Incident Reporting and Consequence Management

All incidents, accidents and near-misses are reported, investigated and analyzed from the root cause of the incidents and corrective actions are promptly implemented. All incident /accident reports are channeled and circulated for the top management review and henceforth every incident should be closed out using the close out reports.

Awards and Recognition

The management recognizes and awards its employees HSSE performance appropriately in time to keep the employees motivated to perform, continue to improve, achieve and maintain our target of Goal Zero. The Awards are:

- Safe-man of the Month
- Best PAKAT of the Month
- Best Supervisor Award and
- Manager Award

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- **15-Million Manhour Celebration:** The company achieved 15 million safe manhours accumulated from July 2010 to Feb 2016.



- **Blood Donation Campaigns:** Haji Adinin and Sons (B) Sdn Bhd (HAS) is an active participant and supporter of Blood Donation Campaigns by the Adinin Group of Companies. HAS organized the 7th and 9th Blood Donation campaign held last October 2014 and September 2015 respectively.



-
- **Healthy Lifestyle Campaigns:** HAS is also active in participating AGC organized sports tournament and charity runs. The company also organized sports tournament for all the employees to encourage healthy lifestyle and to enhance fellowship among each other.



- **Cleaning Campaigns:** Cleaning campaigns are conducted regularly to enhance environmental protection awareness.



- **Random Testing:** The company has invited the Narcotic Bureau to give short seminar and conduct testing to all the staff of the company.



- **Management Site Audits:** The Company conducts management site audits. HSE findings are discussed.



- **Safety Awards:** Awards are given to employees to recognize their commitment to HSE and to motivate to be motivated to perform, continue to improve, achieve the company HSSE goal.





CAMBODIA

**SABRINA (CAMBODIA) GARMENT
MANUFACTURING CORPORATION**

1. BUSINESS INFORMATION:

- **International business name:**
Sabrina Industrial Corporation
- **Address:** National Road No.4,
Trapaing Reussey Village, Sambo
Commune, Samrong Tormg District,
Kampong Speu Province, Kingdom of
Cambodia
- **Tel:** +855-23-25397785
- **Fax:** +855-12-844420
- **Email:** joyce@sabrina.com.tw
- **Website:** www.sabrina.com.tw

2. INDUSTRY (MAIN ACTIVITIES):

Garment Factory (Sport Clothes).

3. OSH POLICY OF THE ENTERPRISE:

Occupational Safety and Health
Management System.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):

ISO 9001

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Conduct "**Building Inspection**"
through certified 3rd Party - C&CT
Consult.

- Conduct Health Day "**Health Check-up for all workers**" through Red Cross Doctors.
- Arrange a "**Health Care and Reproductive Education**" in cooperation with Health Care partner - RHAC Organization.
- Perform "**Internal OSH Audit Quarterly, Monthly OSH Committee Meeting and Daily On-Site OSH Inspection**" through internal OSH Committee.
- Establish "**Daily Nutrition Program**" to all workers through professional catering team - Hagar Catering.
- Arrange monthly **Training on Nutritional & Hygiene** through cooperated partner - CWPD Organization.
- Perform regular "**Fire & Evacuation Drill**" twice per year to all workers through well-trained internal team and certified local authorities.
- Arrange "**First Aids and Fire Fighter Workforce**" among well-trained internal team throughout the workplace.
- Arrange Quarterly "**Road Safety and Transportation**" Seminar through cooperation with Local Safety and Traffic Department.
- Establish a "**Training Calendar on Security and Safety**" through certified internal trainers.
- Establish various **Safety Committee** (such as OSH Committee, Fire Fighter Committee, First Aids Committee, etc.).

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- **"Building Inspection"** through certified 3rd Party - C&CT Consult. This structural inspection aims at measuring the quality and ensuring the safety of the building throughout the factory's production buildings.



- **"Health Day/Health Check-up"** for all workers through Red Cross Doctors. This program aims at providing ongoing health check-up and health consultation so that workers can be aware of their current health status and seek proper and timely treatment.



- **"Health Care and Reproductive Education"** cooperated with Health Care partner - RHAC Organization. This activity aims at providing additional health care knowledge for workers on how to safeguard themselves from any infectious illness or diseases during their daily life and about reproductive health care, etc.



- Regular Internal "**OSH Audit Quarterly, Monthly OSH Committee Meeting and Daily On-Site OSH Inspection**" through internal OSH Committee. This activity aims at establishing a safety culture mindset, standardizing OSH system/procedure at workplace and ensuring regular meeting and daily safety patrol throughout the workplace premises.



- Daily "**Nutrition program**" to all workers through professional catering team - Hagar Catering. This arrangement aims at providing & ensuring nutritious and hygiene foods toward workers and keeping workers from hungry while at work with Sabrina.



- Monthly **Nutritional & Hygiene seminar** through cooperated partner - CWPD Organization. This activity aims at providing ongoing education and how to keep themselves healthy from their daily-life foods consumption.



- Regular "**Fire & Evacuation Drill**" twice per year to all workers through well-trained internal team and local authorities. This activity aims at ongoing training and refresh workers on how to keep themselves safe from any unexpected fire and/or emergency evacuation.



- **"First Aids & Fire Fighter Task-force"** among well-trained internal team throughout the workplace. This arrangement/system aims at establishing an internal team for immediate support in case of unexpected fire and/or emergency.



- Quarterly **"Road Safety and Transportation"** Seminar through cooperation with Local Safety and Traffic Department. This activity aims at ongoing education on the traffic rules and safety driving, as well as, refreshing workers on any update of rules and regulations.





INDONESIA

**PT INDONESIA POWER
UNIT PEMBANGKITAN BALI**

1. BUSINESS INFORMATION:

- **International business name:** PT Indonesia Power UP. Bali
- **Address:** By Pass Ngurah Rai Street, 535, Pesanggaran, Denpasar, Indonesia
- **Tel:** +62-361-720421, 720422 / +62-8123887780
- **Fax:** +62-361-720519
- **Email:** sekretariat.bali@indonesiapower.co.id
- **Website:** www.indonesiapower.go.id

2. INDUSTRY (MAIN ACTIVITIES):

Power Generation (Diesel and Gas Power Plants).

3. OSH POLICY OF THE ENTERPRISE:

PT. Indonesia Power UP Bali has three OSH Policy, which are OSH Policy in Corporate (Main Office), OSH Policy in Unit Bali and Prevention and Mitigation of HIV/AIDS Policy (P2HIV/AIDS).

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- OHSAS 18001 on Occupational Safety and Health
- ISO 9001 on Quality
- ISO 14001 on Environment

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Initiatives to prevent occupational accidents:
 - Providing Safety Briefing for employees, visitors, training students, and employees with on-the-job training in the area unit UP Bali.
 - Giving personal protective equipment needed in the area unit of power plant.
 - Installation of Occupational Safety and Health Signs and warning signs in area unit UP Bali.
 - Publishing of Safety Permit for Project Partners worked in area unit of power plant.
 - Application of LOTO (Lock Out and Tag Out) Procedure.
 - Socialization about Occupational Safety and Health for all employees.
 - Conducting Hazard Measurement in the area unit UP Bali such as Measurement of Noise, and Measurement of Vibration).
- Initiatives to prevent occupational diseases are:
 - Putting into use of chemical materials procedure according to Material Safety Data Sheet (MSDS).
 - Monitoring and socialization about Ergonomic in the office area.

-
- Checking the hygiene of enterprise including food checking for employees and toilets.
 - Socialization about health and how to prevent diseases.



LAO PDR

PHU BIA MINING LIMITED

1. BUSINESS INFORMATION:

- **International business name:** Phu Bia Mining limited
- **Address:** 7th Floor, Kolao Tower, 23 Singha Road, PO Box 5559, Vientiane, Laos
- **Tel:** +856 21 268 000
- **Fax:** +856 21 268 029
- **Email:** Soulichanh.Soutannouvong@pbm.panaust.com
- **Website:** <http://www.panaust.com.au/>

2. INDUSTRY (MAIN ACTIVITIES):

Copper concentrate and Gold-Silver dore.

3. OSH POLICY OF THE ENTERPRISE:

ENTERPRISE RISK MANAGEMENT POLICY



ENTERPRISE RISK MANAGEMENT POLICY

PanAust's vision is to be a growth-oriented mining company determined to excel and outperform its competitors through growth, optimisation of returns on capital and adherence to core values. In striving to achieve this vision, PanAust Limited recognises that risk is inherent in all of its activities.

This policy applies to all of the activities of PanAust Limited and each of its related entities.

Consistent with our vision and values PanAust is committed to:

- Proactively considering risks (and opportunities) in the making of every material business decision.
- Complying with all applicable laws, regulations, internal policies and contractual obligations at a minimum.
- Maintaining an effective enterprise risk management system consistent with the ISO31000.
- Integrating risk management principles into PanAust's policies, procedures, organisational culture, governance, management and reporting processes.
- Implementing the risk management system uniformly across all PanAust activities, and throughout the business life cycle.
- Utilising the ALARP ("as low as reasonably practical") method for appropriately treating risk.
- Having a detailed understanding of the company's risk profile at any given time, including the current status of each material risk and its priority for appropriate risk treatment.
- Monitoring and reporting on material risks and critical controls transparently to ensure that the risk profile is aligned with PanAust's risk appetite, corporate strategy and values.
- Deploying adequate resources to educate and train PanAust managers and employees so that they understand their obligations and responsibilities under this policy.
- In relation to investment and business decisions to support growth, PanAust will not be risk averse but will assess its ability to manage non-financial risks in the context of potential returns.
- Corporate development and capital project submissions requiring Board approval will incorporate a risk analysis.

Responsibilities under this policy:

- The Board of Directors is responsible for ensuring that PanAust's systems of risk management and internal controls are in place through the PanAust Governance Committee.
- The PanAust Executive Committee (EXCO) guides corporate risk strategy and provides oversight of strategic issues. It will maintain a high level risk register and mitigation plan, subject to a minimum annual review.
- Each PanAust's business unit has responsibility for a high level risk register and mitigation plan which is subject to a six monthly review.
- Each Manager has responsibility for a department risk register and mitigation plan subject to a minimum six monthly review.

A small, stylized signature of Adrian Bell.

Adrian Bell
General Manager HR and Risk Management

A stylized signature of Dr Fred Hess.

Dr Fred Hess
Managing Director

27.01.2017

This policy will be communicated to all people working for and on behalf of PanAust Limited and its subsidiaries (collectively, the "PanAust Group") and will be made available to all stakeholders through PanAust's website. This policy will be periodically reviewed by the Executive Governance Committee to ensure it remains relevant and appropriate to PanAust's business.

4. **INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)**

The company does not have ISO accreditation at PAA, although it has aligned all of its OHS system with the following:

- ISO31000-2009 Risk Management-Principles and guidelines
- OSHAS 18001 Occupational Health and Safety Management Systems

5. **INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:**

The company conducted IIF Campaign to prevent occupation accidents and diseases.



CAMPAIGN ROLL-OUT SCOPE

LAOS – PHU BIA MINING

IIF CAMPAIGN ROLL-OUT PROCESS



Table of Contents

1. Purpose and Scope.....3
 2. Theme4
 3. Intent4
 4. Approach4
 4.1 Effective Communication4
 4.2 Visible Leadership.....5
 4.3 Fitness for Work5
 4.4 Behavioural Based Safety.....5
 4.5 Hazard Identification.....5
 5. Goal.....6
 6. Narrative Design6
 7. IIF Campaign Development and Rollout.....6
 8. Production Schedule7

2. Theme

"Think safe, work safe, home safe."

3. Intent

The intent of the IIF campaign is to create an "Injury" and "Incident" free work place.

It's about understanding, combining and using our existing safety systems and tools to make our workplaces even safer.



4. Approach

The adopted approach for the IIF campaign is to illustrate how our existing safety systems and tools are interlinked and, when applied correctly, minimise the potential for harm to personnel and the business.

The IIF Campaign will include the following focus areas. Each focus area is designed to include particular elements of PBM's existing safety systems and tools.



4.1 Effective Communication

Effective Communication promotes situational awareness, debate and quick problem solving. The following tools are used to promote effective communication:

- Personal communication tools (issue communication, receive feedback, confirm intent, execute intent)
- Safety and toolbox talks
- Standardised HSEC communication mail outs
- HSEC committee and daily management meetings.

1. Purpose and Scope

This document defines the Injury and Incident Free (IIF) campaign delivery and roll-out process.

The IIF campaign is being developed by the Phu Bia Mining (PBM) Safety team. The campaign includes six films, posters and other supporting media.

The six films have been designed to:

- Promote awareness and use of existing safety systems and tools
- Influence workforce behaviours and safe-work outcomes towards best-practice
- Strengthen communication and cooperation between departments
- Support the requirements of PanAust's "Leading the Way" initiative
- Connect PBM's safety systems and tools under the IIF "umbrella".

Specific elements of the IFF campaign discussed in this document include:

- Purpose and Scope
- Theme
- Intent
- Approach
- Roll out process and delivery schedule



4.2 Visible Leadership

Visible leadership is one of the most effective ways that an individual can influence and improve the safety performance of a workforce. Visible leadership can be demonstrated by using the following concepts:

- Planned Task Observation (PTOs) and the Positive Performance Indicator (PPI) program
- Stopping a job to discuss or improve safety measures
- Leading safety and toolbox meetings
- Actively promoting safety initiatives
- Developing the personal characteristics/traits of a 'safety champion'.

4.3 Fitness for Work

Fitness for work means that you are physically and mentally fit to work in a way that will not impact on your safety or the safety of others. This includes:

- Managing your fatigue
- Understanding the effects of drugs and alcohol and the rules relating to their use
- Following the established injury and illness management process.

4.4 Behavioural Based Safety

Behavioural Based Safety (BBS) is about preventing incidents by establishing required behaviours and self-monitoring and improving those behaviours to ensure that we are working as safely as possible. Existing tools which encourage and promote BBS are:

- PBM's eight cardinal rules
- Five Safe Behaviours
- Five Things to Remember

4.5 Hazard Identification

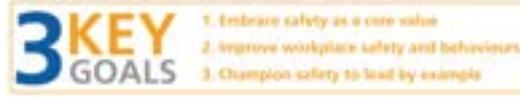
Hazard identification involves detecting and correcting situations that have the potential to cause incident or injury. This can also involve the introduction of controls to minimise risks to acceptable levels. A number of tools have been developed to manage hazards in the workplace. These include:

- Procedures
- Isolation and permit to work systems
- Take 5s
- Workplace inspections
- Job Safety Analysis
- The hierarchy of controls
- Various workplace and job observations.

5. Goal

The Goal of the IIF program is to create a safety culture that:

1. Embraces safety as a core value.
2. Encourages people to continually improve our workplace safety behaviours.
3. Creates opportunities to encourage our people to lead by example.



6. Narrative Design

Each film will be approximately five minutes long. The first film will establish the program theme and design principle. The theme and design principle will be carried forward throughout the remaining films to ensure consistency of message.

Interviews with PBM management and staff will be used to drive the narrative. The first film will showcase the expatriate workforce (to explain high-level concepts). All subsequent films will showcase the Lao workforce.

Films will be shot at various locations including Phu Kham, Ban Houayxai, Ban Thouay and Vientiane.

7. IIF Campaign Development and Rollout

Initial roll-out and delivery sessions will be presented by the OHS Superintendent and target senior and middle-management during daily management meetings and departmental and business unit planning meetings. Additional presentations will be conducted during PBM safety committee meetings and at dedicated sessions (on request) from business unit leaders.

IIF Campaign Roll-out process

Version: 1
Page 6 of 7

Version Date: 13/03/2017

8. Production Schedule

Media Type	Deliverable	Date Due	Roll Out
Document	IIF Campaign brief and schedule (this document)	15/03/2017	15/03/2017
Video 001	What is IIF?	31/05/2017	15/06/2017
Banner	IIF launch banner (to accompany over-arching video)	31/05/2017	15/05/2017
Video 002	Effective Communication	15/06/2017	01/07/2017
Poster Promotion material	Video 002 poster and supporting promotional material	15/06/2017	01/07/2017
Video 003	Visible Leadership	01/08/2017	15/08/2017
Poster Promotion material	Video 003 poster and supporting promotional material	01/08/2017	15/08/2017
Video 004	Fitness for Work	15/09/2017	01/10/2017
Poster Promotion material	Video 004 poster and supporting promotional material	15/09/2017	01/10/2017
Video 005	Behavioural Based Safety	01/11/2017	15/11/2017
Poster Promotion material	Video 005 poster and supporting promotional material	01/11/2017	15/11/2017
Video 006	Hazard Identification	15/12/2017	01/1/2018
Poster Promotion material	Video 006 poster and supporting promotional material	15/12/2017	01/01/2018

IIF Campaign Roll-out process

Version: 1
Page 7 of 7

Version Date: 13/03/2017



MALAYSIA

LANGSAT TERMINAL (ONE) SDN BHD

1. BUSINESS INFORMATION:

- **International business name:** LANGSAT TERMINAL (ONE) SDN BHD (777585-H)
- **Address:** Lot PLO 118, Jalan Tengar, Kompleks, Perindustrian Tanjung Langsat, Mukim Sg. Tiram 81707 Pasir Gudang, Johor Darul Takzim
- **Tel:** +607 – 256 2888
- **Fax:** +607 – 251 4996
- **Email:** bd.lgt1@dialogasia.com
- **Website:** www.dialogasia.com

2. INDUSTRY (MAIN ACTIVITIES):

Petroleum product storage, blending, mixing, inter-tank transfer (ITT), terminal-tank transfer (TTT), road truck loading, dye and additive injection.

3. OSH POLICY OF THE ENTERPRISE:



4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

Langsat Terminal (One) Sdn Bhd implemented an integrated management system (IMS) based on the requirements stipulated as per ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007.

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

On 28th February 2018, Langsat Terminals had achieved its 2.13 million safe manhours without any lost time injury (LTI) since its operation in 2009. Langsat Terminals also measures commuting accident of staff coming to work or going back home from work with zero case since 2013. To sustain and achieve a good safety performance, a comprehensive HSSEQ plan has been properly designed and developed along with close communications and engagements with employees and contractors working in the company, as the stakeholders.

Langsat Terminals Management adopted the common and successful factors on managing HSSEQ across the organization, which is the “4 Pillars” of HSE Management System namely HSE Policy and Procedures, HSE Risk Management, HSE Assurance and HSE

Promotion. Langsat Terminals HSE objectives and programs may be similar with other organization. The difference probably lies in the way HSE being managed – engagement, intervention, sharing and involvement from employees and contractors.

The introduction of “11 Golden Rules” since 2015 has become a major key factor for the great achievement. It is a common life-saving rules on laymen terms that provides basic and easy key guidelines for safety compliance. Violations to these rules are not tolerable in Langsat Terminals as these rules are part of their pledge on HSE compliance.

Safety is being constantly communicated in the company through interactive awareness programs and engagement with employees and contractors in order to boost up the interest and understanding of all employees and contractors in the HSE objectives and programs.

Annual Safety Campaign has become an event in the company that the staff and contractors are looking forward for it. Main objective of this campaign is to instill the awareness and create interest in safety by all employees and contractors working in the company. During this one-month duration, interesting and fun activities were designed which involved all level of employees and contractors. Activities and programs such as Inter-department quiz on company safety related knowledge and awareness to compete for the “General Manager Trophy”, “Amazing Race”

(treasure hunt game), Zumba Dance, 1,000 Steps Exercise, sports competitions and various HSE talks by government agencies and/or HSE consultants are being organized. Other continuous HSE activities such as Safety Walkabout, Spring Cleaning (5S), regular audits, HSE training and awareness, incident prevention program and medical surveillance program were reinvigorated in the departmental and individual key performance indicators (KPI’s).

Stop-A-Moment (SAM) is a reporting tool for employees and contractors to observe, intervene and report any at-risk behavior in the terminal. Intervention and participation are the crucial roles of employees to eliminate any at-risk behavior that could potentially cause any incident. Apart from that, new personal approach based on family values, such as “Healthy Lifestyles”, “Love Your Heart” has rejuvenated overall Langsat Terminals HSE performance.

With various safety initiatives and programs together with safety management system implemented, the key underlying message communicated to the employee and contractors working in the company is the importance of safety and getting their commitment to it, so that everyone goes home safely every day and ensuring Langsat Terminal becomes a safe and happy place to work. Evidently, the result is being shown with the achievement of 2.13 million safe man hours without LTI in February 2018.

HSE Individual Key Performance Indicators (KPI's)

KPI's on HSE-related matters is one of key elements in the employee's individual annual KPI and performance appraisal system. The safety KPI's, derived from the annual HSE objectives and targets, is to be implemented and achieved by Langsat Terminal management, departmental managers and all employees, with the aim to achieve:

- ZERO Harm to People
- ZERO Damage to Environment
- ZERO Damage to Asset
- ZERO Non-compliance to legal obligations

'We Need You' – Safety & Family

'We Need You' was the Safety Campaign slogan for FY 2016 with the objective to get the support from employee's families at home for the safety of Langsat Terminal staff at the workplace. The key message was that family is important, all employees make a silent promise to return safely every day to their loved ones and therefore, we need to ensure a safe work environment for all. Several activities were developed:

- Family photo competition during Safety Campaign
- Upkeep of personnel health
- Health screening
- Health talks

Systematic Occupational Health Enhancement Level Program – SOHELP

As to further improve and enhance health, Langsat Terminals has voluntarily

participated in a program introduced by the Department of Occupational Safety and Health (DOSH) called "SOHELP" or Systematic Occupational Health Enhancement Level Program. The main objective is to reduce the health risk exposure in relation of noise, chemicals and ergonomics at workplace and significant improvement in awareness and implementation of SOHELP in Langsat Terminals. The program involved the intervention between DOSH, employer, employee and safety practitioners. The program is measured by DOSH on the level achieved by Langsat Terminals for each category, noise, chemicals and ergonomics. Current level achieved are as follows:

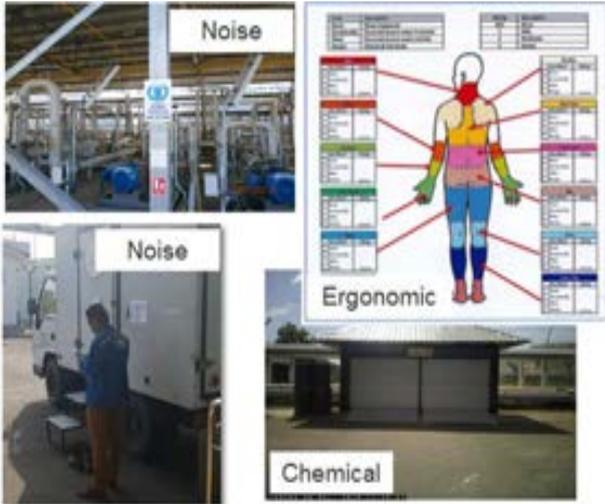


Current SoHELP Achievement Status:

Area	Achievement Level
Noise	★★★★★
Chemical	★★★★★
Ergonomic	★★★★

SoHELP Achievement Level:





Activities undertaken at Langsat Terminals

Pasir Gudang Emergency Mutual Aid – PAGEMA

Langsat Terminals is an active member of PAGEMA since 2009. PAGEMA is a collaboration between the local authority with all the high-risk industries in Pasir Gudang. At present, Majlis Perbandaran Pasir Gudang (MPPG) is the coordinator for PAGEMA and consist of 50 companies registered as members.



In 2013, Langsat Terminals hosted the off-site emergency response drill (tank fire and hazardous chemical spillage) involving 10 responding agencies, including Fire and Rescue Department (BOMBA) and Royal Malaysian Police Department (PDRM).

PAGEMA main purpose is to bring together the government agencies and high-risk industries for contributing effort in managing an emergency at Pasir Gudang

Industrial Area. PAGEMA conducts its operations on voluntary basis to assist in:

- Protecting the public from injury and health hazards.
- Preventing loss and damage to property.
- Safeguard the environment
- Working with other contingency plans including the agencies at the National Level.

Langsat Terminal has been appointed as the committee members to review the PAGEMA ICS Manual together with the relevant authorities. Langsat Terminal also has been appointed as the Technical Committee for PAGEMA since 2013, with the objectives to:

- Providing technical advice to enhance the Incident Command System (ICS) Manual for PAGEMA
- Provide advice and expertise in designing and execution of PAGEMA drills
- Working closely with various agencies in continuously improve the ERP

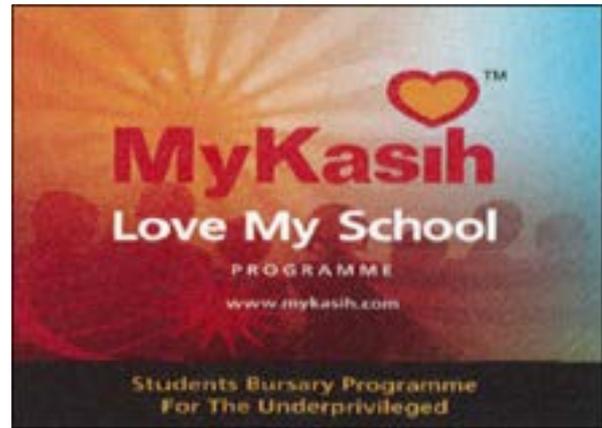
Recently, Langsat Terminal has been appointed as one of the Exercise Management Staff (EMS) for the 14th EX-STROM (Exercise Special Team Operation and Response Mechanism) organized by the Fire and Rescue Department Malaysia (BOMBA) in designing and executing a national level off-site emergency response drill in Pasir Gudang on 21 – 22 October 2017. The big scale off-site drill involved different types of emergency disasters, such as collapse of structure, release of toxic gas, tank fire

and explosion, jetty damage and man overboard and community evacuation.



Langsat Terminal with BOMBA EX-STORM 2017 EMS at BOMBA Putrajaya for national level emergency exercise

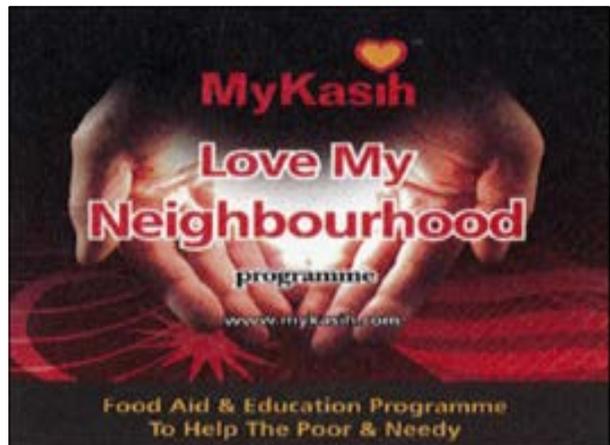
400 locations nationwide, including Sabah and Sarawak.



Corporate Social Responsibility – Programme



Langsat Terminal is a subsidiary of DIALOG Group Bhd and directly supports MyKasih Programme initiated by DIALOG. The MyKasih Programme is a Corporate Social Responsibility (“CSR”) initiated by DIALOG as its commitment in looking after the interests of its community, employees, environment and market place. The CSR activities carried out under MyKasih programmes are food aid programme, bursary programme, financial education, health awareness, skill trainings, children education and youth development. Langsat Terminals participates in DIALOG’S CSR program by providing financial assistance annually together with other donors for education programs of children from underprivileged families in the local area where it operates.



Since its inception in 2009 until 2016, DIALOG has reached out to almost 230,000 under privileged families in over

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- HSSEQ Activities – HSE Toolbox Talk



General Manager delivered his safety message during weekly Safety Toolbox



Langsat Terminal employees and contractor during weekly Safety Toolbox



Contractor's daily Safety Toolbox at the fabrication yard before starting any work



Contractor's daily Safety Toolbox at the jetty before starting any work

- **HSSEQ Activities – HSE Training and Development**



Oil Spill Response (OSR) training



Emergency response training



Industrial first aid training



HSE related in-house training

- HSSEQ Activities – PAGEMA Off-site PAGEMA Emergency Drills



Post-mortem session at the end of the off-site emergency drill with all the responding parties



Off-site emergency drill involving external parties, such as BOMBA



The emergency response team involved during the off-site emergency drill



Role play of casualties by terminal staff during the drill

- **HSSEQ Activities – HSE Campaign**



2017 HSE Campaign Promotion Banner



2016 HSE Campaign officiated by Department of Occupational Safety and Health (DOSH) Deputy Director



Langsat Quest Challenge gauge teamwork, knowledge and skills of all participants on HSE



Inter-department HSE Quiz winner with the “GM Challenge Trophy” during the closing ceremony

- **HSSEQ Activities – Authorities Involvement**



DOSH Johor Officer delivered his presentation on OSH



Road transport safety talk by Malaysian Road Safety Department Malaysia (JKJR)



Exhibition booth by the Ministry of Health (MOH) Malaysia



Token of appreciation to one of the invited speakers during the campaign

- HSSEQ Activities – Stakeholders Engagement



General Manager delivered his opening remarks during Surveyors Engagement Session



Langsat Terminal employee engagement and training session



Critical contractor engagement session on HSE and Quality Management System



Critical contractor engagement session on HSE and Quality Management System

- **HSSEQ Activities – Environmental Conservation**



Release of various types of fish inside the terminal retention pond, proof of clean water discharged from the terminal.



Fish breeds well in the water retention pond final discharge point, good indication of clean water



Environmental monitoring conducted as per DOE requirement at regular intervals, including air emission, stack emission, sewage and effluent



Marine water sampling done at annual basis

- **2017 National Occupational Safety and Health (OSH) Excellence Award, Category: Storage**



Mr. Ahmad Abdul Talip, General Manager received the award from the Deputy Minister of Human Resource Malaysia, YB Dato' Seri Hj. Ismail bin Hj. Abd Muttalib



Langsat Terminal (One) Sdn Bhd team with Ir. Hj. Kormain bin Hj. Mohd Noor, DOSH Deputy Director General (three from right) and Mr. Chan Yew Kai, Executive Deputy Chairman, DIALOG Group Berhad (four from right)



MYANMAR

UNITED PAINTS GROUP CO., LTD.

1. BUSINESS INFORMATION:

- **International business name:** United Paints Group Co., Ltd.
- **Workplace Address:** No. 130, 133, SeikKanthar Street, Industrial Zone-1, Hlaing Tharyar Industrial Zone, Yangon, Myanmar.
- **Head Office Address:** No. 174/188, 2nd Floor, Bo Myat Tun Street, Shwe Gabar Tower (II), Pazundaung Township, Yangon, Myanmar.
- **Tel:** +95-1-200535, +95-1-682180
- **Fax:** + 95-1-299605, + 95-1-398859
- **Email:** info@upgpaint.com
- **Website:** www.upgpaint.com
- **Factory Complex:** 15 Acres
- **Founding Location:** Hlaing Thar Yar, Industrial Zone(1), Yangon.
- **Main Market:** Local and Asia Pacific
- **Paid Up Capital:** Kyats 2321.44 million
- **Investment:** Kyats 13274.74 million
- **Year Established:** 1995
- **Started Paint Production:** 1996
- **Number of Employees:** 700+ (Company Wide)

2. INDUSTRY (MAIN ACTIVITIES):

- **Type of Industry:** Paint Manufacturing
- **Main Activities:** Manufacturing and supply of paints and related products
- **Main Products:** Decorative paints, Wood coatings, Architecture paints, Marine paints, Industrial & Protective coatings, Automotive paints, Construction chemicals

3. OSH POLICY OF THE ENTERPRISE:

The OSH Policy is consolidated into Integrated Management System including Quality Management System, Environmental Management System and Responsible Care Management System. The Company Policy is as below:

Company Policy

UPG as a leading paint manufacturer in Myanmar is committed to implement the Integrated Management System comprising Quality, Environmental, Health and Safety, Responsible Care systems and to fulfill all the applicable legal and other regulatory requirements with the aim to ensure satisfaction of interested parties (customers, suppliers, employees, local authorities and neighbors) by creating a corporate culture.

In order to achieve the company policy, we are committed to the following:

- To promote the awareness of Quality, Environmental, Health and Safety, Responsible Care systems to interested parties.
- To protect environment, incident, injury, ill health, environmental impact and health hazard through systematic risk identification, assessment, control with proper procedure and training.
- To periodically analyse, set, implement and evaluate the company objectives and targets.
- To strictly adhere to all procedures and continually improve the Integrated Management System.

The management shall accept responsibility for the effective implementation of this policy and provide systems, enhance awareness and support to ensure an environmentally friendly, safe and healthy working condition.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

UPG's Certificates:

- Quality Management System ISO 9001:2008
- Environmental Management System ISO 14001:2004
- Occupational Health and Safety Assessment Series ISO 18001:2007

Logo Conferring

- Responsible Care Management System

UNGC Participant

- Status: Active
- Participant Since: 2012/5/7

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

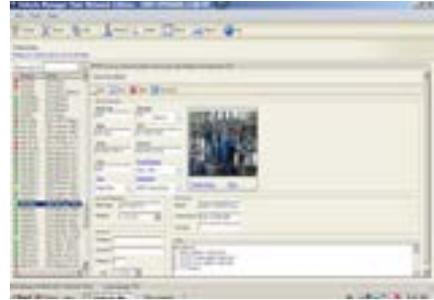
The following systems and programs can be transferable to enterprises to prevent occupation accidents and diseases:

- Legal Compliance Checklist

- Accident/Incident Analysis Report
- Risk Assessment Implementation
- Training for Waste Management
- Area Inspection Checklist
- Emergency Response Plan and Drill
- Workplace Action Checklist (Ergonomic Checkpoints published by ILO)
- KYK Activities (Kiken Yochi Katsudo)
- 5S Activities
- Forklift Operation Safety and Point System

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- **Machine Safety**



- **Fall Prevention & Safety**



- **Electrical Safety**



- Chemical Safety

Health Hazard	Fire Hazard	Reactivity hazard
1 - Deadly	1 - Flash Point < 23 °C and initial Boiling Point ≤ 35 °C Extremely Flammable	1 - May Detonate
2 - Extremely Hazardous	2 - Flash Point < 23 °C and initial Boiling Point > 35 °C Highly Flammable	2 - May Detonate with Heat or Shock
3 - Moderately Hazardous	3 - Flash Point ≥ 23 °C and ≤ 60 °C Flammable	3 - Violent Chemical Change
4 - Slightly Hazardous	4 - Flash Point > 60 °C and ≤ 93 °C Flammable	4 - Not Stable if Heated
5 - May be slightly Hazardous	5 - Flash Point ≥ 93 °C Not classified	5 - Stable



Dangerous Goods Classification မြန်မာနိုင်ငံတော်သမ္မတမြန်မာနိုင်ငံတော် (ပြည်ထောင်စု) မြန်မာနိုင်ငံတော်

HAZARDOUS Pictogram	HAZ Pictogram	Myanmar Characteristics မြန်မာ့အခြေအနေ	HAZARDOUS Pictogram	HAZ Pictogram	Myanmar Characteristics မြန်မာ့အခြေအနေ
		1 EXPLOSIVES မဟိတ်ပစ္စည်းများ			5.2 ORGANIC PEROXIDES ဟိတ်ပစ္စည်းများ
		2.1 FLAMMABLE GASES ဟိတ်ပစ္စည်းများ			4.1 TOXIC SUBSTANCES မဟိတ်ပစ္စည်းများ
		2.2 NON-FLAMMABLE NON-TOXIC GASES ဟိတ်ပစ္စည်းများ			4.2 INFECTIOUS SUBSTANCES ဟိတ်ပစ္စည်းများ
		2.3 OXIDIZING GASES မဟိတ်ပစ္စည်းများ			7 RADIOACTIVE MATERIAL (စတုရန်း ၇) မဟိတ်ပစ္စည်းများ
		5.1 POISONOUS OXIDE & CYANIDE ONLY			7 RADIOACTIVE MATERIAL (စတုရန်း ၇) မဟိတ်ပစ္စည်းများ
		2.3 TOXIC GASES မဟိတ်ပစ္စည်းများ			8 CORROSIVE SUBSTANCES မဟိတ်ပစ္စည်းများ
		3 FLAMMABLE LIQUIDS မဟိတ်ပစ္စည်းများ			9 MISCELLANEOUS (DANGEROUS GOODS AND ARTICLES) မဟိတ်ပစ္စည်းများ
		4.1 FLAMMABLE SOLIDS (and other reactive substances) မဟိတ်ပစ္စည်းများ			FIXED CLASS LABEL FOR ROAD AND RAIL TRANSPORT
		4.2 SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION မဟိတ်ပစ္စည်းများ			SUBSIDIARY RISK LABEL TO BE USED WITH ELEVATED TEMPERATURE SUBSTANCES
		4.3 SUBSTANCES THAT IN CONTACT WITH WATER EMIT FLAMMABLE GASES မဟိတ်ပစ္စည်းများ			
		5.1 OXIDIZING SUBSTANCES မဟိတ်ပစ္စည်းများ			

Table of Compatible and Incompatible DGs

Class	2.1	2.2	3.1	3.2, 3.3, 3.4	4.1	4.2	4.3	5.1	5.2	6.1	8	9
2.1	NA	NA	FS	FS	FS	PR	FS	PR	FS	FS	FS	SG
2.2	NA	NA	SG	SG	SG	FS	SG	SG	FS	SG	SG	SG
3.1	FS	SG	NA	NA	FS	FS	PR	PR	FS	SG	SG	SG
3.2,3.3,3.4	FS	SG	NA	NA	SG	FS	PR	PR	FS	SG	SG	SG
4.1	FS	SG	FS	SG	NA	FS	PR	PR	FS	SG	SG	SG
4.2	PR	FS	FS	FS	NA	FS	PR	PR	FS	SG	SG	SG
4.3	FS	SG	FS	FS	FS	NA	PR	PR	FS	FS	FS	SG
5.1	PR	SG	PR	PR	PR	PR	PR	NA	FS	FS	FS	FS
5.2	PR	SG	PR	PR	PR	PR	PR	FS	NA	PR	FS	FS
6.1	FS	SG	FS	FS	FS	FS	PR	PR	NA	SG	SG	SG
8	FS	SG	SG	SG	SG	FS	FS	SG	NA	SG	SG	SG
9	SG	SG	SG	SG	SG	SG	SG	FS	FS	SG	SG	NA

- NA မဟိတ်ပစ္စည်း မဟိတ်ပစ္စည်းများ
- SG မဟိတ်ပစ္စည်း မဟိတ်ပစ္စည်း ၃ မဟိတ်ပစ္စည်း
- FS မဟိတ်ပစ္စည်း မဟိတ်ပစ္စည်း ၅ မဟိတ်ပစ္စည်း
- PR မဟိတ်ပစ္စည်း မဟိတ်ပစ္စည်း ၁၀ မဟိတ်ပစ္စည်း

- NA, miscels allow to keep of the same class.
- SG miscels need to keep of least 3 meters away.
- FS miscels need to separate or keep of least 5 meters away.
- PR miscels need to keep of least 10 meters away.

Logos: UICG UNITED PAINTS GROUP CO., LTD., UNITED PACIFIC CO., LTD., PEACE PAPER GROUP CO., LTD., TOYO, GP, MYANMAR UB CHEMICAL CO., LTD.



- Fire Safety



- **Ventilation and Equable Temperature**



- **Traffic Safety**



- Occupational Health – Manual Vacuum Lifter



- Latrines and Urinals



- **Locker Room**



- **Company Clinics**





THE PHILIPPINES

**SUNPOWER PHILIPPINES
MANUFACTURING LIMITED**

1. BUSINESS INFORMATION:

- **International business name:** SunPower Corporation
- **Address:** 100 East Main Ave, Laguna TechnoPark Inc., Binan, Laguna
- **Tel:** +632 8419700 (local 30807)
- **Email:**
Bernadette.Alvarez@sunpowercorp.com
- **Website:** www.sunpowercorp.com

2. INDUSTRY (MAIN ACTIVITIES):

Manufacturing of Photovoltaic Solar Modules.

3. OSH POLICY OF THE ENTERPRISE:

SunPower, the leader in high-performance solar products, is committed to conduct business that promotes a Healthy, Safe, Clean, and Green Environment (as covered in the EHS Policy).

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):

Integrated Management System (ISO 9001, ISO 14001 & OHSAS 18001).

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Occupational Safety and Health Program utilizing Integrated Management System anchored in DOLE Zero Accident Program Framework.
- Incident and Injury-Free (IIF) initiative and programs to support this such as Good Catch Program, Safety Management by Walking Around, Strong Emergency Preparedness and Response Program, Industrial Hygiene Program, Chemical Safety Program, Equipment Design Review, Radiation Safety Program, Electrical Safety Program, Construction Safety Management and Safety as the first agenda item of every meeting across the company.
- Occupational Safety and Health Programs:
 - Industrial Hygiene and Ergonomics Program.
 - Over the top compliance on required number and training of safety officers, nurses and doctors per DOLE Occupational Safety and Health Standards (Accredited OH Consultant, SP and OH Practitioners).
 - Deep compliance on Government-Mandated Occupational Safety and Health Policies and Programs.
 - Documented safety and medical emergency preparedness protocols with Emergency Response Team (ERT) members, 100% equipped with Basic Occupational Safety and Health (BOSH) and ERT training.
 - Providing basic government-mandated employee physical examinations and special

examinations (Audiometry, Pulmonary Function test, Eye test) and pre-Travel PE.

- Utilizing automated systems to streamline processes and provide better service to employees (Annual PE, Clinic Data Management, etc.).

The Enterprise's Message on OSH:

SunPower values the essence of occupational health and safety, taking care of the people who give life to the industry in achieving its purpose "We change the way our world is powered". SunPower Philippines Manufacturing Limited (Fab 4) takes pride in its commitment to the safety of employees and in preserving nature while maintaining balance between economy and ecology. As it continues to innovate and improve technology, it ensures that its activities have minimal impact to the environment and to the people. It wins together because of the empowered people who has one belief that they are all in one organization that is protected, safe and provides a good working environment and a balanced life.



SINGAPORE

**ROCKWELL AUTOMATION ASIA PACIFIC
BUSINESS CENTER, PTE LTD.**

1. BUSINESS INFORMATION:

- **International business name:**
Rockwell Automation Asia Pacific Business Center Pte Ltd
- **Address:** No. 2 Corporation Road #06-05/10 Corporation Place
- **Tel:** +65 65106688
- **Fax:** +65 65106699
- **Email:** cnguyen@ra.rockwell.com
- **Website:**
<https://www.rockwellautomation.com>

2. INDUSTRY (MAIN ACTIVITIES):

The Rockwell Automation Asia Pacific Business Center is the global headquarter responsible for the development, continuation and manufacturing of Small and Micro Programmable Logic Controllers, Distributed input/output products, Variable Frequency Drives and Electronic Operation Interface.

3. OSH POLICY OF THE ENTERPRISE:

Rockwell Automation is committed to complying with safety regulations and to demonstrating the highest standard of occupational safety and health performance. The safety and health of our employees is a primary business and employee concern and is managed in conjunction with production, development, quality, environment and distribution of our products and services. Safety is an integral part of our operations and is the responsibility of all employees. We establish and monitor safety objectives and targets to drive continual improvement.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):

ISO14000 and OHSAS 18001.



THAILAND

**THAI STANLEY ELECTRIC PUBLIC
COMPANY LIMITED**

1. BUSINESS INFORMATION:

- **International business name:** Thai Stanley Electric Public Company Limited.
- **Address:** 29/3 Moo 1, Bangpoo-Rangsit Road, Ban Klang, Sub district, Mueang District, Pathum Thani, Thailand
- **Tel:** +66 2581 5462
- **Fax:** +66 2979 5397
- **Email:** info@thaistanley.com
- **Website:** www.thaistanley.com

2. INDUSTRY (MAIN ACTIVITIES):

Automotive light bulbs and lighting equipment.

3. OSH POLICY OF THE ENTERPRISE:

OSH policy

- Safety is the first responsibility in the performance of all employees.
- Everyone must comply with the laws, regulations, rules and standards related to safety.
- Promoting the improvement of the environment and how to practice safe work continues.
- Promoting activities that stimulate consciousness of employees' safety both on and off the job.
- Supervisors at all levels must act as a good safety model for employees.
- All employees must realize the safety of themselves and their colleagues at all times.
- Support on the 5 practices in the workplace strictly to prevent accidents from work.

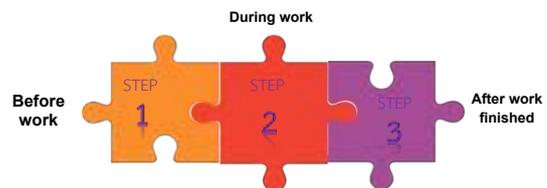
- Promoting all employees to cooperate in the company's safety program.
- Support on human resources and budgets for safety management.
- Continuous support on fine and hazard assessment activities.
- Regular assessment on the compliance with the policies set out above.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

International standards are implemented in the enterprise ISO9000, ISO14001, ISO/TS 16949, and OHSAS18001:2007.

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Concept of Safety Management System is "All employees come to work and go back to their families' safely".



Safety commitment by president (Mr. Koichi Nagano) is "Thai Stanley Electric Public Company Limited will be pushed to improve the work condition in order to

create a safe working environment by cooperating with volunteers in the company to lead to zero accident.”

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

Safety working factors are not only concerned with a safe workplace or a safe working environment, but also with safe working behaviours by which people might disregard. If combining these factors together, it is positive that everyone will be working with safety. Safety is the first priority in every activity.

However, executives, employees, contractor must strictly adhere to the laws, policies, requirements and standards on safety, occupational health and the environment. Moreover, the following activities are considered to be a part of successful occupational health and safety management:

- Safety Dojo

There is an establishment of Safety Learning Center under the name of Safety Dojo. Because of the ministerial regulations setting standards for management and management of occupational safety and health and working environment 2006 and the Department of Labor Protection and Welfare requiring employers to provide regulations and manuals on occupational safety, in which all employees must be trained before work starts, Thai Stanley Electric Public Company Limited has

conducted the manual and training for employees and outsiders continuously.

However, the company must improve the safety quality of employees and outsiders for high efficiency and concrete achievement as well as compliance with government policy. The idea is to complement the instruction from the safety manual. The "Safety Dojo" was started on July 22, 2015, and was completed on September 30, 2015. The opening ceremony was held on Wednesday, November 25, 2015, participated by honorable guests and presided by Deputy Minister of Industry.

The objectives of safety dojo are:

- To train employees and outside contractors for safety and environment.
- To train safety awareness before starting to work.
- To achieve goal zero fire and accident.
- To be a safety learning center for students and outside agencies.





- **Risk assessment by using computer program or as it was called SHE program.**

Thai Stanley has implemented a risk assessment program to help manage the various risks (SHE Program) for accuracy in evaluating, analysing, and retrieving data quickly and accurately for an accident. It also helps to plan quickly for high-risk issues. This leads to the reduction of accidental occupational accidents.



SHE Program

- **Controlling contractor with computer programs**

Thai Stanley has effectively managed the contractors and outsiders complying with the Thai law by building a Sub-Contractor Program. The program includes basic contractor information, list of contractors' profile of the past training. This application is a system searching for the accuracy of the check. This includes the registration and issuance of relevant licenses.



Sub-Contractor Program

- **Emergency card to all employees.**

The company takes care of the safety of employees from leaving the home to work and from work to their home. We take care of them like our family members. Involve, it also provides 24-hour maintenance and support. Therefore, emergency cards are one of our helpers in the event of an emergency. The card will be distributed to all employees to carry. The front of the card identifies the list of executives, human resource, and safety, phone

number. The back of the card indicates the medical certification that they are employees of the company. So, they will get the quickest and best help. Medical expenses will not be included with social security benefits. Employees are still eligible for social security benefits.

ลำดับที่	ชื่อ-นามสกุล	หน่วยงาน	เบอร์โทรศัพท์
1	นายอภินันท์ นิ่มมี	แผนกบุคคล	081-843-3394
2	นายธีรภัทร วงศ์ชาลาญ	แผนกช่าง & ซ่อม	081-817-2428
3	นายธีรภัทร วงศ์ชาลาญ	แผนก Safety	081-885-2849

*** ติดต่อขอรับบัตรฉุกเฉินได้ที่เบอร์โทร : 02-5815462 ต่อ 1121, 1132 ***

SIBEL บริษัท โกลบอลแอสเซอรี่ จำกัด (มหาชน)

บัตรฉุกเฉิน
บุคคลที่ติดบัตรฉุกเฉินนี้ เป็นพนักงานของบริษัทฯ
ขอความอนุเคราะห์ผู้ที่มีส่วนเกี่ยวข้องในการช่วยเหลือ
กรณีฉุกเฉินให้ผู้ที่มิใช่สมาชิกในบริษัทรีบรายงานโดยทันที
ขอสงวนลิขสิทธิ์

297 หมู่ 1 อ. บางขุนอิน อ. เมือง จ. เชียงใหม่ 50000
โทร. 0-2381-5462 แฟกซ์ 0-2381-5387

Emergency Card

- **An emergency team under the name "TOP GUN"**

To prepare for emergency and disaster, the company has set up emergency team. The company employs a 1:100 staffing ratio to ensure that all personnel are covered. The mission is as follows:

- To be special team to deal with an emergency in company.
- To be a supporter for the operation of government agencies. They are supporters in the event of an emergency both inside and outside the company.
- To create disaster specialists for agencies and relay information to the relevant authorities.





Emergency response training.



VIET NAM

DUY TAN PLASTICS CORPORATION

1. **BUSINESS INFORMATION:**

- **International business name:** Duy Tan Plastic Corporation
- **Address:** 298 Ho Hoc Lam Street, An Lac ward, Binh Tan district, Ho Chi Minh City, Viet Nam
- **Tel:** +84-8762222
- **Fax:** +84-8762225
- **Email:** info@duytan.com
- **Website:** www.duytan.com
- **Representative:** Mr. Tran Duy Hy, General Director
- **Capacity:** 20,000 tons of product per year.
- **Total staff:** 2,000 persons.
- **Total floor area:** 35,000 m²
- **Process of Establishment:**

Established in 1987 from Duy Tan Plastics Manufacturing Complex, to 2008, it was transformed into Duy Tan Plastics Corp (granted by the Ho Chi Minh City Department of Planning and Investment to the Certificate of Business Registration No. 0306151768) and renewed by the Ho Chi Minh City Department of Planning and Investment for the 8th time on 03 November 2015.

- **Facilities (Unit: Dong)**

No.	Criteria	2016	2017	2018 Expected
1	Total fixed capital	1.151.345.641.775	1.447.584.218.181	1.800.000.000.000
2	Total working capital	530.819.249.971	673.516.775.635	850.000.000.000
3	Capital source	3.074.517.027.032	3.404.501.921.411	3.750.000.000.000

Since established in 1987, Duy Tan Plastics Brand has been growing up every day. This achievement is rooted in the enthusiasm of the founders, who are eager to create a standardized enterprise that is admired by the community based on core values: Prestige - Quality - Creativity - Responsibility.

Currently, Duy Tan is one of the leading plastic companies in Vietnam and is trusted by consumers. It won the National Brand Award for two consecutive periods of 2014 - 2016 and 2016 – 2018. For 22 consecutive years it has been selected as “Vietnam high quality goods” since 1997 and many other prestigious awards.

The company’s products with fine lines are rich in aesthetics, harmonious colors, convenient and durable features, which are manufactured from modern equipment and the production process is strictly controlled from start to finish, ensuring perfect product quality. In addition, the company’s products are made from plastic raw materials for consumer health safety. On the market, the company’s products are always outstandingly the first choice of customers.

2. **INDUSTRY (MAIN ACTIVITIES):**

Manufacturing plastic products and cosmetic packaging.

3. **OSH POLICY OF THE ENTERPRISE:**

- Health and life of employees are always a great concern of the Board of Management of Duy Tan Corporation.
- The company will establish and maintain workplace safety and health standards to prevent accidents and occupational diseases for employees. It will work to further improve the safety and health of our employees in the workplace.
- It is committed to establishing and maintaining an assured Safety-Health System.
- It complies with current local Health and Safety Body, international conventions. It monitors its activities and does not allow any situation that prevents compliance with the law.
- The Board of Directors and management levels at Duy Tan Corporation are responsible for Health-Safety issues for all subordinates and partners under their management.
- All employees of Duy Tan are responsible for fulfilling their obligations to comply strictly with the Company’s Health and Safety policies and procedures.
- Within scope of work, it will prevent, control to reduce the risk to persons, property and the environment through the planning, design, investment and management processes of change and at work, to achieve the goal of no accident or occupational disease.
- It performs regular health-safety monitoring.
- It regularly maintains open discussions and build on Safety - Health with

employees, local communities, and customer organizations.

- It responds appropriately to any concerns about Safety - Health of members and keep them informed of the company progress.
- It ensures that training is provided to employees on their roles and responsibilities, to have a proper understanding of safety - health and appropriate skills and competencies for the job.
- It also makes sure that all employees of Duy Tan understand and adhere to the rules and policies in force.
- It organizes periodical health checks, detecting occupational diseases and annual occupational accidents for officials and employees.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):

N/A

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Achievement in Occupational Safety and Hygiene:

- **Manpower:**
 - Has 6 employees in charge of labor protection.

- Establish Grassroots Labor Safety and Hygiene Council, and member teams: Occupational Safety and Hygiene - fire prevention and fighting, On-Site Emergency Team, and Incident Response Team.

- Training, Propaganda:

- Actively organizes the following activities to implement the National Week on Occupational Safety and Hygiene - fire prevention in 2017: (1) Propagation by banners and (2) Propagation by images on television at the corporate cafeteria.
- Organize the launching of the month of labor safety and hygiene - fire prevention in 2017.
- Organize Safety and Hygiene Contest for all staff members.
- Organize propaganda on fire prevention and fighting for more than 500 specialized officers, conducted by the Binh Tan Fire Fighting Police Division.
- Organize propaganda regularly in many forms as shown on the internal television of the enterprise for more than 2,000 staffs.
- Assign specialized staffs, managers of each unit to participate in training on occupational safety and hygiene and fire prevention and fighting, organized by DOLISA.
- Organize training on occupational safety and hygiene for more than 1,200 direct production staff.
- Coordinate with the Preventive Medicine Center of Binh Tan district to organize training and issue first

aid certificate for On-site Emergency Team.

- Collaborate with the Fire Fighting Police Division of Binh Tan district to train and issue fire prevention and firefighting certificates to members of the Occupational Safety and Hygiene - Fighting Team and the heads of the direct production unit, the related department and the annual rehearsal.

- **Process, Regulation:**

- Annually draw up a labor protection plan and an annual training plan.
- Develop a system of procedures, regulations on control of occupational safety and hygiene.

- **Implementation:**

- Carry out periodical inspection of equipment subject to strict labor safety requirements in the company and keep the equipment management dossier from the new stage of importation to the maintenance, inspection.
- Equip air conditioning system for a number of machines producing cosmetic packaging and ventilation for all workshops.
- Re-plan where chemicals are used, hanging MSDS guidelines, and training employees to work safely with chemicals.
- Equip employees with protective equipment such as: shoes, glasses, gloves, gauze masks, ear muffs, protective clothing.

- **Monitoring and Inspection:**

- Establish the Inspection Committee for OSH - Fire Prevention and Fighting for monthly inspection.
- Set up the safety team of the workshop: inspection and monitoring of activities at the factory daily to detect and timely deal with violations of safety or fire incident.
- Firefighting equipment: Automatic fire extinguishing systems, fire extinguishers, and taps are checked monthly; fire extinguishers are inspected weekly; water level is checked daily.
- The company has installed the automatic fire alarm system "Vinafire" to inform the fire information to the police department in the fastest manner.
- Additionally, the company also has many programs to support local implementation of public works such as road construction, and social work like building houses for poor households.
- It is interesting that the Company has not suffered any serious accident during the operation since the day of establishment.

Performance of other tasks:

Duy Tan is continuously improving the system, looking for talents, in which people and individual talents are always focused, from engineers, key staff to the direct workforce, optimizing the human

resources and care for the employees through the construction of collective kitchen with rations suitable for hygiene and nutrition for staff.

Besides, Duy Tan does not forget to take care of the community and share with people in remote areas who are in difficult situation in accordance with the state policy “The leaves protect tattered ones”.

- **Taking good care of employees’ life:**

- Organize training courses to improve management skills, professional skills, soft skills and knowledge of labor law for staff.
- Every year, organizes staffs for tourism, recreational activities such as soccer, karaoke, badminton, tennis, yoga, etc.
- Organize the emulation, reviews the typical collective awards, excellent individuals, typical creativity, excellent innovations, good firefighters.
- In addition to 100% employees registered for social, medical, unemployed insurance immediately after signing the labor contract, the company has policies to participate in the accident insurance for 100% of employees.
- Equip with modern and hygienic dining rooms, providing delicious meals, ensuring adequate nutrition for more than 2,000 staff per day.
- Duy Tan Plastics Corporation organizes vehicles to pick up staffs to come back home for every Vietnamese New Year (Tet).

- Every year, according to state regulations, organizes periodical health checks for all employees and assist employees in the medical examination in addition to the prescribed items in order to ensure the health of the employees.

- **Charitable activities for the community:**

- Offered love house to the poor, donated ambulances and 10 medical beds to Hieu Phung commune, Vung Liem district, Vinh Long province.
- Funded the building of bridges, kitchens, restaurants and participate in the charity program of Ho Chi Minh City Plastics Association.
- Provided scholarships for students of Ho Chi Minh City Universities and Vung Liem Study Encouragement Association.
- Offered gifts and charity to children in the humanitarian centers of homeland, SOS Go Vap village, Tam Binh child support center, Spring program for children, Association for the Support of People with Disabilities and Orphans, Chanh Phu Hoa sponsorship center.
- Cared for Tet and support to Chanh Phu Hoa Sponsorship Center in the program “Tet for the Poor”, the Nursing Center for mentally ill people in the Tet program for patients, Thua Thien Hue Blind Association program “Taking care of people with disabilities”, and the

Ho Chi Minh City Red Cross in the campaign to promote “Warm Spring”.

- Supported for policy families, poor and near poor households in Phuoc Lai, Can Giuoc, and Long An province in Tet 2016.
- Supported fundraising for start-up in Ben Tre province.
- Provided assistance for Binh Tan District to care for the poor in Tet 2016.
- Provided scholarships for students with disabilities, orphans - HCMC Association for the Support of People with Disabilities and Orphans
- Provided support for the construction of gratitude houses, local houses in Binh Tan District.
- Provided Vu A Dinh scholarship grant.
- Provided Ambulance funding and cemetery construction in Vinh Long province.
- Constructed anti-drowning pool in Vinh Long province.
- Provided support for the flood victims in the North and Middle region.
- Budget for social activities, charity from 2016 to 2018:

No.	Year of implementation	Cost / VND
1	2016	5.449.358.320
2	2017	4.523.220.304
3	2018 (expected)	5.000.000.000

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

Year	Form of reward	Number, date and year of reward decision; issuer of decision and achievement content
I		
Awards for taxation and fulfillment of tax obligations		
2015	Certificate of Merit of the Ministry of Finance	Decision No. 890/QD-BTC dated 15 May 2015 of the Minister of Finance, contents with well implemented tax policies and laws in 2014.
2016	Certificate of Merit of the Ministry of Finance	Decision No. 934/QD-BTC dated 04 May 2016 of the Minister of Finance, contents with well implemented tax policies and laws in 2015.
II		
Awards of Ministry/Department		
2013	Certificate of Merit of the Government of the Socialist Republic of Vietnam	Decision No. 2433/QD-TTg dated 13 December 2013 of the Government of the Socialist Republic of Vietnam, contents of achievements in production and business and charity work from 2008 to 2012, contributing to the Socialism and National Defense.
2013	Certificate of Merit of the Ho Chi Minh City Department of Labor - Invalids and Social Affairs	Decision No. 414/QD-KT dated 03 January 2013 of the Ho Chi Minh City Department of Labor - Invalids and Social Affairs, contents with excellent achievements in the work of Labor Safety - Hygiene in 2012.
2014	Certificate of Merit of the Ho Chi Minh City Department of Labor - Invalids and Social Affairs	Decision No. 986/QD-SLĐTBXH dated 21 January 2014 of the Ho Chi Minh City Department of Labor - Invalids and Social Affairs, contents with excellent achievements in the work of Labor Safety - Hygiene in 2013.
2016	Certificate of Merit of the Ministry of Industry and Trade	Decision No. 4769/QD-BCT dated 06 December 2016 of the Ministry of Industry and Trade - Export-Import Department, contents of the "Prestigious Exporter" Award in 2015.
2015	Certificate of Labor Safety Department	Decision No. 64/QD-ATLD dated 06 March 2015 of the Labor Safety Department, contents with excellent achievements in the work of

		Occupational Safety - Hygiene - Fire Prevention in 2014.
2016	Certificate of Merit of the Ministry of Industry and Trade	Decision No. 908/QD-BCT dated 09 March 2016 of the Ministry of Industry and Trade – Ho Chi Minh Plastic Association, Duy Tan Plastics Corporation with excellent achievements in 2015.
2016	Certificate of Merit of Labor Safety Department	Decision No. 41/QD-ATLD dated 10 March 2015 of the Labor Safety Department, contents with excellent achievements in the work of Occupational Safety - Hygiene - Fire Prevention in 2015.
2017	Certificate of Merit of the Ministry of Labor, Invalids and Social Affairs	Decision No. 601/QD-SLDTBXH dated 24 April 2017 of the Ministry of Labor, Invalids and Social Affairs, contents with excellent achievements in the work of Labor Safety - Hygiene in 2016.
IV	Awards of the People's Committee of Ho Chi Minh City	
2014	Certificate of Merit of the People's Committee of Ho Chi Minh City	Decision No. 6157/QDUB dated 17 December 2014 of the People's Committee of Ho Chi Minh City, contents of Duy Tan Plastics Corp with excellent achievements in environmental protection, winning the Ho Chi Minh City Environmental Award in 2014.
2015	Certificate of Merit of the People's Committee of Ho Chi Minh City	Decision No. 4995/QDUB dated 08 October 2015 of the People's Committee of Ho Chi Minh City, contents of Duy Tan Plastics Corp winning the title of "TYPICAL BUSINESS IN HO CHI MINH CITY" in 2015.
2016	Certificate of Merit of the People's Committee of Ho Chi Minh City	Decision No. 4241/QDUB dated 17 August 2016 of the People's Committee of Ho Chi Minh City, , contents of Duy Tan Plastics Corp achieving excellent results in building and developing the Entrepreneurial Fund of the Congress for the second term (2016 - 2021)

2016	Certificate of Merit of the People's Committee of Ho Chi Minh City	Decision No. 5361/QDUB dated 03 October 2016 of the People's Committee of Ho Chi Minh City, contents of Duy Tan Plastics Corp winning the title of “ TYPICAL BUSINESS IN HO CHI MINH CITY ” in 2016.
2016	Certificate of Merit from the City Fire Police Department	Decision No. 1122/QD-PCCC-P9 dated 29 August 2016 of the HCMC Fire Prevention Department, contents of Duy Tan Plastics Corp achieving excellent results in the whole people movement involved in Fire prevention on the occasion of the 15th anniversary of fire fighting (04 October 2001 - 04 October 2016).
2018	Certificate of Advanced Unit from the City Fire Police Department	Decision No. 09/QD-PCCC-P2 dated 04 January 2018 of the HCMC Fire Police Department certifying Duy Tan Plastics Corp’s achievement of the typical advanced unit in fire prevention and firefighting in 2017.



**Company Profiles of
2nd ASEAN-OSHNET Awards
Best Practice Awards
2018**



BRUNEI DARUSSALAM

PDS MEAT INDUSTRIES (B) SDN BHD

1. BUSINESS INFORMATION:

- **International business name:** PDS Abattoir Sdn Bhd
- **Address:** Tapak Perusahaan Rumah Pemyembelian, Dikawasan Pertanian, Kampong Batang Mitus, Mukim Kiudang, Daerah Tutong Brunei Darussalam
- **Tel:** +673-2441061/+673-2441061
- **Fax:** +673-4230670/+673-2441060
- **Email:** pdsmeatind@gmail.com , pdsabattoir@gmail.com

2. INDUSTRY (MAIN ACTIVITIES):

- Importer of Live Australian Cattle.
- Slaughtering process and Distribution of Fresh, Chilled and Frozen Beef Cuts.
- Manufacturing and Distribution of Beef and Chicken further-processed products for the Food Industry.

3. OSH POLICY OF THE ENTERPRISE:

- To prevent and minimize risks to the health, safety, and well-being of PDS Abattoir employees.
- To promote employees' awareness and understanding of possible hazards and risks at work and ways to control them.
- To ensure that PDS Abattoir Sdn Bhd meets the relevant requirements of health, safety and environmental laws, regulations, and standards as issued by private & government agencies.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

PDS Abattoir Sdn Bhd is implementing OHSAS 18001 – For Health and Safety program and HACCP – for Food Safety program.

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Using machineries with safety features.
- Providing complete Personal Protective Equipment (PPE)'s for the employees.
- Providing Health and Safety trainings & awareness to the employees.



CAMBODIA

MONG RETHTHY GROUP (MRG)

1. **BUSINESS INFORMATION:**

- **International business name:** Mong Reththy Group
- **Address:** Building #152S, Pheah Norodom Boulevard, Phnom Penh, Kingdom of Cambodia
- **Tel:** (+855-23) 211 065 / 211 117 / 217 929
- **Fax:** (+855-23) 216 496
- **Email:** mrtgroup@mongreththy.com
- **Website:** www.mongreththy.com

MONG RETHTHY GROUP of Companies (MRG) is established by H.E. Dr. Mong Reththy in Phnom Penh capital city of the Kingdom of Cambodia on the first of January 1989 with the initial principal objective of construction, making trade, business and investment in the commercial, constructional, transport, import and export, food chain animal production, agricultural and agro-industrial sectors. Over the past 20 years, MRG has become one of the leading pioneers in the agricultural and agro-industrial sector in Cambodia.

Construction Business: Samnang Khmeng Wat Co., Ltd

With the emerging of a new society after the Khmer Rouge regime in 79s, construction project is a meaningful to reconstruct the country image again. Therefore, getting from the initial idea of H.E. Mong Reththy on construction business, the Company has constructed so far at least more than 2000 schools including Primary, Secondary schools, hundreds of public and private buildings

and roads including national and rural area.

Oil Palm Business: Oil Palm Plantation (Mong Reththy Investment Cambodia Oil Palm Co., Ltd)

Starting out by conscience and willingness to change the prospective on agriculture and agro-industry in Cambodia, H.E. Mong Reththy periled to invest on oil palm plantation as the first agro-industry plantation in Cambodia in 1997 with 11,000 hectares in the Southwestern region at Cheung Kor Commune, Prey Nob District, Preah Sihanouk Province. At the present, oil palm plantation has been expended nearly twenty thousand hectares and has two Crude Palm Oil mills with capacity of 60 tons FFB per hour.

Since the Company respects firmly on International Standard Regulations to comply on staff and workers, environment and local communities, the Company received honorable of RSPO AWARD from MOODY INTERNATIONAL that is facilitating the export the CPO widely.

Sea Port Business: Oknha Mong Port (Oknha Mong Port Co., Ltd)

In order to join in development of the country and relay the Royal Government of Cambodia's Open Sea Policy, and by looking to the way of facilitating export and import by sea in this potential region, MONG RETHTHY GROUP invested in constructing the sea port facility in 2002 namely "Oknha Mong Port" that is a legacy

of “Mong Family” and as the first private sea port in the Kingdom of Cambodia which is located in Keo Phos Commune, Stung Hav District, Preah Sihanouk Province. This Sea Port has been constructed in standard for vessels and containers facilities to export and import commodities in-out of country and generating tax income for the Royal Government of Cambodia. Oknha Mong Port is the most potential economic outlet and to be a core of commercial, industrial and tourism development after the Sihanouk Ville Port.

Rubber Business: Rubber Plantation (MRT Rubber Plantation Co., Ltd)

Drawing the success of oil palm plantation in the coastal land area where the inspiration is drawn back to historical agro-industry of rubber plantation in the 1930s, the Company started planting the rubber trees in 2007 to 2012 which covers the coastal land area in Stung Hav District in amount of 2,500 hectares accordingly. Nowadays, the Company is tapping the trees for latex every year and send to the rubber processing factory to process into rubber bales for export.

Swine Business: Swine Breeding (M’s Pig APMC Cambodia Co., Ltd)

Cambodia currently needs about ten thousand pigs per day for domestic consumption, and thousands of pigs are imported from neighboring countries, costing Cambodia’s economy hundreds of millions of US dollars every year. This stimulated H.E. Mong Reththy stimulates

him to invest on swine breeding industry of international sanitary standard and establish the company. The business concept on swine breeding steaded from a study tour in the United States of America in May 2008. A group of 15 Cambodians from different sectors of public, private and local pig raisers learned how to improve swine production, business skills, technical knowledge and to integrate new technology and ideas into their swine business in Cambodia.

The Company had been dealing with APMC - UK to import a large batch of 600 male and female pig breeders in Yorkshire, England at the end of 2008, in a move that aimed to tap into the soaring pork demand in Cambodia. Now, the Company has been expanding pig breeding in cooperation with farmers in various provinces throughout the country on “contract farming” in order to increase the population of pigs to supply on local market demand every day respectively.

Animal Feed Business: Animal Feed Mill (M’s Feed Co., Ltd)

Beside of the pig breeding for nucleus farm throughout the country, the Company has been working to build a Feed Mill with sophisticated equipment, and in capacity of production with 20 ton per hour to serve our own demand. The Feed Mill Factory, inaugurated on the 2 December 2016, is a key strategic planning on cutting down agricultural products to export to the neighboring countries, and keeping them to use in home country and to increase the profitability of the farmers as well.

According to the production planning, the Feed Mill Factory can produce about 100,000 tons per year, in which the Company needs to buy maize in the amount of 60,000 tons, rice bran 10,000 tons, broken rice 10,000 tons and soy bean 20,000 tons.

Fresh Fruit Business: Investment in fruit crops (Kingdom Fruits International Co., Ltd)

Kingdom Fruits International, a subsidiary of Mong Reththy Group, has invested in export crops; fruit of high quality supplied to both the domestic and international markets, which is packaged properly to technical and hygiene standards and does not use chemicals; so that it does not affect healthy consumption. By using advanced fruit processing techniques, Kingdom Fruits International and international partners ensure only the most delicious and safest Cambodia fruit products are exported to the world. When favorable conditions for the cultivation of agricultural crops emerged in other areas, the company also expanded the cultivation of pepper, achieving bronze merit, the number one quality standard internationally for the export of pepper to foreign markets. Kingdom Fruits International has long-term agreement with farmers to ensure consistent supply to meet demand.

Heavy Equipment Business: Investment in Imported Machinery (Multico MS (Cambodia) Co., LTD.)

Multico MS (Cambodia) Co., LTD., another subsidiary with Mong Reththy Group, has expanded the scope of its investment through the import of heavy machinery from countries with emerging industries around the world, as the leading distributor of heavy machinery, spare parts, engine, engine repair, overhaul services, clean energy products and energy saving solutions. Established in 2008 and based in Cambodia along with 16 other subsidiaries throughout Asia, Multico MS (Cambodia) Co., LTD. represents Asia's largest distribution network in industrial equipment. For over 45 years, the Multico brand represents trust, long-term partnership and service excellence.

2. INDUSTRY (MAIN ACTIVITIES):

- Agriculture
- Agro- Industrial Plantation
- Sea Port (Private)
- Construction
- Swine Production (Industrial Scale)
- Animal Feed Mill
- Fresh Fruit Production
- Heavy Machinery

3. OSH POLICY OF THE ENTERPRISE:

MRICOP / MRT RUBBER PLANTATION Occupational Safety and Health Policy

One of the most valuable assets driving the business is people. Therefore, MRG is

committed to secure the safety, health and welfare of its employees, workers, contractors and even visitors at all work premises.

To ensure and protect all persons involved against all safety and health risks in its premises, **MRG** establishes the Occupational Safety and Health Committee which emphasizes key issues as follows:

- Identification of all risks that may arise in each activity in the workplace.
- Provision of personal safety to those who are employed in high-risk activity.
- Training of employees and workers to understand and be aware of their safety and health protection.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

RSPO Award was given to MONG RETHTHY INVESTMENT CAMBODIA OIL PALM CO., LTD (MRICOP)

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

MRG Human Resources Active in the Area of OSH:

MRG has established enough OSH officers who are working in the workplaces. OSH officers at MRG enterprise must perform their roles with staff and workers for occupational safety regularly. These OSH officers' role is to control the workplaces with the purposes to:

- Advise the employee and workers on the OSH matter.
- Prevent occupational injuries, accidents, diseases and other contagious diseases.
- Provide the workers who were injured and had accident with First Aid services.
- Provide the workers with personal health data while working in the workplace.
- Assist the Anti-tetanus vaccination for all employees and workers.
- Set up transport facility to health center for employees and workers.

MRG On Occupational Safety and Health

As a well-known, locally recognized company, MRG strives to demonstrate its leadership in the communities in which it has been operating the best practices of occupational safety and health standard of working conditions for all workers and employees, either Cambodian or Foreigners. There are around 2500 workers and the seasonal workers is approximately varied from 15,000-20,000 persons at the workplace, and many of them are living as a worker community by following and respecting the code of conduct of company respectively.

OSH Structure for MRICOP & MRT Rubber Plantation

In order to ensure that the Occupational Safety and Health policy is effectively implemented and because there are many different wide management units such as plantation department, which consists of plantation divisions, the establishment of committees and sub-committees to be in charge of their own responsible areas is very important.

The sustainable committee structure has been established since 2012 and then been reviewed from time-to-time up to now. The latest review was approved on 19 May 2016. The sustainable committee structure consists of RSPO committee following by the three main committees for Plantation, Admin. & HR and CPO Mill departments that are in charge of the occupational safety and health issues. This OSH structure and pattern are also applied to the rubber plantation as well. MRG has firmly complied with the MRG's policy and guideline in these conditions regarding OSH as following:

A. Labour Policy

- **Wages:** MRG strictly applies its own Personal/Staff Policy in accordance to the Labor law of the Kingdom of Cambodia. The payment for staff and workers salary and wage and benefits are competitive within its industry and that allows staff and workers and their families

to have a good standard of living commensurate with the societies in which they live and work with.

- **Employee Safety & Health:** Employee welfare and protection for safety and health are a top priority. MRG complies with regulations concerning employee safety and health, and the use of crop protection products. Workers in MRG farms, sites and plantations are trained in safe application of crop protection products, complied fertilizer and are all required to use personal protective clothing appropriate to their activities. Safe handling of these materials is supervised by professionals in occupational safety and health who corrects problems on the workplace. Workers who utilize crop protection products undergo periodic medical tests to ensure that there has been no harmful exposure.
- **Training Manual:** MRG always invests and conducts in training and education programs for workers and staff every year and/or at any times in specific requirement for new products, machinery, planting crops, harvesting and tapping procedures of its workforce in order to continuously promote

safety and health at work habits.

- **Child Labor:** MRG does not knowingly purchase products from any commercial producers who violate applicable child labor laws, and it is MRG's policy to comply all local laws and international conventions on Child Labor. Strictly implemented, MRG has never employed children to work at any workplaces for its own benefits from them, but instead of this, MRG always sends them to school.
- **Unions:** MRG respects the freedom of the individual worker to join the union of his or her choice or to refrain from such membership. Employees who have chosen unions in accordance with applicable laws and regulations are entitled to bargain collectively through representatives of their own choosing.
- **Ensuring Enhanced Health Services:** MRG has been continuing to focus on the implementation of prevention programs on contagious diseases and promote woman maternal and child health care and nursery, improve emergency services and provide health and sanitation education and information,

especially in the governed areas. The poor shall be entitled to free health care in referral clinic and health centers as well.

B. Building Staff and Worker Community

MRG has made significant investments in providing the infrastructure necessary to sustain healthy communities in localities around the plantation as well as the nation. Beyond its charitable contribution program, which provides cash donations in millions of US Dollar to hospital, health center, pagoda, school, environmental program, social and cultural program, MRG provides a tremendous amount of in-kind giving each year. In addition, MRG provides various social facilities such as housing and home maintenance, schools and education services, and sports facilities, sponsoring and encouraging sporting and recreational activities at schools and communities for the worker's family and general people as well.

In practice, at the City Oknha Mong Development Zone in Keo Phos Commune, Stung Haw District, Preah Sihanouk Province, MRG has so far built infrastructure of over 1,600-km roads and around 100 dams/reservoirs to keep water for local people's daily lives and where fish may be caught for food. MRG has built concrete houses over 300 houses free of charge for plantation and farming workers, and local people in its development zones in a combination with 5 schools, 1 pagoda and 2 health/clinic centers for social

services to all people, and the most vulnerable people. In order to facilitate people living, MRG has built up the network system of clean water and electricity for the whole area.

MRG works to ensure that neighbouring communities benefit from its presence on an enduring basis. MRG always listens to neighbouring communities and takes into account of their interests. MRG supports human rights, democracy and liberal pluralism within the areas of administration. MRG always keeps in mind that MRG's workers have places to stay and their children need schools to learn and health/clinic center to keep their physical body healthy and fit. MRG keeps following its own slogan: **“MRG and You live together and become rich together”** and **“Making Lives Better Every Day”**.

C. Environmental Policies

In addition to superior quality, the MRT brand offers customers the confidence of being supported at all times by worldwide, regional and local organizations and markets whose experience and technical expertise in environmental matters are unparalleled in the industry. MRG has been making a positive contribution to the prevention and preservation of environment. MRG goes beyond compliance with local environmental regulation to meet internationally accepted best practices. MRG reduces to the minimum practicable any adverse effects of our operations on the environment impacts. As results at the current time, local people have no longer needed to chop trees on mountains and conservative forests for charcoal since their living conditions are stabilized and improved through practically sustainable development schemes of MRG.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- Safety Induction before starting to work by Management.



- OSH Induction on First Aids for Employees and Workers





- Annual Physical Check Up by MLVT



-
- Health Check-Up for whom working with Chemical Product



- Preventive Training at Workplace





- Health Check-Up for workers at workplace





INDONESIA

CV. MUBAROKFOOD CIPTA DELICIA

1. BUSINESS INFORMATION:

- **International business name:**
CV. MUBAROKFOOD CIPTA DELICIA
- **Address:** Sunan Muria Street No. 33 A
Kudus, Central Java, Indonesia
- **Tel:** +62 291 – 432606 / 432633
- **Fax:** +62 291 – 446478
- **Email:** info@mubarokfood.co.id
- **Website:**
www.dodoljenangmubarok.com

2. INDUSTRY (MAIN ACTIVITIES):

- **Product:** Jenang and dodol (made from sugar, sticky rice and coconut oil).
- **Trademarks:** Mubarok, Viva, Maburur, Sinar Tiga Tiga, Baginda, Semesta, Jawa Rasa, Citra Persada, Classico, Claszeto, Asia Pasific, Dodol Bali, Al-Madina.

3. OSH POLICY OF THE ENTERPRISE:

The company is committed to prioritize safety and health in the work environment and human resources of the company, improve customer satisfaction and provide the best to stakeholders.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- ISO 22000: 2005
- HACCP
- Halal Management System

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Increasing the productivity of making coconut milk and minimize occupational accidents, by:

- Control of hazards in the equipment/machinery through engine modifications grated coconut.
- Completion of the safety and health facilities including personal protective equipment (PPE).
- Visual control of hazards in the workplace (signs, labels, and posters).

Results of the Application Program:

- Safer and easier in operating machine (minimize hand contact with the blade grate, so there is no occupational accidents).
- Faster in grating coconut faster.
- Longer time period of change roller grate .



MALAYSIA

FYS MARKETING SDN BHD

1. BUSINESS INFORMATION:

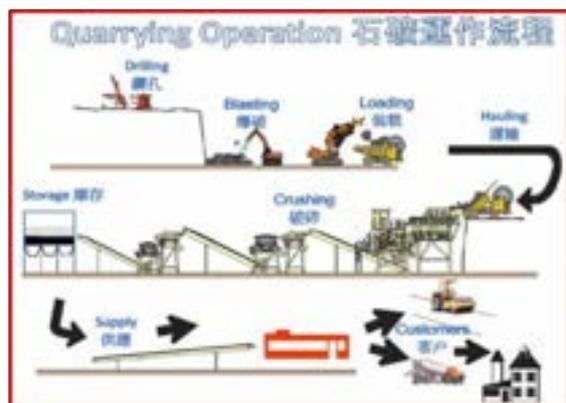
- **International business name:** FYS MARKETING SDN BHD (749622-A)
- **Address:** 2519, MK17, Jalan Berapit, 14000, Bukit, Mertajam, Pulau Pinang
- **Tel:** +604-5392 540
- **Fax:** +604-5395 962
- **Email:** fys.james@yahoo.com

Introduction of FYS quarry history and its transformation journey heading towards quarry tourism and residential quarrying co-existence

The late Mr. Foo Yen Soo started as a blasting contractor in 1960's. After few years' field experience, he established his own company name as Foo Yen Soo & Sons Sdn Bhd which was located at Berapit, Bukit Mertajam, Pulau Pinang, Malaysia. In 2007, FYS Marketing Sdn Bhd was setup, mainly focusing on quarry operation.



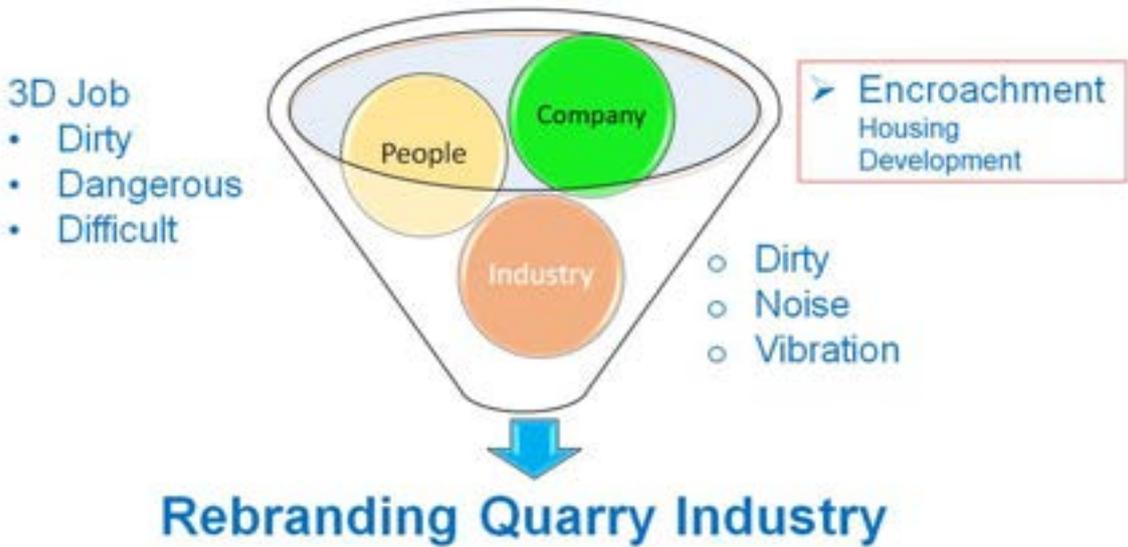
3 keywords associated with FYS business information, that are Aggregate, Quarry, and Quarryman & Quarry Woman. Aggregate come from quarrying. Quarrying is a process of extracting rock from hill through drilling and blasting operation, then loading to lorry and transporting to the crushing plant to fragment and screening to different size, and finally selling to customers.





The need of Transformation - Facing 3 type of challenges – People, Company and Industry

3 Challenges – People, Company, Industry



Quarry

- 1) Word associated – Dust, Noise, Vibration
- 2) Reputation
- 3) Contribution – Housing, Infrastructure, Development
- 4) Economy growth – create job - rice bowl for quarryman and related industries



Quarryman

- 1) 3D Job – Dirty, Dangerous, Difficult
- 2) Gain less respect from public - Job scope not well known
- 3) Profession job like doctor heal patients, teacher teach student, quarryman —
- 4) Proud to be a quarryman

2. **INDUSTRY (MAIN ACTIVITIES):** Quarrying – the process of removing rock or other minerals from the ground or hill in order to use them to produce materials for construction or other uses. Quarrying Process Flow sequential order:

- Development
- Drilling & Blasting
- Loading & Hauling
- Crushing & Screening
- Loading & Sales



3. OSH POLICY OF THE ENTERPRISE:



POLICY

SAFETY, HEALTH & ENVIRONMENT

FYS MARKETING SDN BHD is committed to providing a safe and healthy working environment in all areas of staffs and visitors in line with the requirements of Malaysia.

To make this policy successful FYS MARKETING SDN BHD will:

1. Implementing a Safety, Health and Environment Management System that meets national and international standards.
2. Prepare and implement action plans to enable various activities to be conducted in a safe and healthy environment.
3. Foster a safe work culture through education and continuous improvement.
4. Provides a platform for staff participation and involvement in safety, health and environment practices.
5. Checking the Safety, Health and Environment Policy as needed.



Foo Kheng Sin

Chairman

1 December 2017

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000): N/A

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Transformation Activities:

- Focusing on challenges on People, Company, Industry
- Combining manufacturing system and tourism concept
- Best practice of quarrying through ESP
- CSR - Corporate Social Responsibility
- Instilling a sense of pride in quarry-related job
- Survival with innovative community relation
- Proactive engagement and cooperation with Government Agencies
- Enhancing media relation as a platform for promoting quarry

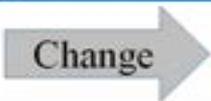
FYS Best Practice focus on **ESP** core values

Level-1: Focus on Operation – **E**nvironmental, **S**afety, **P**roductivity

Level-2: Focus on People – **E**ducational, **S**ocial (CSR), **P**eople



Quarryman Challenges

3D  ESP

Dirty Environmental friendly programs

Dangerous Safety working environment

Difficult Competent Quarryman

In FYS, **Vision** is the journey, **Mission** is the system, **Values** are the actions and **Slogan** is the motivation factors to drive FYS continue growing. FYS combining **Manufacturing System + Tourism Concept** to operate the quarry.

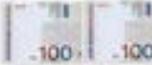
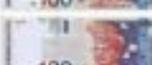
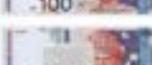
For Manufacturing System: Environmental aspect of the program at operational levels consists of implementing dust control on haulage road, crushing, screening and vehicle cleaning facilities. Others include landscaping and housekeeping with 5S program to keep the quarry compound clean. Besides that, FYS organized a series of yearly program to build up healthy working atmosphere and teamwork, including education program to develop and improve quarryman & quarry woman knowledge, skill and spirit.

No	Program	Objective
1	Hari 1 Keluarga	Build up employee friendship and teamwork
2	Fathers' & mothers' Day	Promote family relationship. Dinner with parent or own children
3	Pamafie photo competition	Enhance parent communication. Take photo with parent or own children
4	Monthly Birthday	Joyfulness celebration to build up employees relationship
5	Long Service Awards	Gratitude employee's loyalty to the company. Min 5years, 5years per interval
6	Education Allowance	To lighten employees children education expenses
7	Bowling Competition	One of the sport that suitable to all age, gender and race
8	Team Building	Enhance quarryman knowledge, skill and work spirit
9	Lorry Drivers' day	Create road safety awareness to lorry drivers
10	Health Awareness Talk	Education knowledge
11	Safety Awareness Talk	Education knowledge
12	In house training program	Develop quarryman knowledge and skill
13	Cooperate Social Responsibility	Community engagement
14	Annual Dinner	Good neighboring policy
15	Quarryman Carnival Night	Community engagement, Social recognition, Rebranding quarry industry
16	Quarryman Appreciation Dinner	Appreciate quarryman contribution and effort

Long Service Award – 916 Gold Medal



Children Education Allowance Entitlement List

Primary	 /child
Secondary	  /child
Form 6/College/University	   /child
UPSR	 /A
PT3	 /A
SPM	 /A
STPM	 /A

Bowling Competition



Celebrate Christmas night cum FYS annual dinner with our neighbours



Corporate Social Responsibility (CSR)



Father & Mother Day via Pamafie Photo Competition





Quarryman & Quarry Woman Monthly Birthday Celebration



For Tourism Concept:

Set up Homestay, Cafeteria, Surau for Muslim prayer, Agro Park, Green House within FYS premises to promote quarry premises that can become a tourist attraction to visit.

Quarryman Carnival Night 2016 – CSR

In 2016, FYS transformed the ordinary annual dinner into Quarryman Carnival Night with 3 objectives – CSR:

- **Community Engagement** by the quarry operator for better understanding .
- **Social Recognition** on the contribution of quarryman .
- **Rebranding** the quarry industry to give good perception to the public.

This Quarryman Carnival Night is to let residents and the public understand that the quarry industry is very important as it provides the raw materials for development. It was held inside quarry

premises as a public relation program, which attracted more than 200 people. 13 companies from different fields participated in the exhibition and explained their activities and displaying their products. They were:

- Educational sector represented by Institute of Quarrying Malaysia (IQM), FYS Toastmasters Club, Positive2U Sdn Bhd, Umega Consultancy Services Sdn bhd.
- Healthcare sector represented by Potato House Handmade, Inscereals Sdn Bhd.
- Safety product represented by SAC Safety and Service Solution.
- Travel sector represented by World Ventures Malaysia Sdn Bhd.
- Transport industry represented by De Infra Sdn Bhd, Optimum Fluids Marketing Sdn Bhd, Edaran Tan Chong Motor (Utara) Sdn Bhd.
- The China Press Bhd and Majlis Perbandaran Seberang Perai (MPSP) also present as exhibitors.

During buffet dinner, the visitors listened to 3 speakers where they shared their view of FYS transformation, updated their knowledge on the latest quarrying industry development and listened to motivation talk.

FYS Quarryman Carnival Night is one of the public relation programs towards society. It is not just a production tool but also to rebrand and provide social recognition to the employees and society. It proved that FYS management is capable of organizing a carnival inside the quarry premises.

FYS received 2 Awards in 2017:

- Award of Excellence from Institute of Quarrying Malaysia (IQM) .
- Mining & Quarrying Award from Department of Occupational Safety and Health (DOSH) Malaysia.

In order to appreciate quarryman contribution and effort, FYS organized Quarryman Appreciation Dinner. On that night, quarryman & quarrywoman received the long service award. There is one employee who has reached 30 years of long service as a quarryman. Those quarrymen that completed the 6 months in-house development program also received their certificate respectively.

In 2018, there would be 3 awards of excellence to be recognized quarryman effort.

- The Innovative Quarry Manager
- The Incumbent Quarryman
- The Industrious Quarryman

Lorry Drivers' Day – Create Road Safety Awareness to Lorry Drivers

FYS Marketing Sdn Bhd has been operating its quarry at Bukit Mertajam since the 1960s. Beginning in 1995 due to demand for houses, development of housing estates was encroaching closer to the quarry. In 2005, a new housing estate was built very close to the quarry and residents started moving into their homes in 2008. Residents had many complaints about the dust, noise, and vibration from the movement of the Lorries transporting aggregate. FYS took all necessary

measures to reduce the dust and noise from the movement of Lorries. Environmental pollution and safety hazards caused by the traffic are due to bad lorry driver attitude. Realizing this important factor, FYS needed to do something so that the lorry drivers understand the quarries and the residents' concern about safety and environmental impact of dust and noise. FYS and lorry drivers need to work together to reduce the complaints from nearby residents. If no solution is found, FYS operation maybe severely affected.

After brainstorming, FYS realized that quarry operators and transporters (lorry) are related business partners where quarry products such as aggregate, crusher run, quarry dust are the raw material for infrastructure and development projects. Lorries are the means of transportation of these products from the quarry to the end user, which means that quarry operators and the lorry drivers are business partners. The lorry drivers' attitude will affect the operations of the quarry. While the lorry drivers' attitude is beyond the company control, FYS believes through education and communication with lorry drivers and

transport owners, positive message can be delivered, which will improve the attitude of the drivers.

FYS came up with an idea of Lorry Drivers' Day, where the 1st Lorry Drivers' Day was initiated on 19th January 2013. The purpose of the Lorry Drivers' Day is to appreciate lorry drivers' effort to transport quarry products to customer sites. It is a yearly program with presentation, free lunch provided, plus a small gift such as a key chain given to lorry drivers. All guests, especially the transport owners and the drivers attended the presentation given by FYS on the Lorry Driver Code of Ethic (FYS version) and highlighted to all guests that lorry driver job should be respected just like any other profession.

In summary, the Lorry Drivers' Day is a very successful programme in improving the drivers' attitude and together with the various initiatives undertaken by FYS, the number of complaints from the public has been reduced tremendously. FYS believes that continuous engagement with all stakeholder in overcoming environmental issues will be created a better understanding and public perspective and image on the quarry industry.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- Fire Evacuation Practice



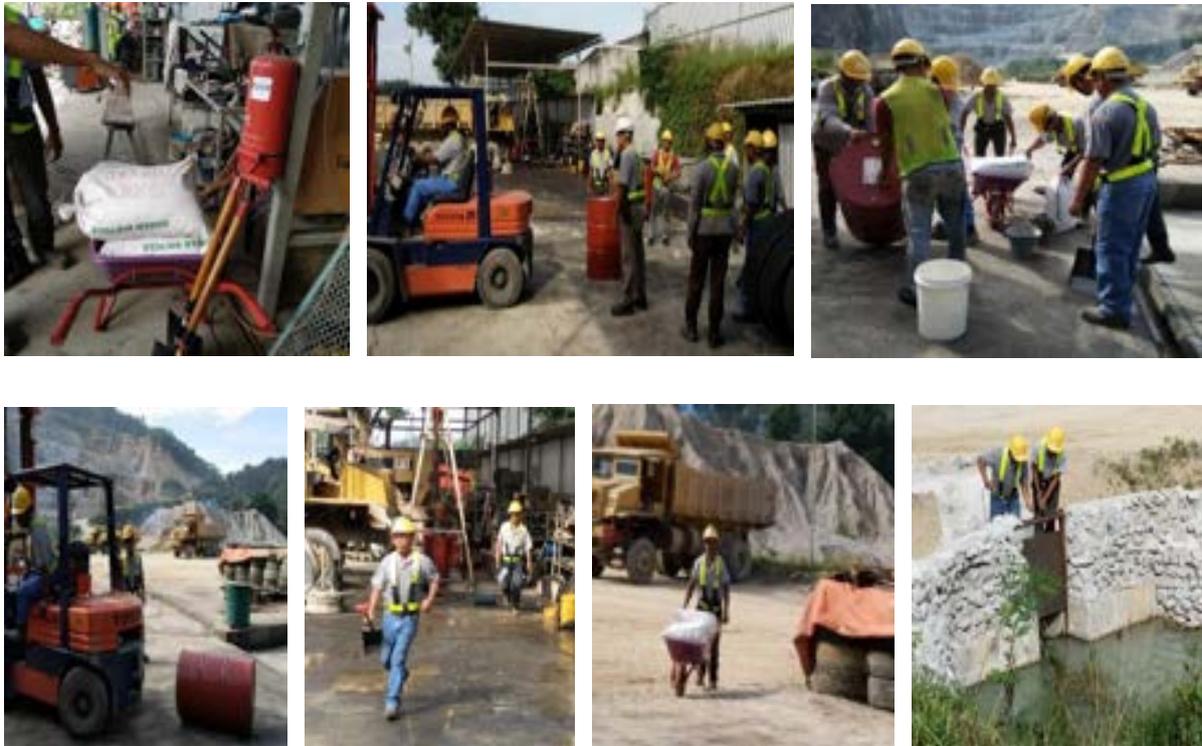
- Fire Drill Practice



- First Aid Practice



- Environmental Drill Practice



- Diesel Skid Tank equipped with secondary containment, spill kit and oil & grease trap. Dispensing Hose stove inside containment.



Sediment Basin



Final slit trap clear water

- Safety Awareness Talk



Mengadakan maklumat, arahan, latihan dan penyeliaan berkaitan keselamatan dan kesihatan pekerjaan



- Health Awareness Talk by Diabetes Malaysia Cawangan Pulau Pinang President Dr. Dickey Ng

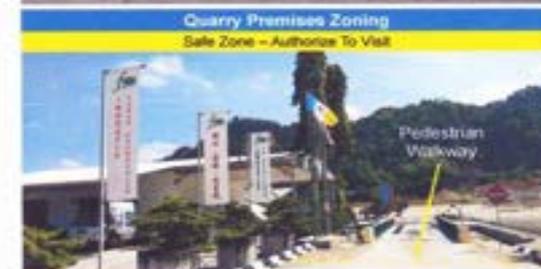
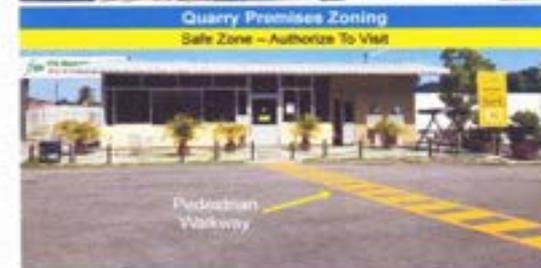
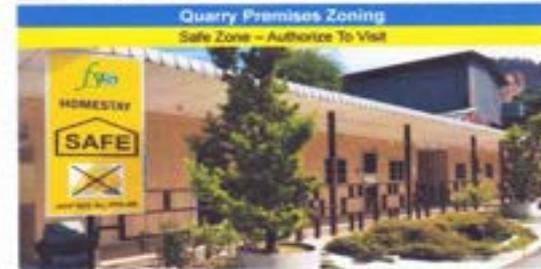
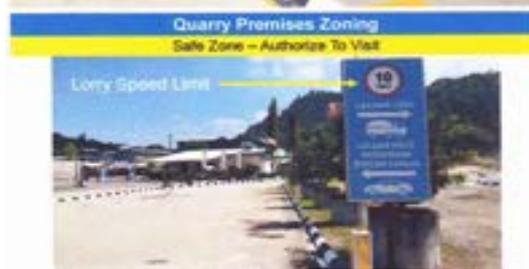
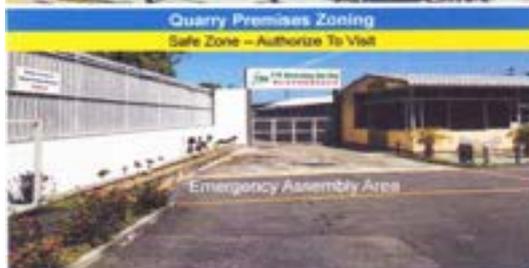
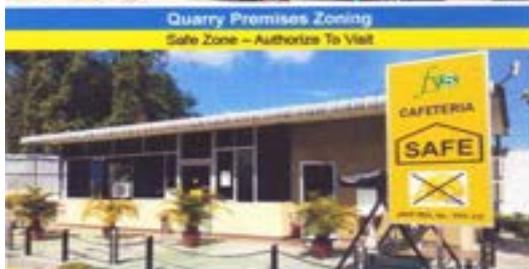
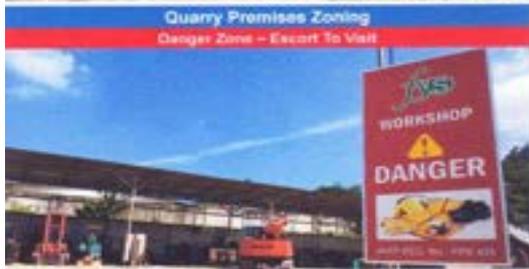
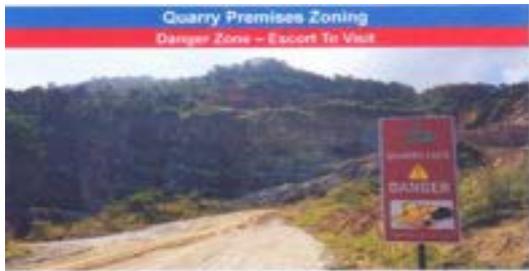


BERAPA BACAAN TEKANAN DARAH ANDA?:				
	SYSTOLIK		DIASTOLIK	Apa harus dilakukan ?
NORMAL	Kurang dari 120	Dan	Kurang dari 90	Amal gaya hidup sihat Kurangkan garam Senaman berkala Berhenti merokok
PRA HIPERTENSI	120 - 139	Atau	80 - 89	Elakkan stress Periksa semula tekanan darah secara berkala
HIPERTENSION (TEKANAN DARAH TINGGI)	Melebihi > 140	Atau	Melebihi > 90	Berjumpa doktor/jururawat bertugas di kaunter

- The enterprise's message on OSH

SAFETY
Is Everyone
Responsibility

- Quarry Zoning – To ensure safety of all employees and visitors when entering FYS quarry



- Institute of Quarrying Malaysia (IQM) Quarry Managers' Courses (QMC)



- Launching Zero Waste and 3R Program



- Teambuilding



- Penang State Industrial Excellence 2016 – Quarryman Contribution and challenges



- Institute of Quarrying Malaysia (IQM) Award of Excellence 2017



- Anugerah Perlombongan dan Pengkuarian 2017 – DOSH Award



OSH Act

Section 15 : General duties of employers and self-employed persons to their employees.

15 (1): It shall be the duty of every employer and every self-employed person to ensure, so far as is practicable, the **safety, health and welfare** at work of all his employees.

Beyond the **safety, health and welfare**
 FYS incorporating **community (CSR)** and **tourism**
 concept via greening and beautifying environment.

FYS Quarry Evolution

Quarrying = Heavy Industry
 = Unsystematic +
 Non environmental friendly

Solution = Manufacturing System +
 Tourism Concept



- Lorry Drivers' Day

KOD ETIKA KEPADA PEMANDU LORI
罗里司机行为守则

- 
Pemandu lori yang bertanggungjawab
成为一名负责的罗里司机
- 
Bertolak ansur semasa memandu
忍让精神
- 
Memandu dengan cermat
安全驾驶
- 
Mematuhi peraturan lalu lintas
遵守交通规则
- 
Menjaga kebersihan sekeliling
保持环境清洁
- 
Memakai PPE yang sesuai
穿戴适当的个人防护装备
- 
Memasang kanvas dengan kemas
正确安装帆布



▶ *Tarred road*



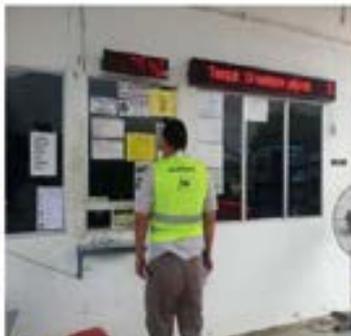
▶ *Sprinkler system*



▶ *Washing bay*



▶ *Lorry Driver Code Of Ethics*



▶ *Notice Board*



▶ *Improper installed canvas*



lys

Hari Pemandu Lori (Julang tahun keenam)

Memakai alat pelindungan diri demi keselamatan sendiri

罗里司机日 (六周年)

为了您的安全，请佩戴个人防护装备

15 Disember 2017 (Jumaat)

- Quarryman Carnival Night 2016



View of Quarryman Carnival Nite site, inside the quarry premise



Local residents enjoying the exhibitions



Exhibitors receiving appreciation plaque



FYS Marketing Sdn Bhd employees posing in front of Carnival entrance



IQM representatives posing in front of the IQM booth



Mr Zeems Foo Kheng Sin highlighting the relationship between FYS Marketing and IQM



Dato Professor Ir. Dr. Eric Goh presenting "Importance of Quarrying for a Better Tomorrow"



A show from the employee

Quarryman Carnival Night 2016



MYANMAR

UNILEVER (MYANMAR) CO., LTD

1. BUSINESS INFORMATION:

- **International business name:**
Unilever (Myanmar) Co.,Ltd
- **Address:** No. (40,41,47), MinThatedi KyawSwar Street, Shwe Pyi Thar, Industrial Zone (2), Yangon, Myanmar.
- **Tel:** +959-797002342-44
- **Email:** Tin.Htut@unilever.com
- **Website:** www.unilever.com

Unilever (Myanmar) Co., Ltd. Manufacturing factory have been operated at No. (40,41,47), MinThatedi KyawSwar Street, Shwe Pyi Thar Industrial Zone (2), Yangon, Myanmar. The total manpower in manufacturing site was about 170 employees and have been producing personal care and home care products, especially for chicken powder and shampoo. For the production, the most priority are Safety and Quality and its products have being on sale in Myanmar.

Unilever is international business name, and its Market Clusters are:

- Europe (including CEE);
- North Asia (Greater China & Northeast Asia);
- Southeast Asia and Australasia (SEAA);
- South Asia;
- North Africa, Middle East, Turkey and Russia (NAMET & RUB);
- Africa (Central Africa & South Africa);
- North America;
- Latin America (including Mexico)

Unilever 's broad categories are:

- Personal Care: consisting of Skin, Deodorants, Oral and Hair.
- Foods & Refreshment: which includes Savoury, Spreads & Dressings, Ice Cream and Beverages.
- Home Care: which includes Laundry and Household Care.

2. INDUSTRY (MAIN ACTIVITIES):

Main activities of the factory:

- Mixing the semi-products .
- Filling and Packaging the products.

3. OSH POLICY OF THE ENTERPRISE:

Unilever is committed to providing healthy and safe working conditions. Unilever complies with all applicable legislation and regulations and aims to continuously improve health and safety performance. Everyone at Unilever has a role to play for Health and Safety. Managers are also responsible for the occupational health and safety of their reports and third parties under their control. As a condition of our employment, we all have a duty to work safely.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):

- Unilever Frame Work Standards

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- UA, UC, Near-Miss reporting
- LOTO Procedure
- Permit to Work System
- Set-up of CSHEC, SBO teams, DCA teams
- Monthly Health Talk
- Medical Checkup programs for employees
- Providing Rehabilitation Centre (Gym-related equipment & Karaoke set) at factory

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

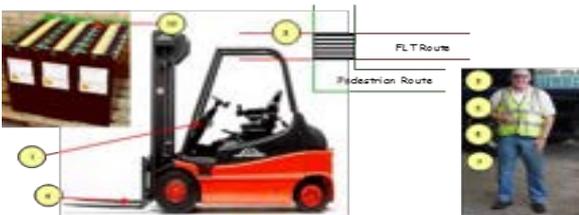
Machine safety and electrical safety, proper guarding, layout have been set up. The authorized owner/ person for each of the machines, electrical panel boards and other Power Industrial vehicles, etc. have been assigned and displayed each authorized person name on each area. All of the machine area and electrical Panel area also have been drawn the clear marking lines and no one has to pass over those lines except authorized person.



For both of electrical safety and mechanical safety, LOTO system has been practiced. The LOTO procedures and the LOTO teams have already set up in site and the LOTO stations with its related authorized person names have already displayed on each lock and related devices. The LOTO team have conducted the LOTO refresh training every year by the Engineering manager.



For Forklift safety, authorized driver, designated parking area, daily checklist has been practiced. The Forklift drivers have been conducting Forklift Safety training course every year. The safety vest, helmet, back support and safety shoes have provided for all Forklift drivers and the safety belt must be worn while on Forklift.



FORK LIFT TRUCK CHECKLIST		
Auditors Name :		
Area Audited :		
Time /Date :		
1. Inspection	Is a FLT safety inspection checklist available for this FLT? Has it been completed correctly and for the current shift? Is the FLT driver able to explain the procedure for getting safety defects repaired?	Y / N
2. Demarcation	In the immediate area, is there clear demarcation identified for FLT & pedestrian routes i.e. edge protection or signage on loading bays/barriers on walkways etc?	Y / N
3. Competence	Is the driver licensed to drive the FLT? Can the driver recall having had a medical for driving his FLT in the last three years?	Y / N
4. Load	Can the driver explain how to carry a load safely? This should include: <ul style="list-style-type: none"> Load carried with forks close to the ground Forks tilted back on the mast? 	Y / N
5. Movements	Can the driver answer the following questions correctly? <ul style="list-style-type: none"> what do you do when approaching a blind spot? (sound horn) what if your vision is obscured by the load? (drive in reverse) 	Y / N
6. Environment	Is the area safe to drive in, is the roadway free from potholes/uneven surfaces; is there sufficient lighting in the area; is there adequate manoeuvring space? Are blind spots identified / controlled?	Y / N
7. Parking	Can the driver tell you the key points for leaving a FLT? <ul style="list-style-type: none"> FLT parked safely i.e. not in pedestrian walkway Keys removed & handbrake applied Forks lowered to the floor 	Y / N
8. PPE	Are people wearing appropriate PPE in the area? For example, safety shoes, hi-visibility clothing?	Y / N
9. Safe Use	Is the driver wearing a seatbelt (if fitted & required); driving at an acceptable speed i.e. not too fast; mounting/dismounting the FLT correctly?	Y / N
10. 5s	Is the battery charging area, used by the FLT driver, clean and tidy; correctly signed; free of combustible materials; and well ventilated? Is it free from other sources of ignition?	Y / N

For fire safety, firefighting system, fire drill, evacuation drill, firefighting demonstration have been held every year. The fire emergency response plan have been prepared in site and emergency response teams have already been set up. Each of those emergency response team has different kinds of responsibilities and annual refreshing training has been conducted. The monthly check has been done monthly and the fire evacuation drill and Firefighting demonstration have been done every year.



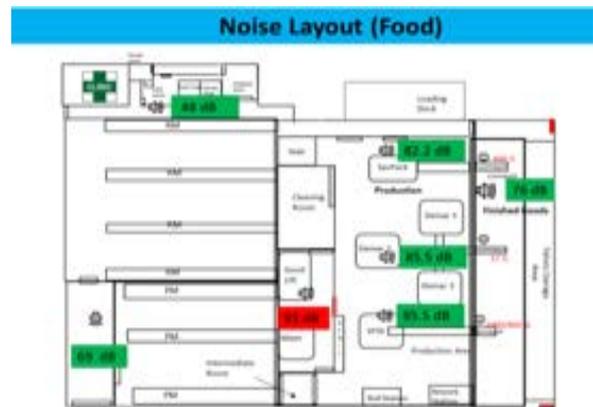
For health care & rehabilitation, factory clinic (full time nurse supervised by occupational doctor) has been set up in factory. For the occupational health feasibility, the factory clinic was established in factory and an occupational health doctor, full time nurses have been taking care for all employees in every shifts.



To prevent ergonomic related diseases, manual handling practice has been substituted with mechanical handling system. For the prevention of ergonomic health related diseases, the manual handling processes have been replaced with some kinds of Vacuum lift and Battery forks in each related workplace.



For occupational noise, the workplace noise level has been measured every year and based on its results, proper ear protection devices have been provided. Audiometric test has also been taken for all employees who are working in noisy workplaces.



For OSH awareness, various types of awareness activities (Training & safety/health talk, monthly winners for best UA, UC reporter) have been conducted on every month. For safety engagement, most of the senior management and supervision level persons have been doing (1) Safety Observation, (2) Deep Compliance Audit activities.

- Regular medical check-up for drivers
- Shuttle route risk assessment
- Installation of safety belts on every seat on shuttle bus
- Wearing safety belt while seated policy
- Using proper wheel choke while loading/parking
- Prohibition of the use of mobile phone while driving



For safe travel, the following programs have been practiced:

- Conducting defensive training for all drivers



THE PHILIPPINES

**BAGNOS MULTIPURPOSE COOPERATIVE
(BANNA BLEND RICE COFFEE)**

1. BUSINESS INFORMATION:

- **International business name:**
Bagnos Multi-purpose Cooperative
- **Address:** Brgy. Binacag, Banna, Ilocos Norte
- **Tel:** +63 9208416923
- **Email:** ameliabautista916@gmail.com

2. INDUSTRY (MAIN ACTIVITIES):

- Rice Coffee Production
- Palay Trading
- Credit and Savings
- Consumer Store

3. OSH POLICY OF THE ENTERPRISE:

A. Legality - secure necessary permits and licenses to ensure rules and regulations required in the production is being followed and properly implemented to ensure food safety and personnel safety such as FDA LTO CFRR-RI-1600, annual sanitary permits, health certification of workers (laboratory, medical and physical examination).

B. Organization, Qualification and Organization of workers - to assure quality controls and definition of tasks and responsibilities of personnel.

C. Premises – the construction and design of the plant, buildings and structure including the master plan shall be aligned with government rules and policies.

D. Equipment and utensils - shall be food grade. Equipment shall be located and installed at least 1 meter apart.

E. Sanitation and Hygiene – personnel shall take all reasonable measures and precautions to ensure disease control, hygienic practices, continuous education and training and are being supervised by designated personnel. Sanitary facilities include maintenance and sanitation of the plant and its premises.

F. Production, Process and Controls – all operations in receiving, inspecting, transporting, segregating, preparing, manufacturing, packaging and storing is in accordance with adequate sanitation principles. Appropriate quality control operations procedures to ensure that production processes do not contribute to contamination in any source. Procedures and work instructions in handling raw materials and other ingredients, manufacturing operations shall be established.

G. Quality Control – quality control system should be established to ensure quality management. Testing of returned goods (if any) shall be separately stored and tested. Records of returned products must be maintained.

H. Documentation – preparation, approval and review of documents regarding the manufacturing and operations from raw materials, production (date manufacture, expiring, quantity, and quality) shall be maintained.

I. Quality Audits – examination and assessment of all the products shall be done by an expert or a group by means of sensory evaluation for the purpose of

improving it. A report shall be made at the completion of each quality audit.

J. Warehousing and Distribution – appropriate procedures for storage and distribution shall be installed to protect the product against contamination and deterioration of the food and the container.

K. Retention of Samples – sample of a batch product shall be retained to provide a useful tool for the investigation of a product complaint. Retention samples shall be stored separately in a designated storage area.

L. Funds – allocation of funds for OSH shall be included in the annual budget.

I. Reports – monthly conduct of meeting to tackle issues and concerns, updates, reminders and presentation of monthly operational accomplishments. Presentation of annual enterprise accomplishment to the general membership during annual general assembly meeting.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000): N/A

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Scheduling of daily cleaners to the production area and surroundings to maintain cleanliness.
- Maintenance and inspection of machines/tools before and after using.
- Posters of the 10 things to follow when in the workplace. in the production area.
- Review of manufacturing practices and discussion on safety measures during the conduct of monthly meeting. It is always a reminder “Prevention is better than cure”.
- Strict implementation of policies, systems, and procedures in the workplace, and to the personnel/workers.
- Conducting and implementing risk reduction measures like fire drill, earthquake drill and prohibition of using drugs and smoking in the area.
- Discipline of workers to execute their functions.
- Guaranteed Quality of Product.
- Quality control of raw materials and finished product
- Continuous learning process
- Inclusion of funds allocation for OHS in the annual budget to ensure availability of funds when needed.
- Appointment of safety officer and first aider.
- Attendance to trainings and seminars.

6. **DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:**



Inspection of the Machines before and after using



Cleaning in the production area and its surroundings to maintain cleanliness



Check-up of physical condition for personnel before going to work



Strict implementation of dress code, procedures, policies on the specific work of the personnel and in their workplace.



Monthly meeting to review manufacturing practices and safety measures



Conducting and implementing risk reduction measures like fire drill



Earthquake drill



Installation of storage area with appropriate procedures to protect the product from contamination and deterioration of food and container.



SINGAPORE

LSK ENGINEERING (S) PTE LTD

1. BUSINESS INFORMATION:

- **International business name:** LSK Engineering (S) Pte Ltd
- **Address:** 159 Sin Ming Road #04-08 Amtech Building, Singapore 575625
- **Tel:** +65 65533955
- **Fax:** +65 65533966
- **Email:** general@lsk.com.sg
- **Website:** www.lsk.com.sg

2. INDUSTRY (MAIN ACTIVITIES):

LSK Engineering (S) Pte Ltd (LSK) provides Mechanical & Electrical Engineering services for the private and public sectors. The company has a diverse clientele which includes condominiums, commercial buildings, factories, warehouses, hospitals, country clubs, houses as well as retrofitting works, fitting-out works, Critical Mission Installation, Data Centre, facilities management, and engineering maintenance.

3. OSH POLICY OF THE ENTERPRISE:

We, LSK Engineering (S) Pte Ltd ensures:

- **Leadership** in delivering Uncompromised Quality Services to attain Maximum Client's Satisfaction through Continuous Improvement.
- **Secure and Safe Workplace** is maintained through Effective Implementation of Risk Management at all levels with sufficient and appropriate resources, including compliances with current applicable

Environment, Health & Safety, and subsidiary legislation.

- Keen participation in the promotion of 'Green Environment'.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

ISO 9001: 2015, ISO 14001: 2015 and OHSAS 18001: 2007



THAILAND

**IRPC PUBLIC COMPANY LIMITED
(IRPC AYUTTHAYA DEPOT)**

1. **BUSINESS INFORMATION:**

- **International business name:** IRPC Public Company Limit (IRPC Ayutthaya Depot)
- **Address:** Petroleum Plant of IRPC Public Company Limited, 99 Moo 1, Pho-En District, Aumphur Taruea, Ayutthaya.
- **Tel:** +66 2 765 600
- **Fax:** +66 2 765 6902
- **Website:** www.irpc.co.th

2. **INDUSTRY (MAIN ACTIVITIES):**

Petroleum Depot

3. **OSH POLICY OF THE ENTERPRISE:**

“The Company must conduct business with responsibility towards society, communities, and the environment, taking into account the health and safety of Employees and Stakeholders. The IRPC Group regularly instills an awareness of this matter among Employees, Executive Officers, and Stakeholders.”

4. **INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)**

- Certificate Quality Management System ISO 9001.
- Certificate Environmental Management System ISO 14001.
- Certificate Occupational Health and Safety Management System TIS 18001.

- Certificate Environmental Management System OHSAS.

Awards that company received:

- Good Practice in Occupational Safety and Health Management Gold Award 2017.
- Zero Accident Campaign Awards 2013-2017, presented by Thailand Institute of Occupational Safety and Health.
- National Outstanding Workplace for Safety, Occupational Health, and Work Environment Award 2013-2017, presented by the Department of Labour Protection and Welfare.



VIET NAM

**CAT HAI JOINTSTOCK AQUATIC
PROCESSING & SERVICE**

1. **BUSINESS INFORMATION:**

- **International business name:** Cat Hai Joint-Stock Aquatic Processing & Services
- **Address:** Luc Do Civil Group, Cat Hai Town, Cat Hai District, Hai Phong City
- **Tel:** +84 225 3886 258
- **Fax:** +84 225 3886 621
- **Email:** nuocmamcathai@gmail.com
- **Website:** www.thuysancathai.com.vn

- **Establishment process**

The company was established in 1959 from Cat Hai Fish Sauce joint venture Public Private Partnership, until 2001 when it was transformed into Cat Hai Joint-Stock Aquatic Processing & Services Company, issued Business Registration Certificate number 0200432014 by Hai Phong City Planning and Investment Department, the 8th change registration issued on November 3rd, 2015).

- **Facilities (Unit: VND)**

No.	Criteria	2016	2017	2018 Expected
1	Total fixed capital	26.798. 828. 052	34. 884. 215. 154	40. 000. 000. 000
2	Total working capital	53.796. 165. 209	57.106 .170. 948	60 .000. 000. 000

2. **INDUSTRY (MAIN ACTIVITIES):**

- Production of Cat Hai fish sauce (main products).
- Other aquatic products.

3. **OSH POLICY OF THE ENTERPRISE:**

Trademark of Cat Hai fish sauce (the predecessor, Van Van fish sauce, established in 1959) is constantly developing and growing. This achievement is rooted in the enthusiasm of the founders - the desire to create a standard enterprise admired by the community, based on the core values: Prestige - Quality - Creation - Responsibility.

Currently, Cat Hai is one of the leading fish sauce processing companies in Vietnam which is loved and trusted by the consumers, winning the National Quality Award many times, including the national quality gold award 2013, selected during 15 years as "High Quality Vietnamese Goods" and many other prestigious awards.

The company's products are traditional products and production process is strictly controlled from start to finish, ensuring quality and food safety. In addition, the company's products are involved in many national nutrition programs, including Iron supplements to fight anemia for users especially mothers and children. On the market, the company's products is always outstanding, and it also first choice of customers.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000): N/A

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Achievement in work of labor safety and health

- Manpower

- Have 3 employees in charge of labor protection.
- Set up a Council on basic labor safety and hygiene, whose member teams include Labor safety and hygiene - Fire prevention Team, On-Site Emergency Team, Incident Response Team.

- Training, Propaganda

The company actively organizes activities to implement the National Week on Labor Safety and Health -

Fire and explosion prevention in 2017 with activities:

- Organize and launch Month of Labor Safety and Hygiene - Fire and explosion prevention in 2017.
- Organize Safety and Hygiene Contest for all implementing staffs.
- Organize propaganda on Fire prevention for more than 200 professional staffs and workers implemented by Department of Firefighting and Prevention No. 8.
- Assign specialized staffs, managers of each unit to participate in training on Labor safety and hygiene - Fire prevention organized by the Department of Labour, Invalids and Social Affairs.
- Organize training on Labor safety and hygiene for more than 150 direct production staffs.
- Coordinate with Don Luong Cat Hai General Hospital, Safety Committee of Department of Labour, Invalids and Social Affairs to organize training and issue first aid certificate for occupational accident to On-Site Emergency Team and 50 laborers .
- Coordinate with the Department of Firefighting and Prevention No. 8 to train and issue Certificate of fire prevention to members of Labor safety and hygiene - Fire prevention Team and heads of production units and office parts (related) and organize rehearsals every year.

- **Making Safety Policy**

- Health and life of staff is always a great concern of the company's management: Establish and maintain the standards of workplace safety and health to prevent accidents and occupational diseases for employees. Constantly strive to improve the safety and health of employees at the workplace. Commit to establish and maintain a Safety-Health System.
- Comply with local current laws, rules of Safety-Health, and international conventions. Monitor own activities and do not allow any situation that prevents compliance with rules.
- Board of Directors and management level of the company are responsible for Safety - Health issues for all subordinates and their partners.
- All employees of the company are responsible for fulfilling their respective obligations in order to comply strictly with the company's Health and Safety policies and procedures.
- Within the scope of their activities, prevent and control to reduce the risks to persons, property and environment through planning, design, investment and management processes and workplace, to achieve the goal of no accident or occupational disease.
- Perform regular monitoring of safety - health.
- Regularly maintain open discussions and build-on Safety -

Health with employees, local communities and relevant customer organizations.

- Respond to relevant information about any Safety-Health concerns of members and inform them of the company's progress.
- Ensure that training is provided to employees to be aware of their roles and responsibilities, have a proper understanding of safety - health and appropriate skills and abilities for the job.
- Ensure that all employees understand and comply with applicable rules and policies.
- Organize periodical health checks and detect occupational diseases and occupational accidents annually for officials and employees.

- **Process, Regulation**

- Develop an annual labor protection plan and training plan.
- Develop a system of procedures and regulations for controlling occupational safety and health.

- **Organization of Implementation**

- Conduct periodical inspections of equipment subject to strict labor safety requirements in the company and organize the management of dossier, the equipment management from the stage of receipt to the maintenance, inspection and testing - boilers, hoisting winches, gas compressors.
- Concentrate on managing chemicals in one direction, hang

MSDS guide boards and train employees to work safely with chemicals.

- Equip workers with protective equipment such as shoes, glasses, gloves, masks, ear plugs, protective clothing.

- **Monitoring Inspection**

- Set up a labor safety and hygiene - fire prevention and fighting supervisory board for periodical inspection every three months.
- Establish a team of safety and hygiene of factories: inspecting and supervising activities at the factory daily to detect and handle in time violations of safety or fire prevention.
- Equipment of fire prevention and fighting: fire extinguisher, hose box tested monthly; fire pumps inspected operation weekly; checking water level daily.
- The good news is that the company has not suffered any serious accident during the operation from the day of establishment.

Other tasks

The company continually improves the system, looking for talents, on which people and individual talents are always focused, from engineers, key staff to direct workforce, and promotes optimal human resources and takes care of the activities of mass organizations.

- **The company takes good care of the employees**

- Organize training courses to improve managerial skills, professional skills, soft skills, knowledge on labor law for employees. To promote training activities actively and strongly for leaders of all levels and employees, especially classes supported by Japan for Hai Phong city, conduct training through professional schools with self-directed training, prepare for new employees knowing to use new machinery and equipment to replace manual labor in the future, invest in improving the working environment for employees.
- Every year, organize staffs to visit tourist, recreational activities such as football, volleyball, cultural and arts, etc. with the cost of over 500 million VND per year.
- Organize emulation, consideration of Typical group prizes, Outstanding individuals, Outstanding creativity, Outstanding innovations, excellent firefighters with spending over 600 million VND per year.
- In addition to the fact that 100% employees are registered social, health and unemployment insurances right after signing the labor contract, the company has policies to participate in the 24/24 accident insurance for 100% of employees.

- Maintain anti-heat regime, applying for disability payments for some departments.
- Every year, according to the regulations of the state, organize periodical health checks for all employees. In order to ensure the health of the employees, the company also assists the employee in the medical examination, in addition to the prescribed items.

- **For charitable activities for the community**

- Give charity house, gratitude house to the poor, such as two families at Luong Nang group, Cai Hai town, Hai Phong with 100 million. Visit and give gifts for two Centers of serious war invalids at Thuan Thanh – Bac Ninh, Phu Ly – Ha Nam for many years with expenses of hundreds of millions.
- Give gifts and scholarships to high school students in Cat Hai town, Hai Phong, Viet Hai, Cat Ba, Hai Phong
- Support the flood victims in the North and the Central.
- Budget for social and charitable activities from 2016 → 2018:

No	Year of implementation	Amount/VND
1	Year 2016	679,727,000
2	Year 2017	862,852,000
3	Year 2018 (expected)	1,000,000,000

Year	Form of reward	Number, date, month and year of the award decision, the agency issuing the decision and the contents of the performance
I	Award of the State	
2000	Title of Labor Hero Unit	Decision No. 193KT/CTN of May 19 th , 2000, of the President of the Socialist Republic of Vietnam, which has recorded exceptionally outstanding achievements in the renovation period 1989-1999, contributing to the cause of building Socialism and defending the Fatherland
2014	Certificate of the Prime Minister	Decision No. 395/QĐ-TT dated 13/03/2014 of the Prime Minister donated National Award on Gold Quality in 2013
II	Awards by Ministry/City/Department/Association	
2013	Certificate of Credit from the Vietnam National Administration of Tourism	Decision No. 483/QĐ-TCDL dated 15/10/2013 of the Director General of the Vietnam National Administration of Tourism, the content of which has participated in the Food Festival in the Red River Delta - Hai Phong in 2013
2014	Certificate of Merit of Vietnam General Confederation of Labor	Decision 101/QĐ-TLĐ dated 3/1/2014 of the Executive Board of the Vietnam General Confederation of Labor, the content of which has made production achievements in the movement "Green, clean, beautiful" to ensure occupational safety and hygiene in 2013
2014	Certificate of Merit from Hai Phong City People's Committee	Decision No. 1823/QĐ-CT dated 22/8/2014 of the Chairman of the City People's Committee, the content of which has made excellent achievements in the campaign "Vietnamese people prioritize using Vietnamese goods" in period of 2009-2014
2014	Certificate of Credit from the Department of Culture, Sports, and Tourism of Hanoi	Decision No. 1231/QĐ-VHTT&DL dated 12/10/2014 of the Department of Culture, Sports and Tourism of Hanoi, the content of which has participated in Hanoi Traditional Craft Tourism in 2014

2014	Certificate of Merit from the Central Vietnam Fisheries Society	Decision No 37/QĐ-HNC dated 22/10/2014 of the Central Vietnam Fisheries Society, the content of which has achieved the Gold Quality Certificate of Vietnam Fisheries in 2014
2014	Certificate of Merit from the Central Vietnam Fisheries Society	Decision 03/QĐ-HNC dated 27/02/1/1 of the the Central Vietnam Fisheries Society, the content of which has made many achievements in the work contributed to build the Vietnam Fisheries Society
2016	Certificate of Merit from the Ministry of Industry and Trade	Decision No. 4065/QĐ-BCT dated 11/10/2016 of the Minister of Industry and Trade, the content of which has made active contributions to participation in the Exhibition of rural industrial goods in the North held in Ninh Binh Province in 2016
2017	Certificate of Merit from the Ministry of Agriculture and Rural Development	Decision No. 565/QĐ-BNN-TCCB dated March 1 st , 2017, of the Ministry of Agriculture and Rural Development, the content of which has contributed to the development of rural agriculture in 2016.



**Company Profiles of
3rd ASEAN-OSHNET Awards
Excellence Awards
2020**



CAMBODIA

MINEBEA (CAMBODIA) CO., LTD

1. BUSINESS INFORMATION:

- **International business name:** Minebea Mitsumi Inc.
- **Address:** Phnom Penh Special Economic Zone, National Road 4, Sangkat Phleung Chhes Rotes, Khan Posenchey, Phnom Penh, Cambodia
- **Tel:** +885 (0)23 729 274
- **Fax:** +885 (0)23 729 271
- **Email:** sopheap.c@minebea.com.kh
sophy.h@minebea.com.kh
- **Website:** <http://www.minebeacambodia.com/>

2. INDUSTRY (MAIN ACTIVITIES):

Manufacturing of Rotary Component and Electronic Devices

3. OSH POLICY OF THE ENTERPRISE:



4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- OSAS18001:2007



5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- **Internal Activities**
 - Conduct monthly safety patrol by internal safety coordinator for checking of all the risks which can cause accident to the employees and take corrective and preventive action.

-
- Conduct annual safety internal audit by internal auditor to find the weak point or unsafe condition in the factory and act upon for improvement of the safety management system.
 - Have management patrol every time prior to long holiday to find necessary and immediate improvement of each division concerned.
 - Conduct quarterly safety committee meeting with all safety coordinators.
 - Conduct fire evacuation drill for all employees twice a year.
 - Conduct monthly firefighting training for emergency team and canteen controller.
 - Conduct safety driving of motor bikes to all employees who use motor bikes to work, supported by HONDA Company & Suzuki Company.
 - Conduct annual forklift training to all forklift drivers by third party.
 - Conduct annual chemical training for all chemical controllers.
 - Conduct annual risk assessment.

- Conduct OHSAS18001:2007 external audit by TUV Nord auditor (third party) to certify and evaluate our safety system and to monitor our current system to meet with the requirements.

- **External Activities**

- Conduct external training to all safety coordinators on how to become the auditor by TUV Nord Company.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- **Internal Activities**

- Safety Patrol Activities



Safety Patrol

- Management patrol activities



Management Safety Patrol

- Fire evacuation drill



Fire Drill

- Firefighting training (by fire extinguisher & fire pump machine)



Fire Extinguisher Training



Fire Pump Training

- Safety driving training



Safety Driving

- Forklift training



Forklift Training

- **External Activities**



External Audit by TUV Nord



INDONESIA

PT TRAKINDO UTAMA SOROWAKO

1. **BUSINESS INFORMATION:**

- **International business name:** PT Trakindo Utama Sorowako
- **Address:** Plant Site DP.15 MEM Dept. PT Vale Indonesia Tbk. Sorowako 92984, Luwu Timur, Sulawesi Selatan
- **Tel:** +62-21 5249273
- **Fax:** +62-21 524 9568
- **Email:** eko.sarianto@trakindo.co.id
- **Website:** www.trakindo.co.id

2. **INDUSTRY (MAIN ACTIVITIES):**

PT Trakindo Utama (Trakindo) is the authorized dealer in Indonesia for Caterpillar.

3. **OSH POLICY OF THE ENTERPRISE:**

Safety Implementation at PT Trakindo Utama Sorowako Branch

PT Trakindo Utama is a heavy equipment solutions company which was established by Mr. Achmad Hadiat Kismet Hamami in 1970, as a caterpillar dealer in Indonesia. With a mission to create worthwhile and challenging job opportunities for the people of Indonesia, Trakindo is always ready to assist customer in building a better Indonesia, in the area of mining, construction, forestry, agriculture, energy, and transportation. Trakindo is always committed to provide the best integrated solutions for our customer by presenting more than 250 reliable machines, the implementation of Safety, Health and Environment, and experts in more than 60 branches all over Indonesia.

Trakindo Sorowako is one of company's branch to support the operation and maintenance in mining industry in South Sulawesi with a lot of high potential risk - Mining operation, and maintenance activities. Trakindo Sorowako is constantly making sure that each of its employee and the people surrounding to comply with the government regulation on safety, customer golden rules, and Trakindo's Safety, Health, and Environment culture in order to uphold the customer interest and to reach optimum productivity. Various instructions and training programs to enhance each individual capacity in minimizing work risk have become an integral part of Trakindo Sorowako daily operation.

The use of an up-to-date reporting system technology is one of Trakindo Sorowako way in ensuring each of its employees make the right decisions to create a safe and pleasant working environment for all. This innovative technology called Safety Health Environment Accountability Program (SHE-AP) is carried out with three main steps.

- TU Inspection: an online reporting for any risk condition
- TU Smart: an online reporting for any risk activity
- Weekly Meeting: a weekly meeting for Occupational and Health socialization

In addition, Trakindo Sorowako is also implementing 6 Sigma programs to improve its working performance. The 6 Sigma programs have been implemented

for more than 10 years with various achievements including Safety.

Self-awareness culture comes from good health. That is why Trakindo Sorowako is constantly making sure that each of its employees is in their prime working condition to carry out their activities, through several health programs such as education, monitoring, and health support activities.

Trakindo Sorowako believes by advancing the occupational health and safety culture, it also means to preserve the nature and the environment in a more sustainable manner, from sorting waste and managing hazardous materials, to keeping order and cleanliness of work area. These are the keys of Trakindo Sorowako success in recording 12.501.402 Safe Man Hours No Lost Time Case, since February 2002 until December 2019. As result, this work culture created in Trakindo Sorowako has been recognized with many certifications and awarded with 5 stars for its rebuilt shop facilities and its warehouse and have been chosen as a Best Site Support and Best Contractor Safety Performance in 2019.

As a company which highly upholds corporate social responsibility, Trakindo Sorowako is actively involved in advancing the people surrounding Trakindo's 4 pillars of corporate citizenship. Through its Corporate Citizenship program, Trakindo provides tangible benefits to all stakeholders, including local communities,

as part of its efforts to achieve the ultimate goal of sustainable development.

- **Education**
Currently, Trakindo Sorowako provides assistance to a local elementary school. Assistance was provided in the form of renovation of building school, mentoring program for teachers and encourage students' creativity. In addition, Trakindo Sorowako also cooperated with local university by holding job training in the Trakindo Sorowako work area.
- **Environment**
Trakindo Sorowako is also actively carrying out programs related to the environment. These programs are conducted by collaborating with local government and community.
- **Health**
Trakindo Sorowako is very aware in the health sector and actively participates in health activities such providing education about HIV/AIDS for local community and conducting blood donation. Trakindo Sorowako has built health facilities for mothers and babies.
- **Compassionate Relief**
Trakindo Sorowako is also actively involved in providing humanitarian assistance to disaster victims such as mobilizing donations of basic needs and assisting the construction of housing for the people affected by disaster.

With a strong will, hard work, and individual ethic who uphold the company's core values and work safety for all; Trakindo Sorowako is always ready to Advancing You Forward.

As a leading heavy equipment dealer, Trakindo will always use Quality, Safety, Health & Environment (QSHE) Management System as the first priority to improve operational performance in all areas of work. Trakindo will consistently deliver products and best services to customers and create, provide, and maintain a safe and healthy working environment for all employees, customers and partners, and also preserve the environment. To implement the policy effectively, Trakindo must ensure that all activities are appropriate and in line with what has been established to meet the standards of QSHE Management System, also take the necessary measures to ensure that all parties work in a safe environment. With the above consideration, Trakindo will:

- Comply with the Government regulations and other applicable Interested Parties' requirements to deliver its commitment to Customer.
- Implement and maintain the quality of QSHE Management System.
- Identify all conditions that may lead to nonconformity to products and services, hazards and effectively manage the associated risks.
- Encourage all employees to take full responsibility for all QSHE

Management System aspects within their work areas.

- Commit to prevent nonconformity to customer satisfaction, work-related injury and illness.
- Ensure occupational health of all employees, including but not limited to HIV-AIDS prevention and abuse of narcotics and dangerous substances.
- Ensure resources availability for safe, efficient and productive operations.
- Effectively manage all environmental aspects and impacts throughout the work areas.
- Ensure environmental protection and management at all work areas.
- Provide coaching and training to all employees in order to support QSHE Management System implementation as stated by the policy.
- Ensure that all employees, customers, suppliers, visitors, and other stakeholders are familiarized with the contents and objectives of this policy.

Through the effective and efficient QSHE Management System, Trakindo will strive for a continuous working ethic improvement, using latest management practice and develop the latest QSHE Management System science and technology, as well as review the system continuously in order to improve the performance of the company.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

OHSAS 18001:2007, ISO 14001:2015, ISO 9001:2015



5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- 2 persons 'Ahli K3 Umum' (General OSH expert), certified by the Ministry of Manpower of the Republic of Indonesia
- 1 person 'Ahli K3 Kebakaran' (OSH expert on fire), certified by the Ministry of Manpower of the Republic of Indonesia
- 1 person 'Petugas K3 listrik' (OSH expert on electricity), certified the Ministry of Manpower of the Republic of Indonesia
- 3 persons 'Petugas P3K' (first aid officers), certified by the Ministry of Manpower of the Republic of Indonesia
- SHE Accountability Program (SHEAP) Application online
- Online near-missed reporting online
- Online hazard reporting online

- Mandatory use of personal protective equipment (PPE) (Helmet, Safety Shoes & Safety glasses) for all employee
- Conduct of annual Medical Check-Up (MCU) for all employees
- Job Safety Analysis (JSA), Work Instruction (WIN), Hazard Identification and Risk Assessment - Environment Risk Assessment (HIRA-ERA)



- Environment measurement by B2K3



- HIV-AIDS Socialization to employees



- Water examination by DinKes



6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- SHE Month Ceremony



- First Aid competition



- Cleaning environment, Friday morning



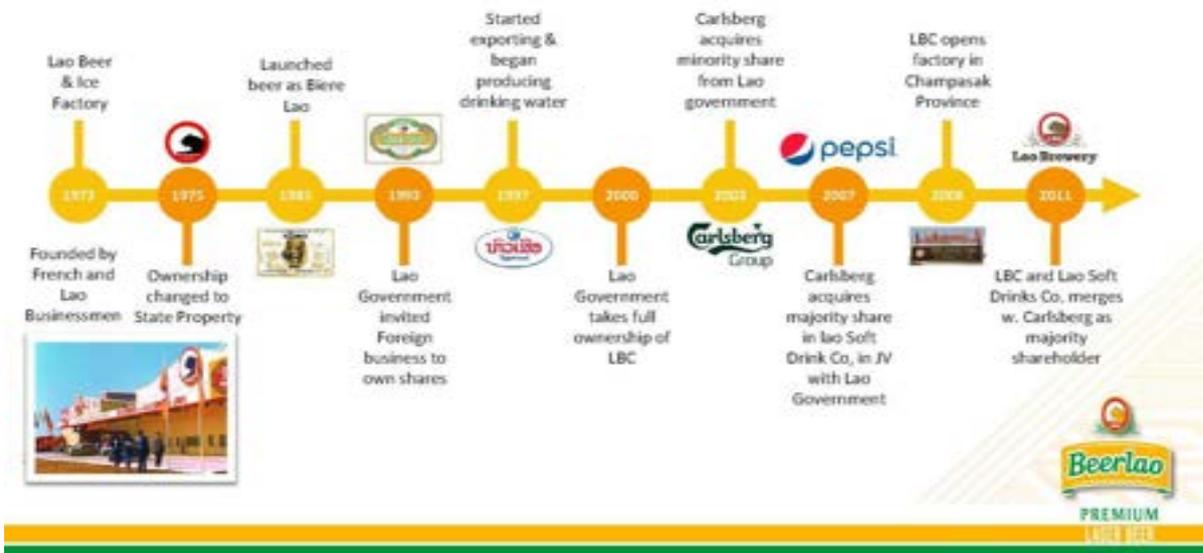


LAO PDR

LAO BRWERY CO., LTD

1. BUSINESS INFORMATION:

- **International business name:** Lao Brewery Co., Ltd.
- **Address:** Km.12 Thadeua Road, Hatsayfong District, Vientiane LAO PDR P.O.BOX 1016
- **Tel:** +856-21 8120001 / 812253
- **Fax:** +856-21 812416
- **Email:** info@beerlao.la
- **Website:** www.beerlao.la/
- **Company Overview:** Lao Brewery Co., Ltd. (LBC) was founded in 1973 and is today owned by Carlsberg Group and Lao Government. The company has grown significantly over the last 49 years and is a leading employer in Lao PDR.



- Site Overview



- **Portfolio:** LBC sells Lao's biggest and most popular brands in every category with a total consumption of more than 700 million litre annually.



- **Exports:** Beer Lao's popularity goes beyond its borders with worldwide export to 13 countries.



2. INDUSTRY (MAIN ACTIVITIES):

Beer, Water, CSD

3. OSH POLICY OF THE ENTERPRISE:

Health & Safety Policy – For a Safer & Healthier Today & Tomorrow

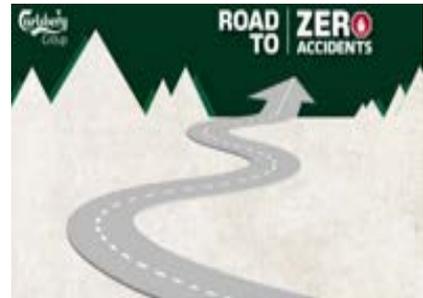
The Carlsberg Group and LBC proactively strives to protect human health and wellbeing, to provide a healthy and safe working environment and to ensure the highest level of protection and preservation of its assets and the environment.

The Group and LBC is committed to promoting a zero-accident culture and takes all reasonable measures to assess and control the potential risks of its operations, including process and occupational health and safety risks.



Health and Safety at Work is one of the function and important roles along with LBC business developments for long times and being first priority for movement of organization by focusing on 5 goals as follows:

- Personal injury prevention to comply with ZERO accident
- Prevention of lost assets belong to LBC and nation
- Environment preservation within LBC operation areas
- Provided H&S knowledge by coaching and training with important courses
- Continue improvement and implement LBC strategy to comply with SAIL27 2030



Referring to the visible performance as above, the companies it indicated by receiving many excellent awards such as:

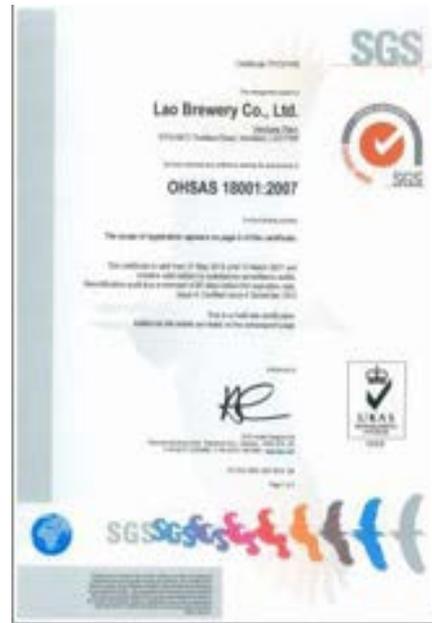
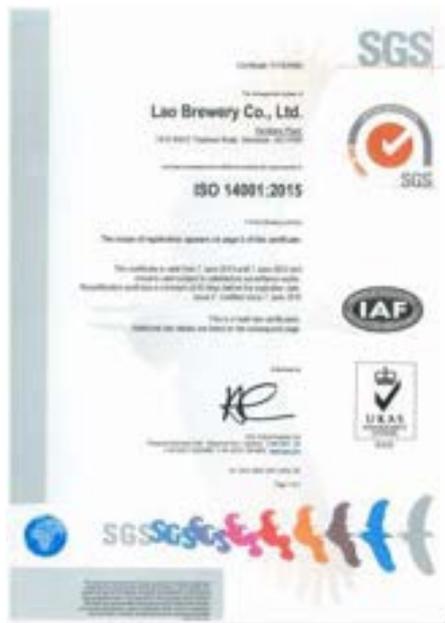
- In 2016 LBC has received H&S fastest improvement wards from Carlsberg Group
- In 2021 LBC has received ASEAN-OSHNET Excellence Awards

H&S Strategic Priorities 7-Year Plan 2023-2030



4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

A certified H&S management system in accordance with ISO: 45001



5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Vision: A Safer Today and Tomorrow by developing a zero-accident culture



6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

Engagement in Safety Culture: OSH Practices

- Annual general and occupational health check-up for all LBC 2,500 employees



-
- More than 90% of LBC employees participated reported of safety observation



- Specific safety related trainings for all of LBC employees and contractors



- Safety from Priority to Pre-Requisite: **IF IT IS NOT SAFE, DON'T DO IT !**



-
- Full implementation of high-risk activity safety standard, e.g. Work at Height, Confined Space, LOTO & others.

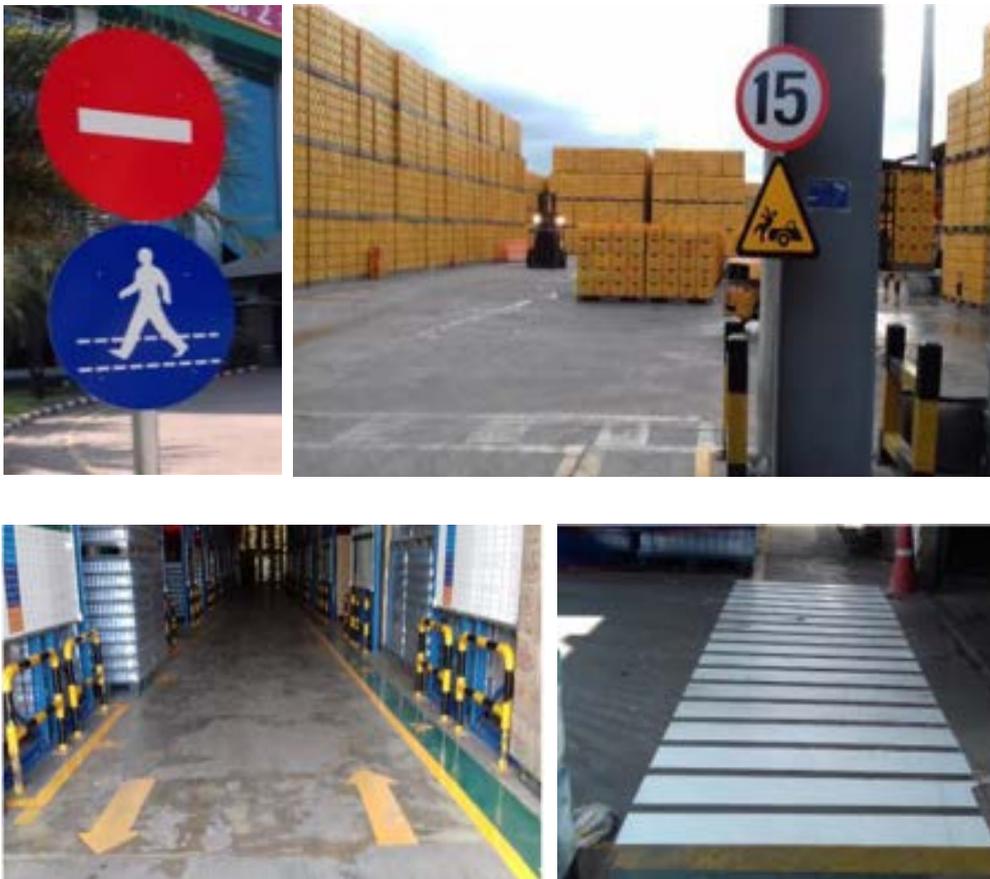


- Other related H&S related activities



Typical Improvement on OSH Visualization

- Safety traffic visualization indication



- Identify the hazard and direction in pipe marking system



- Head protection underneath points and precaution slip and trips



- Machine guarding and moving part cover



Emergency Planning & Response

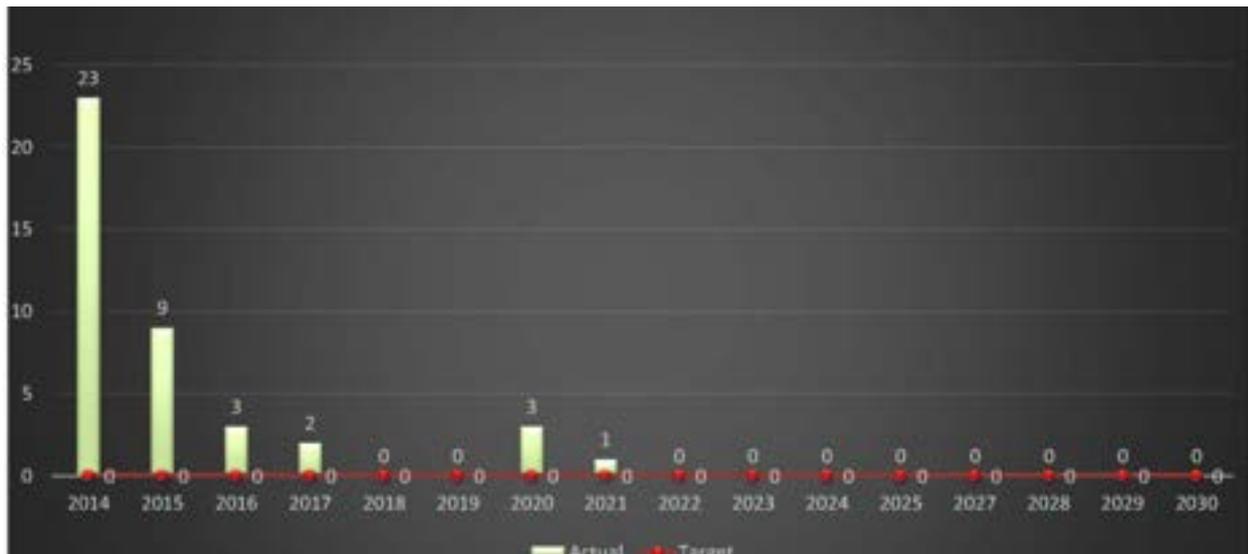
- Emergency scenarios may escalate to crisis scenarios. In this case, the crisis management policy and procedures. H&S related crisis are typically work-related fatalities, injuries, resulting in permanent disabilities and a single incident can result in injuries of multiple people.

- Crisis Management is also required to local crisis management team member (CMT). It's a part of the site or country CMT, Crisis Management Policy and Manual.



H&S Performance

Along with the award received, the company indicated real performance on Health and Safety works, which the number of accident reduced every year. Vientiane Brewery has recorded 850 days without Lost Time Accident (LTA); PEPSI Plant 2,106 days without LTA; Champasak Brewery 2,052 days without LTA.





MALAYSIA

PUTRAJAYA HOLDINGS SDN. BHD

1. BUSINESS INFORMATION:

- **International business name:** Putrajaya Holdings Sdn Bhd
- **Address:** Menara PJH, No. 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya, Malaysia
- **Tel:** +603 8883 8888
- **Fax:** +603 8889 5499
- **Website:** <https://www.pjh.com.my/>

2. INDUSTRY (MAIN ACTIVITIES):

Putrajaya Holdings is the Master Developer of Putrajaya and was given the task of translating the vision of Putrajaya into reality. Putrajaya Holdings Sdn Bhd was incorporated on October 19, 1995, with the initial responsibility of designing and developing the comprehensive, highly strategic 20-year Putrajaya Masterplan. Today, with more than 20 signature development projects in Putrajaya comprising office buildings, commercial hubs and residential, Putrajaya Holdings is a maestro in the property market working alongside renowned names in the construction industry.

Since its inception in 1995, Putrajaya Holdings Sdn Bhd's (PjH) illustrious journey has been paved with extraordinary milestones culminating in the award-winning city of Putrajaya. With an exceptional footprint of development activities centred in and around Putrajaya for the last two decades, PjH has garnered wide expertise, knowledge, and experience on all manner of construction and development achievements. PjH has built world-class infrastructure and

network roads, bridges, promenades, iconic buildings, and residential homes. Putrajaya is the ultimate showcase of PjH's expertise and knowledge within the industry. PjH is now venturing out to Kuala Lumpur and Sepang, bringing development expertise beyond Putrajaya. PjH is now set to take on indisputable challenges, commencing with a new aspiration, Oxygenation: Breathing Life into the Nation.

PjH is the winner for Developer/Real Estate category for Majlis Anugerah Keselamatan & Kesihatan Negara 2019. PjH managed to reduce the number of LTI at PjH construction site and recorded zero fatality since 2017. PjH also received recognition and award from various agencies and bodies for PjH project.

3. OSH POLICY OF THE ENTERPRISE:

PUTRAJAYA HOLDINGS SDN. BHD. (PJH) POLICY STATEMENT ON OCCUPATIONAL SAFETY AND HEALTH

Putrajaya Holdings Sdn. Bhd. (PJH) is committed to Occupational Safety & Health excellence in all its business activities.

PJH shall take reasonable and practicable steps to prevent and eliminate the risk of injuries, occupational illnesses, and damage to properties.

PJH shall ensure that all its business activities are carried out in accordance with applicable legal requirements as well as other requirements relating to Occupational Safety & Health hazards which PJH subscribes to.

PJH shall provide the necessary resources and capabilities, and where appropriate, engage with key stakeholders on relevant Occupational Safety & Health matters.

PJH shall ensure that contingency plans are in place to deal with emergencies.

PJH shall ensure continual improvement in its Occupational Safety & Health management and performance, leveraging on people, processes and technology.

PJH require its employees and contractors to strictly adhere to the policy at all times.

PUTRAJAYA HOLDINGS SDN. BHD. POLICY STATEMENT ON ENVIRONMENT

Putrajaya Holdings Sdn. Bhd. (PJH) is committed to environmental excellence in all its business activities.

PJH shall uphold environmental sustainability as a corporate priority in all its development and business decision.

PJH shall proactively take reasonable and practicable steps to conserve the environment and prevent environmental pollution.

PJH shall ensure that its business activities are carried out in accordance with applicable legal requirements as well as other requirements relating to environment which PJH subscribes to.

PJH shall provide the necessary resources and capabilities in achieving environmental excellence.

PJH shall ensure continual improvement in its environmental management and performance by leveraging on people, processes and technology.

PJH require its employees and contractors to strictly adhere to this policy at all times.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- ISO 14001:2015 (Environmental management systems — Requirements with Guidance for Use),
- OHSAS 18001:2007 (OSH Management Systems – Requirements)

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- PJH HSE Committee Training



- Scaffold Training



- HSE Day



- Basic Lifting and Rigging Training



- Hazard Effect Management Process (HEMP) Training





MYANMAR

RVK MEDITECH CO., LTD

1. BUSINESS INFORMATION:

- **International business name:** RV Health Care Pte. Ltd.
- **Address:** Myanmar Pharmaceutical Factory (MPF), Mandalay-Lashio Road Pyin Oo Lwin, Mandalay Division, Myanmar
- **Tel:** +95 -85-2050282
- **Fax:** +95 -85-2050283
- **Email:** rajeshkumar@rvkmyanmar.com
- **Website:** www.rvkmeditech.com

2. INDUSTRY (MAIN ACTIVITIES):

Pharmaceutical products manufacturing, Marketing and Distribution

3. OSH POLICY OF THE ENTERPRISE:

The company has EHS Policy inclusive of OSH as follows:

- Fulfill all country-specific regulatory requirements laid down by the relevant interested parties with respect to EHS Parties
- Practice optimum resource usage of water and energy to conserve environment
- Reduce generation of waste and emission causing pollution
- Ensure workplace safety and health for all employees
- Avoid unwanted incident, injury and ill-health on workplace
- Maintain physical/mental/emotional/spiritual health of the employee through various activities and actions on a timely basis

- Spread awareness of safety and health through all employees
- Provide necessary training to all respective employees
- Review periodically to ensure continual improvement of the EHS performance.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- ISO 45001:2018 Occupational Health and Safety Management System
- ISO 9001:2015 Quality Management System

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Form 5 teams as below for continuous monitoring of occupational health and safety across the plant:
 - Occupational Health and Safety Management Team
 - Quick Response Team
 - Chemical Response Team
 - Fire Fighting Team
 - First Aid Team
- Provide personal Protective Equipment (PPE) to Engineering Department, Warehouse department, Quality Control Department and Manufacturing departments as per requirement.
- Make appropriate plant signage for safety.

-
- Do pre-employment and annual medical check-up.
 - Avail Occupational Health Clinic with Doctor and certified Nurse for working hours
 - Continually upgrade factory to ensure the workplace is safe and enjoyable to work in.
 - Set up Sports facilities for employee's welfare like Football, Volleyball, Sepak Tak raw, Table Tennis, Badminton and Golf.
 - Upgrade Toilets all across to facilitate safety, health and hygiene for both employees and products being manufactured.
 - MSDS (Material Safety Data Sheet) for all chemicals being used at the factory
 - Pest Control every 2 months across the factory
 - Clean areas around the factory both for aesthetics and to remove fire hazard
 - Regular technical and general training to all employees
 - Job rotation for overall skill development and more harmonious working
 - Proper Lighting of all work areas
 - Decluttering of workplace
 - Proper segregation and disposal of waste



THE PHILIPPINES

**ENERGY DEVELOPMENT CORPORATION –
MT. APO GEOTHERMAL PROJECT**

1. BUSINESS INFORMATION:

- **International business name:** Energy Development Corporation
- **Address:**
 - Head Office: 38/F One Corporate Center, Julia Vargas corner Meralco Avenues, Ortigas Center Pasig City 1605 Philippines
 - Local Office: Datu Ingkal Street, Aranas Building Kidapawan City
- **Tel:** (+632) 8667 7332
- **Fax:** +95 -85-2050283
- **Email:** pubrels@energy.com.ph
- **Website:** www.energy.com.ph

2. INDUSTRY (MAIN ACTIVITIES):

Power Generation

3. OSH POLICY OF THE ENTERPRISE:

HEALTH, ENVIRONMENT AND SAFETY POLICY



Powering Infinite Possibilities

We, at Energy Development Corporation (EDC), recognize that, in the pursuit of our business objectives, we shall protect the health and safety of our workforce and the stakeholders affected by our operations, and be good stewards of the environment.

We will conduct our operations in a manner consistent with the Lopez Values, where people, the environment, and the community are free from injury and harm.

We commit to implement a Health, Environment and Safety (HES) Management System that will constitute an integral part of our job in the development and management of our renewable energy facilities, and which shall be a prime responsibility of all personnel at all levels.

To achieve this commitment, we will:

- Adhere to all applicable compliance obligations related to HES;
- Ensure that Management visibly demonstrates commitment and accountability to improve HES performance, and that the entire workforce understands and conforms to our HES standards;
- Enhance organizational capability to provide employees the knowledge, skills, attitude and resources to perform their respective functions safely, effectively and in an environmentally-responsible manner;
- Adopt preventive and mitigating measures using appropriate technologies to improve the management of our HES programs, to reduce work-related incidents, to prevent pollution, to conserve biodiversity, and to promote efficient use of energy, water and other material resources;
- Establish a framework for setting sustainable HES objectives and targets, and achieve continual improvement through our HES performance evaluation;
- Collaborate with the government, our business partners and other stakeholders in support of programs that promote HES excellence; and,
- Promote a healthy and safe workplace for our people and promote their physical well-being.

We shall take the necessary measures to ensure that this HES Policy is well understood, strictly implemented, and integrated into the way of life of all personnel.

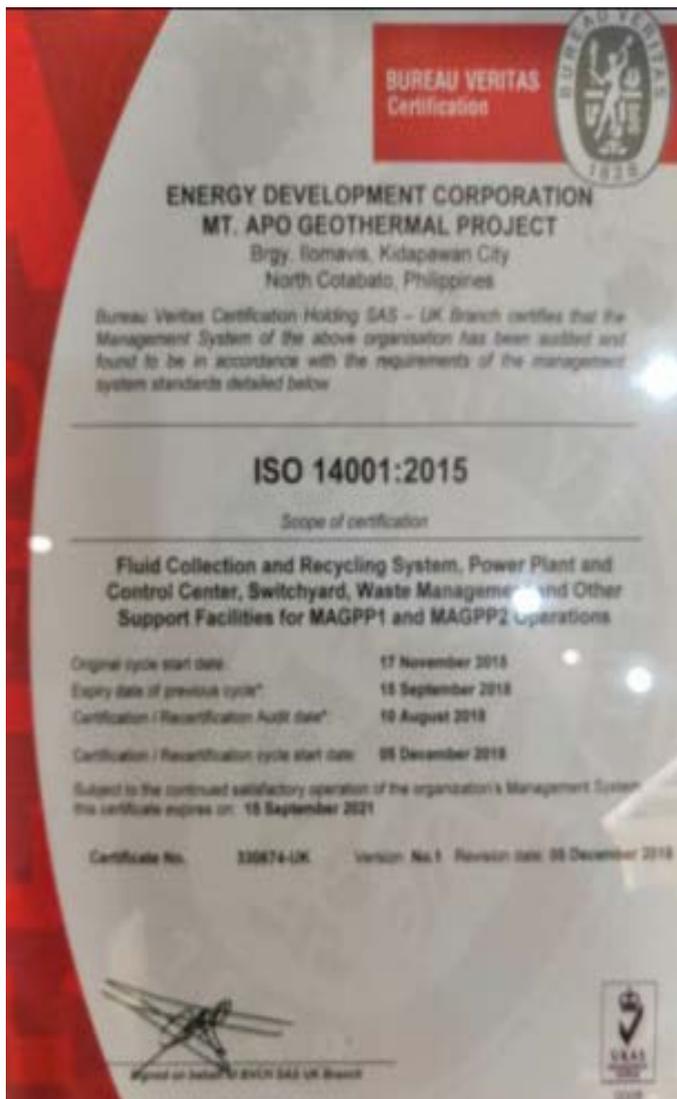
Energy Development Corporation
Committed to Health, Environmental and Safety Excellence



RICHARD B. TANTOCO
President and COO

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- ISO 14001:2015- Environmental Management System - Certified
- ISO 9001:2015 - Quality Management System
- ISO 45001:2015 - Occupational Safety and Health Management.
- ISO/IEC 17025:2005 - General requirements for the competence of testing and calibration laboratories Certified and subject for updating certification to 2017 series.



5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Health, Environment and Safety Management System Overview

EDC fully accepts its responsibility for providing a safe and healthful working environment and is totally committed to promoting and maintaining the highest standards of HES management within all Company activities. Incident prevention is a primary consideration within the total Company environment.

This HESMS framework has been developed to provide the guiding principles, objectives and directions for the implementation of HES Policy. It is designed to meet local and international standards and is based around the concept of continual improvement through the issue of Policy Statements, the organization behind the administration of the HESMS, the development of plans to fulfill the intent of the Policy Statements, the implementation of these plans, the measurement of performance against these plans, and the regular review of the process as a whole. These are illustrated within Figure 1.

Continual improvement shall be the motivating force that ensures that the Company demonstrates due diligence in meeting and exceeding regulatory requirements with regards to the management of health, environment and safety matters. The use of audits, peer reviews and benchmarking processes will ensure that this continual improvement cycle is sustained.



Figure 1. Health, Environment and Safety Management System Quality Cycle

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:



To protect life, the company adopted 13 Life Saving Rules (LSR), a very essential program that justifies the presence of Safety Culture in Energy Development Corporation. The primary reason as a company is to equalize productive and maximize efforts towards a safety generative culture. A single violation of the LSR could result in single and multiple fatality and severe property loss.

The program is focused in 2 phases - the early identification and intervention. Once Identified of possible LSR violation, the observer would provide early mitigation and documentation encoding the violation to our HESOP (LSR-Health Safety and Environmental Observation Program), thus acceptable confrontation and toolbox will be done to discuss possible solutions. Once these activities fail, the application of consequence management will be implemented resulting in cessation of work (STOP WORK) and determination of possible consequence through Incident Investigation Report.

PERMIT TO WORK SYSTEM ENSURES APPROPRIATE MEASURES ARE TAKEN TO REDUCE THE HAZARDS AND RISKS TO ACCEPTABLE LEVEL.



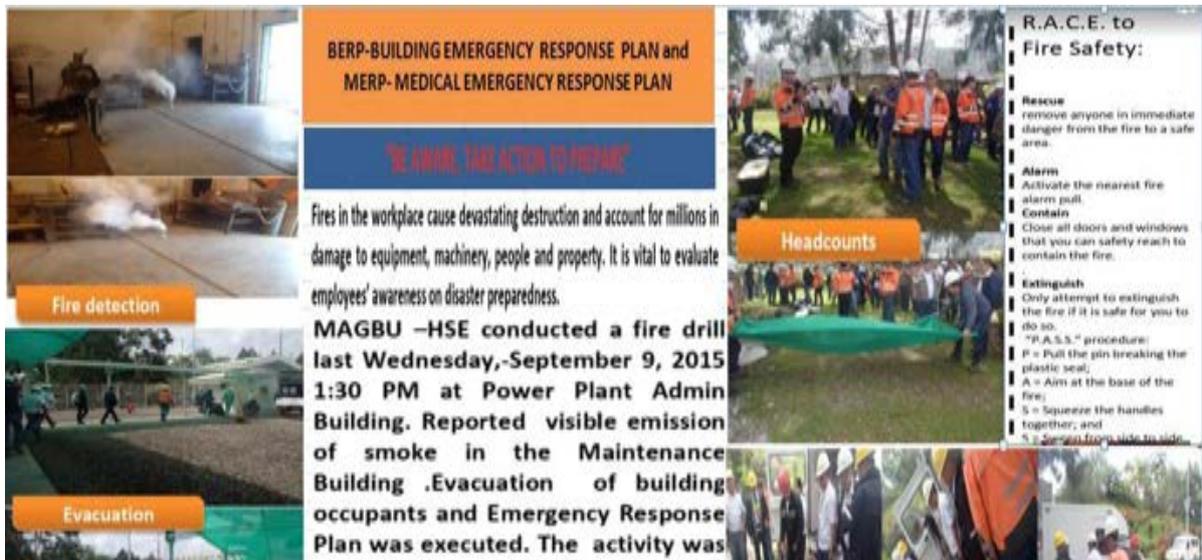
ASSOCIATED CLEARANCES

- Hazardous Energy Isolation
- Work on Energized Electrical Equipment
- Work at Heights
- Hot Works
- Critical Lifts
- Entry to Confined Spaces/Hazardous Atmosphere Area
- Excavation and Trenching
- Fire Suppression System Impairment

TO REDUCE GENERATION OF PAPER WASTES, PERMIT TO WORK SYSTEM HAS SHIFTED TO ONLINE PERMITS SINCE 2018.



EDC-MAGP old Permit-to-Work (PTW) has a poor system since there are different PTW systems for Steamfield and Power Plant which leads to confusion of personnel. It has been improved and unified in 2013 and the Permit-to-Work Standards has been implemented by the company following international standards (OSHA). The control of the Permit Issuance has been given to the operational people to monitor activities both for operational hazard and general hazards. Recent improvement is that the company adopted the ESBI Safety Rules, which will separate the issuance to derived safety from the system and the general safety (such as Work at Heights, Hotworks, Confined Spaces). The principle is operational people will ensure the safety from the systems, while maintenance/technical personnel will ensure the general safety to align expertise in the PTW System, which they are knowledgeable in identifying the hazards and implement the appropriate controls.



BERP-BUILDING EMERGENCY RESPONSE PLAN and MERP- MEDICAL EMERGENCY RESPONSE PLAN

"BE AWARE, TAKE ACTION TO PREPARE"

Fires in the workplace cause devastating destruction and account for millions in damage to equipment, machinery, people and property. It is vital to evaluate employees' awareness on disaster preparedness.

MAGBU –HSE conducted a fire drill last Wednesday, -September 9, 2015 1:30 PM at Power Plant Admin Building. Reported visible emission of smoke in the Maintenance Building .Evacuation of building occupants and Emergency Response Plan was executed. The activity was

R.A.C.E. to Fire Safety:

- Rescue** remove anyone in immediate danger from the fire to a safe area.
- Alarm** Activate the nearest fire alarm pull.
- Contain** Close all doors and windows that you can safely reach to contain the fire.
- Extinguish** Only attempt to extinguish the fire if it is safe for you to do so.

"P.A.S.S." procedure:

- P** = Pull the pin breaking the plastic seal;
- A** = Aim at the base of the fire;
- S** = Squeeze the handles together; and
- S** = Sweep from side to side.

Headcounts



Another Program that the company observes to mitigate loss of life, property and continuity of service to the people whom it is serving is the Business Continuity Management Program. The program focusses on the 3 tiers of responses - the ERM (Emergency Response Plan), CRP (Crisis Response Plan) and the Business Recovery Plan (BRP). This program is born on the concept that the Philippines is located in the ring of fire. The assumption and the lesson learned of the past catastrophic events lead the company to focus resources on response during earthquake, landslide, forest fire etc. EDC invested numerous resources to address such issues. Resiliency towards this event is built through investing in employee response and drills such as International Response Training (ROCO RESCUE), Medical Emergency Response Plan (MERP), Emergency Disaster Preparedness Response Unit (EDPRU), BERP (Building Emergency Response Plan, National Fireman's Training. Resources include 13 AED, 34 Emergency First Aid Kits, 24-7 Ambulance and Nurse on site, Emergency Drugs and Equipment, Self-Contained Air Breathing Apparatus (SCABA), ERT FT 40 Equipment, Geohazard Early Detection Instrument (GEDI), Landslide mitigation, Typhoon Proofing, Pressure Safety Elements, Pressure Safety Relief valves, Lightning Detectors, Structural Integrity Assessments, Fire Detection and Alarm System.



EDC MAGP EMERGENCY RESCUE TEAM



HEALTH BIOLOGICAL PREPAREDNESS

EMERGENCY AND RESPONSE



Earthquake and Fire drill is a method of practicing how a building would be evacuated in the event of a fire or other emergencies. In most cases, the building's existing fire alarm system is activated and the building is evacuated as if the emergency had occurred.

Safety team conducted an Earthquake & Fire Drill at M1 and M2 Power Plant area. Drills is important to prepare and educate our onsite employee in the event of a fire. Therefore, employees is expected to participate in fire drill and respond according to department expectations and institutional policy.



EOD EXPLOSIVE ORDNANCE DISPOSAL DRILL



BUREU OF FIRE PREPAREDNESS DRILL



TERRORIST ATTACK DRILL



Pre and post Evaluation Drill



Another Issue that the company zooms its lenses is the Emotional Wellbeing Program. As Early as 2018, the company identified that occupation mental health is among the rising risk to the workers especially on the new generations of workers. As the company faced with the Volatile, Uncertain, Complex, Ambiguous (VUCA) environment and personality adjustment in working areas, the possibility of emotional breakdown can happen resulting in occupational health problems in the workplace. EDC implemented Emotional Wellbeing with the intention of providing easy access to everybody anywhere, anytime where operators are ready to answer and provide psychological first AID to employees.



EDC is the only Philippine company in the list of the world's largest publicly-traded firms investing in a low carbon future as it made into the carbon clean 200™ list that lead the way with solutions for the transition to a clean energy future. EDC endeavours to achieve a balance between its operations and sustainable management of natural resources, biodiversity, and corporate social responsibility. Since 2015 the company was accredited to ISO 14001:2004 and in 2018 accreditation was upgraded to ISO:14001:2015. Currently, the company is implementing the Integrated Management System consisting of ISO 14001:2015 Environmental Management System, ISO 45001:2018 Occupational Health Management System and ISO 9001:2015 Quality Management System, which is scheduled for validation by

Bureau Veritas International on February 20 to 21, 2020. The company received various environmental awards and recognitions such as the Department of Environmental and Natural Resources (DENR) Philippine Environment Partnership Program (PEPP) Track 1 Seal of Approval Hall of Famer, DENR Gawad Award for Best Adapter for the Adopt an Estero/Waterbody Program, DENR Certificate of Recognition for environmental advocacy and solid partnership. United States Agency International Development (USAID) Project-Protect Wildlife certificate of appreciation for the timeless effort and valuable role during the learning observation tour and exchange activity of the technical working group of Pasonanca Natural Park in selected protected areas. In addition, partnered with DENR on

Adopt-A-Wildlife Program through Biodiversity Conservation and Monitoring Program (BCMP) such as Bird and bat monitoring, Bi-monthly bird transect, EDC's Adopted Philippine Eagle 'GEOTHERMICA' deployed to Singapore under Wildlife Loan Agreement.

BINHI PROGRAM won the Best Corporate Social Responsibility in Environment Award at the League of Corporate Foundation 1st CSR Guild Award for 2019. Started in 2008 using EDC's three decades of experience in integrated social forestry as a platform, BINHI has become a model for corporate-led reforestation programs among Philippine businesses. It infuses a new dimension to reforestation with its holistic,

scientific, and multi-pronged approach in bringing back to health the country's forests. A total of 32 group beneficiaries for the environment program with a total expenditure amounting to PHP5.2 million.

BARANGAY EMERGENCY PREPAREDNESS AND RESPONSE: Making the community prepared for any eventuality. A total of 692 beneficiaries for emergency preparedness and response program with a total expenditure amounting to Php0.14 million through the following activities: Barangay Emergency Response Team organization and trainings, School based disaster risk reduction orientation, Disaster and Relief and Response.



SINGAPORE

**PETROCHEMICAL CORPORATION
OF SINGAPORE (PRIVATE) LIMITED**

1. BUSINESS INFORMATION:

- **International business name:** Petrochemical Corporation of Singapore (Private) Limited
- **Address:** 100 Ayer Merbau Road, Singapore 628277
- **Tel:** +65-68672000
- **Fax:** +65-68679274
- **Email:** pcsapr@pcs-chem.com.sg
- **Website:** www.pcs.com.sg

2. INDUSTRY (MAIN ACTIVITIES):

Manufacturing of petrochemical upstream products including ethylene and propylene (as feedstock), and providing utilities, common facilities, and services for downstream companies in the Singapore Petrochemical Complex.

3. OSH POLICY OF THE ENTERPRISE:



PETROCHEMICAL CORPORATION OF SINGAPORE (PRIVATE) LIMITED
100 AYER MERBAU ROAD, SINGAPORE 628277 TEL: (65) 6867 2000 FAX: (65) 6867 9274

RESPONSIBLE CARE® POLICY

PCS regards the Health and Safety of our employees, contractors, customers, distributors, suppliers, neighbours, the Public and protection of the Environment as the top priority in its operations. PCS is committed to:

- **Health** ensure a healthy workplace, by preventing occupational health hazards
- **Safety** ensure a safe workplace, by preventing injuries, incidents, property damage and excel in process safety management
- **Environment** minimise the impact of its activities, products and services on the environment, by using material and energy efficiently, minimising waste, and preventing pollution by reducing emission to air, discharge to water and to soil to the practical minimum
- **Products** ensure a clear commitment of product stewardship to minimise any impact of our products throughout their life cycle

These are done through a continual improvement process of Plan-Do-Check-Act Cycle and also by subscribing to the Responsible Care® principles for the management system in production, handling, use, transport and disposal of products that PCS produces through:

- allocating sufficient resources to develop, operate and maintain the HSE Management System
- openness to employees, contractors, customers, distributors, suppliers, officials and the community
- assurance of Health, Safety and the Environment (HSE) related quality and safety of our products and processes
- providing feedback to and cooperation with the Government and relevant Bodies regarding Singapore HSE legal framework and Responsible Care® practices
- assisting our contractors, customers and distributors to understand the hazards of our products
- sharing of HSE experience and offering HSE assistance to others including suppliers, neighbours and the Public

These are also done by:

- regarding HSE as a direct line management responsibility
- communicating the appropriate HSE consideration to contractors, customers and distributors
- maintaining good customer relationship to foster safe use and handling of our products
- assisting customers and distributors in the transmission of product stewardship information
- ensuring compliance with applicable legal and other requirements
- setting targets for improvement, measurement, benchmarking, appraisal and performance reporting
- training and motivating employees and contractors to enhance HSE awareness and to promote best HSE practices
- carrying out incident investigation and taking measures to prevent recurrence
- requesting contractors working at PCS to adopt the same HSE principles of this policy
- having an effective emergency response system to minimise any property and HSE damage arising from an emergency situation

Akira Yonemura
AKIRA YONEMURA
MANAGING DIRECTOR

18 MAY 2018
REVISION DATE

Registration No. UEN: S77112404
URL: <http://www.pcs.com.sg>



4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- ISO 14001, OHSAS 18001

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- **Speak Out for Safety (SOS) programme**
 - casual atmosphere of friendly advice or chat
 - workers can speak out on potentially dangerous situations or if they suspect co-worker may endanger himself or others
 - everybody can talk Freely, Fearlessly and in a Friendly manner on health and safety
- **STop And Report (STAR) programme**
 - empowers everyone in the workforce, in any level, to intervene and report any unsafe act or condition by stopping any ongoing unsafe activity and report to their superior
- **Behaviour Based Safety (BBS) programme**
 - a no-name, no-blame programme
 - behavioural observation and feedback
 - personnel observed performing task
 - provide positive feedback on safe behaviours, non-threatening feedback on unsafe behaviours; suggestions on correcting unsafe behaviours
- **In-Situ Risk Assessment (iRA) programme**
 - conducted at site, just before commencing work
 - informal activity based on formal Risk Assessment (RA)
 - workplace conditions can change significantly at any time and need to be continuously monitored

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:



The Petrochemical Complex Contractors Association's (PCCA) President, Mr. Ivan Apostol, receiving the Certificate of Recognition from PCS Managing Director/CEO, Mr. Akira Yonemura, at the annual PCS-Contractors HSE Meeting (2020).



PCS Management, together with PCCA President, listening attentively to the questions posed by one of the participants, at the annual PCS-Contractors HSE Meeting (2020).



A panorama view of the annual PCS-Contractors HSE Meeting (2020).



Mass Tool Box meeting conducted every first Wednesday morning of the month, involving the entire workforce (~800 workers).



Chinese Lunar New Year gathering, held annually, with the entire workforce of various races.



Aside from work, PCS also sponsors contractor representatives to conferences for networking and competency development.



Annual HSE Campaign month opening ceremony.
Invited guests include government agencies and trade associations.



Plant Turnaround activities include weekly Mass Tool Box meeting (involving whole workforce ~2000 workers) and shareholders HSE walkabout.



THAILAND

**PTT PUBLIC COMPANY LIMITED –
RAYONG GAS SEPARATION PLANT**

1. **BUSINESS INFORMATION:**

- **International business name:** PTT Public Company Limited – Rayong Gas Separation Plant
- **Address:** 555 Sukhumvit Road, Map Ta Phut, Sub district, Mueang District, Rayong, Thailand
- **Tel:** + 66 3 8676916
- **Fax:** + 66 3 8676929
- **Website:** www.pttplc.com

2. **INDUSTRY (MAIN ACTIVITIES):**

Separate various hydrocarbon components of natural gas, thus adding value to gas from the Gulf of Thailand.

3. **OSH POLICY OF THE ENTERPRISE:**

- Comply and have access to all applicable QSHE laws and regulations, internal requirements, international standards and compliance, obligations, as a minimum performance achievement level.
- Apply integrated management system and digital literacy to ensure that the processes are fully effective and able to deliver valuable products and services to customer.
- Prevent losses from life-threatening incidents, property damage, process, and transport. Apply emergencies, and crisis management to ensure business continuity. Promote workforce, communities and stakeholders' health and elevate working environment. Protect the organization from security threats by stringent standards and measures with respect to the Universal Declaration of Human Rights.
- Protect, prevent, and minimize impact to the environment by applying sustainable and sufficient consumption concept according to Circular Economy principle. Maintain biodiversity and ecosystems through the use of pollution prevention. Mitigate and adapt to climate change and improve energy and water use efficiency to achieve Green Industry.
- Research, develop, provide products and services, and support innovations, with quality, safety, and social and environment responsibility throughout its lifecycle.
- Engage and communicate QSHE programs and performances with transparency and integrity to internal and external stakeholders along with the collection of feedback and expectation to review and improve operations.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

5 Steps of GSP Incident and Injury Free Program Implementation to achieve target of work safe and goes home safely every day.

Step 1: Planning

1.1. **Kick- Off Meeting** is to create a common understanding about the importance of applying IIF program with executives, define factors that will strive the succession of IIF Program Implementation and set up IIF Leadership team to motivate IIF Program achieve.



Figure 2 Kick-off meeting

Step 2: Assessment

2.1. **Integral Safety Assessment and Interviews** is to evaluate the current level of organization safety **culture** and expectation of employees & contractors in safety point of view by interview and Survey with 28 questions, which reflexed in 4 aspects (behavior, system, intention and culture).



Figure 3 Integral Safety Assessment & Interviews

Step 3: Engagement

3.1. **IIF Commitment Workshop** is to encourage staff members at managerial level to make a commitment to crate and organization with IIF and create a correct understanding about the difference between safety value (of which the priority cannot be changed) and safety priority (which can be adjusted up or down as appropriate)



Figure 4 IIF Commitment Workshop

3.2. Align Design Plan Workshop is to set up the implementation method of IIF program in the form of activities or projects that are suitable for the organization in order to achieve High performance Incident-and-Injury Free Organization.



Figure 5 Align Design Plan Workshop

3.3. 4-Hours IIF Orientations is to strengthen knowledge of IIF to all Employee and Contractors and elevate the safety awareness by pointing out that safety is important to themselves and related people which can affects the thoughts and actions.



Figure 6 4-Hours IIF Orientations

Step 4: Skills

4.1. Leading in Action (for Manager) is to focus on creating relationships and promoting successful application of the IIF Program with emphasis on “Committed Listening” while encouraging workers to realize the importance of safety and boosting morale among workers through IIF Listening Tour.



Figure 7 Leading in Action (for Manager)

4.2. Coaching in Action (for Supervisor) is to make supervisor understanding about role and responsibility in promote the succession of IIF Culture through IIF Field Coaching.



Figure 8 Coaching in Action (for Supervisor)

4.3. Living in Action (for Worker) is to ensure that IIF Program (the 3Rs principle including Reach Out, Do it Right, Raise your voice) is embraced by workers and translated into actions.



Figure 9 Living in Action (for Worker)

4.4. Train the Trainer is to increase the number of IIF trainers in order to raise the level of safety awareness to employee contractors.



Figure 10 Train the Trainer

Step 5: Sustaining

5.1. IIF Leadership Team (Launch & Development) is to support, promote and monitor IIF Program implementation by monthly period.



Figure 11 IIF Leadership Team

5.2. 1-1 and Group Coaching is to encourage Managers and Supervisors to review and continuously practice their skills by consulting, discussing and finding the solution to improve employee and contractors behavior to be more aware in safety.



Figure 12 1-1 and Group Coaching

5.3. Pulse Survey is to evaluate the safety culture level after implementing IIF program and to improve the level of safety culture of the organization for a better sustainable.



VIET NAM

**NORTHERN POWER CORPORATION
(EVNNPC)**

1. **BUSINESS INFORMATION:**

- **International business name:** Northern Power Corporation (EVNNPC)
- **Address:** 20 Tran Nguyen Han str.- Ly Thai To ward, Hoan Kiem district, Ha Noi, Viet Nam
- **Tel:** +84 24 22100706
- **Fax:** +84 24 38244033
- **Email:** webmaster@npc.com.vn
- **Website:** <http://www.npc.com.vn>

2. **INDUSTRY (MAIN ACTIVITIES):**

Northern Power Corporation (EVNNPC) is a leading enterprise in the field of electricity trading and distribution, business of information technology products and others in the area of 27 provinces and cities in the North of Vietnam.

3. **OSH POLICY OF THE ENTERPRISE:**

Building and maintaining strong safety cultures, strengthening risk management in order to prevent occupation accidents and diseases.

4. **INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)**

From 2016, EVNNPC implemented OHSAS 18001:2015 and ISO 9001:2015 and gained some great benefits such as:

- Effective control and minimize the number of occupational accidents.

- Enhance the reputation and image of the EVNNPC with partners and customers.
- Enhance the competitiveness through improving economic efficiency in occupational safety and health activities.
- Sustainable development by satisfying the labor force, the most important factor in an organization and state-owned companies on occupational safety and health activities.
- Effectiveness of risks control and minimize the damage to employees from workplace hazards.

In the near future, EVNNPC will study and apply ISO 45001: 2018 standards for occupational health and safety management systems (OH&S) (published in March 2018), in line with the latest standards of the world to constantly improve the management system in order to help the safety work on a sustainable development.

5. **INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:**

- Apply ECP visual safety management software to provide 3-step control before working.
- Keep track of all works on the power grid from content, location, execution time, titles in work tasks, changes (if any), time to finish work, pictures, photos at site for management, inspect

and control of leaders in order to have effectiveness in labor safety management.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

Northern Power Corporation (EVNNPC) manages electricity in 27 provinces and cities in the North of Vietnam with complex terrain and harsh weather. The management and operation volume of EVNNPC is greater than 200,000 km of low voltage, medium voltage and 110 kV transmission line, nearly 50,000 distribution, intermediate, 110 kV substations; the number of employees working under strict occupational safety requirements is more than 16000. On average, EVNNPC has nearly 9,000 jobs per day, equivalent to 16,000 people working on the power grid. Therefore, the risk of unsafely and accident for workers is extremely high.

With each accident occurring, families and workers suffer huge physical, mental and material loss as EVNNPC loses a worker, has damage in property and money, reduces labor productivity, damage image and reduces reputation of EVNNPC to partners, friends, people and workers. Thus, ensuring occupational safety is a very important and heavy task of EVNNPC. To implement this task, apart from the solutions on management, education, and propaganda, EVNNPC determines that promoting the occupational safety culture in EVNNPC is an inevitable mission that must be done. Only successful building of occupational

safety culture leads to sustainable occupational safety performance.

The highlight in the contents of promoting safety culture is that 100% of the employees of EVNNPC must swear 5 labor safety vows. Workers are trained to identify risks and use preventive measures for each job. Before starting work, the employees must ask and answer 3 questions to remind each other about possible dangers and preventive measures. Employers and employees often exchange and discuss occupational safety. Every year, EVNNPC always pays attention to reward in occupational safety and health, choose outstanding individuals to reward and propagate to all employees.

The purpose of building occupational safety culture in enterprises is to create safe working habits, cultural behaviors (voluntarily observing) to implement the regulations on Occupational safety and health. It is the highest purpose and the most difficult for the company because changing human behaviors, consciousness and habits is never easy.

According to the definition of International Labor Organization (ILO), occupational safety culture consists of **3 factors**: (1) the complete legal system of the Government, (2) the enterprise observes the law, creates the best conditions for the implementation of occupational safety processes and rules and (3) Self-awareness to enhance the workers' self-defense. After building the

occupational safety culture, the benefits the company get are:

- decrease occupational accidents, reduce pain and loss to the families of workers and society, increase labor productivity and grow businesses.
- help employees become more clearly aware of their responsibilities in ensuring safety at the workplace; actively implement the provisions of the law, plans and measures to improve working conditions, prevent occupational accidents and diseases.
- create a good working environment, ensure occupational safety and health, a healthy and joyful culture for employees to feel secure in the workplace.
- create a stable material life which brings great benefits for businesses, creates customer trust and credibility of the partner.
- contribute to sustainable growth of enterprises on the basis of promoting and developing human factors by resolving harmoniously the interest's relationship of the parties.
- build and improve occupational safety culture in enterprises is both the goal and the development motivation of the enterprises.

Accompanying with the trend of international integration and besides the existing machinery and equipment, recently an enterprise is considered to have a competitive advantage and many potential opportunities for growth if the enterprise has an environment of ensuring occupational safety and always put safety factor of production forces in the priority position. Awareness of these great benefits, right from the beginning of 2018, EVNNPC has implemented strong instruction to promote the building of occupational safety culture, which includes:

- Formulate and issue guidelines and instructions to promote the building of occupational safety culture for subordinate units, inspect and urge the implementation, conduct the quarterly evaluation, review and lesson learned capturing.
- Develop and implement vows to implement of occupational safety culture throughout EVNNPC.
- Deploy simultaneously 03 groups of solutions in OSH: OSH management, propaganda - education, coaching, training.
- Develop and issue a new model of protection suits, which is registered for protection of exclusive industrial designs. Constantly research new labor protections to ensure convenience and safety for workers.
- To deploy a message center to remind employees of causes, consequences and lessons

learned from past occupational accidents, in order to serve risk management and emergency response.

With many synchronous solutions, especially on promoting the building of occupational safety culture from 2018 to the present, the results are that the employers and employees' awareness of occupational safety has been formed voluntarily and EVNNPC did not occur any occupational accidents in the recent years.



**Company Profiles of
3rd ASEAN-OSHNET Awards
Best Practice Awards
2020**



CAMBODIA

**LAURELTON DIAMONDS
(CAMBODIA) CO., LTD**

1. BUSINESS INFORMATION:

- **International business name:**
Laurelton Diamonds (Cambodia) Co., Ltd
- **Address:** PPSEZ, National Road 4, Sangkat Beung Thom, Khan Posenchey, Phnom Penh, Cambodia
- **Tel:** +855 23 96 80 90
- **Fax:** 1 212 9817172 (Online Fax)
- **Email:**
Anil.b.kale@laureltondiamonds.com

2. INDUSTRY (MAIN ACTIVITIES):

Processing, Cutting, Polishing, Appraisal, Grading, Costing and Other Activities associated with the supply for use in jewellery of natural or cultured pearls, precious or semi-precious gemstones, wood, bone, horn, mother-of-pearl and other animal materials, vegetable carving materials or mineral carving materials.

3. OSH POLICY OF THE ENTERPRISE: (Corporate OSH Guideline)

Safety, Health and Environmental Guiding Principles Tiffany & Co.
--

Consistent with Tiffany & Co.'s mission statement, the company's divisions and subsidiaries will conduct business in a manner designed to protect the safety and health of our employees, customers, the public and the environment.

The following principles will guide all Tiffany & Co. and certain affiliated companies' employees in their decisions and actions with regard to reducing the risk of injury and illness, eliminating hazards and protecting our employees and the environment:

1. We maintain up-to-date Safety, Health and Environmental Guidelines that provide direction and demonstrate commitment. Our facilities shall follow the more stringent of the Guidelines or the applicable local regulatory requirements.
2. We communicate these Safety, Health and Environmental Guiding Principles to our employees and other key stakeholders.
3. We evaluate all Tiffany facilities and operations to identify potential risks to people or the environment and enforce effective safe operating procedures to prevent injury or environmental harm.
4. We set targets to improve safety, health and environmental performance, measure progress against them, and communicate the results to key stakeholders.
5. Each employee is instructed and required to take personal responsibility towards meeting safety, health and environmental objectives and integrating these objectives into their daily work activities.
6. Safety, health and environmental performance shall be included when evaluating employees for compensation, rewards and recognition and vendors for continued business.
7. Location management has the primary responsibility for implementing the safety, health and environmental guidelines and supporting efforts to establish a safety culture.
8. When designing our facilities and planning our operations we shall use current industry best practice criteria to create a safe environment and maximize our sustainable use of the earth's resources, considering waste, energy, material content, packaging, re-use and recycling.
9. The Company's safety, health and environmental performance and programs shall be periodically evaluated to promote continuous improvement.
10. A standing corporate-level steering committee shall oversee safety, health and environmental activities and periodically report progress and key issues to senior management.

Occupational Safety – April 17, 2008

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- FUTURARC GREEN LEADERSHIP AWARD

- LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN (LEED CERTIFIED)
- NATIONAL FIRE PROTECTION AGENCY (NFPA – Fire Protection Design certified)
- FOOD HYGIENE AND HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP- canteen certified)

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- In order to prevent occupational accidents in the workplace, the company is implementing a lot of programs supporting by the management to comply with both corporate and local law requirement as below:
 - set up the proper Safety Committee in charge of and communicate to each level of employees.
 - write the policy and ask for approval from Management team and put into practice in the shop floor.
 - initiative safety programs: Permit to Work, Fire Protection, Hazard Communication, Electrical Safety, Personal Protective Equipment, etc.
 - provide safety awareness program through various communicating tool, orientation, announcement system, video display and safety poster around the site.

- ensure all implementations are in place and communicate to all department and concerned employees with Safe Operation Procedure, Job Hazard Analysis, through general safety training and training specific in order to make them clearly understand the job and risk they are taking part.

- The company prevents the occupational health disease in the facilities by:
 - monitoring indoor air quality (TSP, PM2.5, PM10, CO, CO2, and SO2), Sound level, Lux level, temperature control. This is to ensure that the place is safe and sound, no risk, and comfortable for all employees to work. This inspection is done regularly by internal team and outside specialist annually with service contract between facilities.
 - having own standard medical center by SOS International and promoting various health awareness program to all employees. Doctors provide consultation and orientation to all employees about common issues in daily lives.
 - providing yearly Occupational and periodic Medical Checkup to all employees.
 - providing extra health promotion vaccination such as Flu, typhoid.
 - providing safe Food and drinking water to all employees.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

The company had conducted the safety programs for all workers before employment and during working such as Permit to Work, Fire Protection, Hazard Communication, Electrical safety, Personal Protective Equipment, etc. The safety awareness program is prepared as a simple way for all workers through various communicated tool, orientation, announcement system, video display and safety poster around the site. It ensures all implementations are in place and communicated to all department and concerned employees with Safe Operation Procedure, Job Hazard Analysis, through general safety training and training specific in order to make them clearly understand to the job and risk they are taking part.



Fire Drill Activities



- Around 265 employees have provided Flu Vaccine in 2019. This amount is based on the volunteered registering of all employees.



Annual Flu Vaccination Programs



Blood Donation Programs



Plastic Reduction Programs



INDONESIA

**PT. HOMEWARE INTERNATIONAL
INDONESIA**

1. BUSINESS INFORMATION:

- **International business name:** PT. Homeware International Indonesia
- **Address:** Jl. Prambanan-Piyungan KM 3,5 Bokoharjo, Prambanan, Sleman, Yogyakarta, 55572
- **Tel:** +62 274 498168
- **Fax:** +62 274 498169
- **Email:** info@ninesquare.co.id
- **Website:** www.homewaregroup.com

PT. Homeware International Indonesia is one of the leading manufacturer and exporter of handicrafts accessories since 1998. Our product ranges from baskets, vases decorative accessories, lamp, furniture, wall deco, and many more. Homeware International Indonesia has been working with varieties of major retailers in the USA, Europe as well as other overseas countries. PT. Homeware International Indonesia provides business solution including design, sourcing and manufacturing high quality accessories and furniture. PT. Homeware International Indonesia produced a variety of handcrafted product from rattan and natural fiber, natural stone, terracotta include home furniture accessories. The company has been in the business for 21 years and thus, understand the commitment to this lifestyle business.

PT. Homeware International Indonesia has 3 factories, PT. Homeware International Indonesia Tangerang Facility (HQ), Cirebon Facility and Yogyakarta Facility.

Yogyakarta Facility produce magnificent, handcrafted products from natural fiber, terracotta, natural stone, and light wood (Factory size: 9,309 sqm; workers: 150). It is located in Yogyakarta the City of Culture and Artisan, which help to create oproducts in creativity atmosphere. The company has various of products sample with various material that can be developed at showroom.

The company fulfilled the requirements for a quality management system, social and safety quality compliances for the assurance and requirement of Global Brands and Department Stores.

2. INDUSTRY (MAIN ACTIVITIES):

Manufacturer and exporter of handicrafts accessories, including WIP, Finishing, Packing and Loading.

3. OSH POLICY OF THE ENTERPRISE:

The company is committed to:

- Provide a safe, healthy and productive working environment for all of employees, contractors, suppliers and visitors.
- Comply with Government Legislation and Regulation related to Occupational Safety and Health (OSH) issue.
- Make continual improvement in OSH Management to improve OSH performance.

To achieve the commitments, the company shall:

- Establish and maintain continuous Occupational Safety and Health Management System (OSHMS).
- Arrange measurable and practicable OSH objectives and programmes for the company.
- Arrange OSH organization / unit in Company's Management Structure.
- Provide OSH training to employees to improve Company's OSH behavior.
- Invite all employees to participate on improving Company's OSH performance.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- SMETA 2 Pillar on SEDEX website
Company Reference: ZC1073813
Site Reference: ZS1035615
Site Name: PT. Homeware Int'l Indonesia (Tangerang Facility)
Country: Indonesia

Site Reference: ZS1017130
Site Name: PT. Homeware International Indonesia (Yogya facility)
Country: Indonesia

Site Reference: ZS405172083
Site Name: PT. Homeware International Indonesia (Cirebon facility)
Country: Indonesia

- ISO 9001:2015



5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

To prevent occupation accident, the company has implemented the following initiatives:

- Personnel in charge of OSH related matters:
 - 2 General OSH expert certified by Ministry of Manpower of Indonesia
 - 1 Electricity OSH expert certified by Ministry of Manpower of Indonesia
 - 1 Firefighter OSH expert certified by Ministry of Manpower of Indonesia
 - 1 Firefighter OSH First Aid expert certified by Ministry of Manpower of Indonesia and Transmigration Yogyakarta Special Region
- 3 persons First Aid expert certified by RED CROSS Indonesia.
- All production employees must use the safety guard tools as needed.
- Conduct Annual Medical Check Up to all employees.
- Prepare the First Aid Box at all the division.
- Do checking and recording the HIRAC in each area.
- Do the JSA and JSO for each area

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- Commitment of Enterprise Improvement



- Personal Protection Equipment (PPE)



- Evacuation Drill



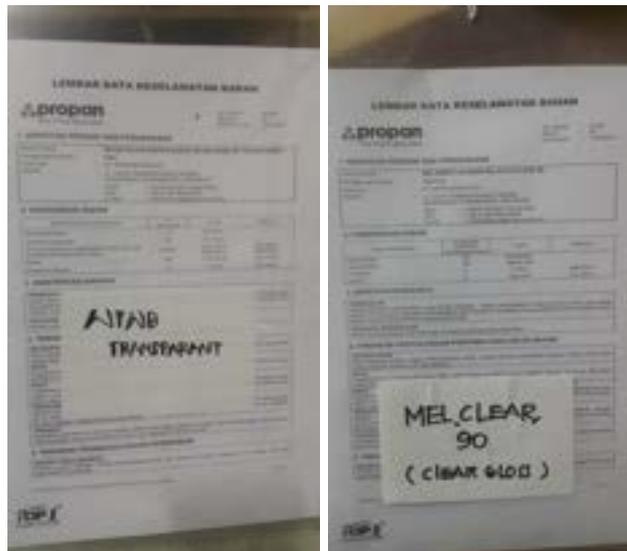
- Fire Drill



- First Aid Training



- Material Safety Data Sheet in Bahasa



- Yearly Medical Check-up



- Saturday Morning





LAO PDR

BURAPHA AGRO-FORESTRY CO., LTD

1. BUSINESS INFORMATION:

- **International business name:** Burapha Agro-Forestry Co., Ltd.
- **Address:** 23 Sinha Road, Phonxay village, Saysethe District, Vientiane Capital, Lao PDR.
- **Tel:** +856 (0) 21 451841-2
- **Fax:** +856 (0) 21 451844
- **Email:** governmentrelations@buraphawood.com
- **Website:** www.buraphawood.com

2. INDUSTRY (MAIN ACTIVITIES):

Planting Industry wood and Plywood factory

3. OSH POLICY OF THE ENTERPRISE:

Burapha acknowledges its responsibilities under all relevant health, safety, environmental and social legislation, and other requirements. It maintains and continually improves a strong and effective Environmental, Social and Safety Management System (ESSMS) with the purpose of preventing injury and illness and to promote health and wellbeing amongst our workers; to promote protection and preservation of the natural environment, and maintain an equitable, informed, and safe workplace for all workers, visitors, and the broader community.

To achieve this commitment, Burapha conducts the following activities:

- Provide and maintain a safe and healthy workplace.

- Monitor and audit the compliance with its ESSMS policy.
- Ensure continuous health and safety focus, due diligence and leadership.
- Provide clear Environmental, Social and Safety (ESS) documentation.
- Provide and maintain equipment and systems of work that are safe and without risk to health.
- Systematically identify workplace hazards.
- Report all incidents.
- Actively apply risk management principles to identified hazards.
- Actively participate in accident and incident investigations.
- Provide reasonable information, training, and supervision to workers.
- Promote the communication of ESS between all stakeholders.
- Consult workers about ESS changes and apply respectful consideration to all views.
- Require all workers to take reasonable care for their own and for others' health and safety.
- Display this policy prominently and make it available to all interested parties.

The company implements the processes and monitors to ensure compliance with these and other relevant statutory requirements. Compliance with this policy is the responsibility of all Burapha workers involved in the selection.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

Burapha is subject to the legal and regulatory requirements of Lao PDR. The Company is also subject to several other non-legal but binding requirements regarding its environmental, social and safety aspects, specifically:

- The IFC Performance Standards; General and Forest IFC Environment, Health and Safety (EHS) Guidelines and the sector-specific EHS guideline: Forest Harvesting Operations and Sawmilling and Wood-based products.
- 10 FSC Principles for forest activities.
- FSC Chain of Custody requirements for the sawmill and plywood mill.
- All International Labor Organization (ILO) conventions signed and ratified by Lao PDR, all ILO conventions covering core labor standards and all ILO conventions covering the basic terms and conditions of employment.
- FMO List of Excluded Activities and CLMDF II list of Excluded Activities.

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Risk assessment
- Incident/accident record and effective investigation method and action tracking.
- Permit to work system.
- Local regulation check and internal audit.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- OSH Training /induction for short term contractor, visitor, and supplier

Hazard identification, LOTO, and Hot work training



Fire prevention and protection training





Contractor, Visitor safety induction.



Safeguarding machine training.



Toolbox meeting



Workplace Inspection/ Observation



Emergency equipment preparedness and monthly inspection



First Aid Provider & Annual Health check



Waste segregation bin



Smoking designed area



Assembly area.





MALAYSIA

FM PLASTIC INDUSTRIES SDN BHD

1. BUSINESS INFORMATION:

- **International business name:** FM Plastic Industries Sdn Bhd
- **Address:** Lot PT 10014, Kawasan Perindustrian Jakar 3 24000 Kemaman, Terengganu Darul Iman, Malaysia
- **Tel:** +609-868 1102 / 1103
- **Fax:** +609-868 1101
- **Email:** fm_plastic@yahoo.com
- **Website:** www.fmplastic.com.my

2. INDUSTRY (MAIN ACTIVITIES):

Manufacture of durable plastic products and bags (FFS Bag)

3. OSH POLICY OF THE ENTERPRISE:

SAFETY, HEALTH, AND ENVIRONMENT POLICY (IN MALAY LANGUAGE)



**POLISI KESELAMATAN, KESIHATAN
& ALAM SEKITAR**

FM PLASTIC INDUSTRIES SDN BHD amat komited dan menyedari betapa pentingnya memastikan kesihatan, keselamatan dan alam sekitar dalam semua tingkah laku pekerjaan kita, sama dengan pentingnya kita memastikan kualiti dan kuantiti hasil pengeluaran, moral dan disiplin pekerja serta kos pengeluaran produk yang optimum. Selain itu, kita juga sentiasa berpegang kepada matlamat untuk mencapai kemalangan sifar. Sebagai menzahirkan rasa kepentingan aspek-aspek ini, pihak syarikat telah menubuhkan Bahagian HSE yang diketuai oleh seorang Pengurus.

Dengan ini, pihak pengurusan FM PLASTIC INDUSTRIES SDN BHD berikrar akan:

- ❖ Menyedia dan menyelenggara sistem kerja yang selamat dan sihat bagi menjamin kesihatan fizikal dan mental kakitangan.
- ❖ Amalan dan sikap kesedaran terhadap Dasar Keselamatan, Kesihatan dan Alam Sekitar akan sentiasa ditingkatkan serta tersemat di dalam minda yang sihat dan cerdas bagi mewujudkan persekitaran kerja yang harmoni.
- ❖ Peralatan yang digunakan mestilah sesuai dan diselenggarakan dengan baik serta menggunakan teknologi yang canggih.
- ❖ Memastikan segala peraturan keselamatan, kesihatan dan alam sekitar dipraktikkan serta berusaha ke arah pendekatan piawaian yang telah ditetapkan.
- ❖ Meletakkan papan tanda keselamatan di tempat yang sesuai dalam usaha menghindari risiko yang tidak diingini.



DATO' DR SHARIFUDDIN BIN DATO' MUSA
MANAGING DIRECTOR
FM PLASTIC INDUSTRIES SDN BHD
01st JANUARY 2019

4. **INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)**

- ISO 9001:2015 (Quality management systems — Requirements), Halal Product Certificate (Malaysia)

5. **INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:**

- Fire Drills & Course with Fire & Rescue Department



- OSH-Coordinator Courses by DOSH Terengganu



- How to Use PPE & Forklift Training





MYANMAR

JOTUN MYANMAR CO., LTD

1. BUSINESS INFORMATION:

- **International business name:** Jotun Myanmar Co., Ltd
- **Factory Address:** Plot no. 31-Kha, 32-Ga, 34-Kha, Bago Foreign Industrial Area, Bago Tsp, Bago Region, Myanmar.
- **Tel:** +959 448916645
- **Email:** aung.phyo.oo@jotun.com
- **Website:** www.jotun.com

2. INDUSTRY (MAIN ACTIVITIES):

Paints (Decorative paints, Protective Coatings and Marine Coatings)

3. OSH POLICY OF THE ENTERPRISE:

The image displays two versions of the Jotun Group HSEQ Policy and Vision document. The left version is in English, and the right version is in Burmese. Both documents feature the Jotun logo at the top. The English version includes the following text:

Jotun Group HSEQ Policy
 Health and Safety for people, Care for the Environment, and Quality in our products and services, are fundamental values for Jotun. The President and CEO, has the overall responsibility for HSEQ at group level. The General Manager has the corresponding responsibility for each country site, and all personnel are expected to contribute.

National regulations and laws represent each company's minimum requirements, and the Jotun HSEQ Management System outlines the supplementary requirements to assure continuous improvement in accordance with ISO 9001, ISO 14001 and OHSAS 18001. Comprehensive audit and inspection routines are in place to verify HSEQ performance in both the workplace and for our contractors and suppliers.

Jotun works to assure good technical standards, safe operations, quality products and services, through established systems, procedures and training. Personal Protective Equipment is always considered as the last option against risks to safety and health.

Jotun Group HSEQ Vision
 Jotun ensures safe working condition for both employees and contractors. Our vision is based on zero tolerance for accidents, fire or environmental damage and understands that all fires and injuries can be avoided, and that accidents do not occur by themselves. We continually work to reduce energy, waste and the use of harmful chemicals.

Jotun is dedicated to fulfilling customer needs in terms of quality products, on time delivery and high standards of services.

Care is one of Jotun's most important values, and applies to all personnel in our everyday business. In Jotun, the statement "I Care" demonstrates our individual ownership and commitment to HSEQ.

Signatures: Morten Fon, President and CEO, Jotun; Vo Chi Linh, General Manager, Jotun Myanmar Co Ltd.

The Burmese version on the right contains the same content in Burmese script, including the title 'Jotun အဖွဲ့အစည်း၏ HSEQ မူဝါဒ' and 'Jotun အဖွဲ့အစည်း ၏ HSEQ အမြင်ယူဆချက်'.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- Jotun Myanmar is ISO certified ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 from Intertek Certification.

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

a. Management Commitment

The General Manager is required to take the overall responsibility for HSEQ management system at site. Management team members have to take charge as one element owner and the job description is updated according to this requirement.

The element owner shall demonstrate ownership and commitment through active participation in the activities outlined in this element. He or she has to participate in risk assessments, safety walks, training sessions, etc. to review and improve the Risk Management Element of the HSEQ Management System. Element owner is responsible for follow-up on relevant KPIs and present status to General Manager on request. Tertiary and annual HSEQ review is to be conducted to discuss performance of this element.

b. HSEQ Reporting System



Reporting incidents (including external medical treatment) and near misses are crucial for improving the HSEQ performance and culture. So, Jotun Myanmar created the HSEQ Reporting System to report incidents, and near misses. Management encouraged all employees to report incidents and near misses and create a culture where reporting is accepted as a risk management tool to avoid severe incidents.

c. Risk Awareness Training



Operators, maintenance and laboratory technicians have a basic risk awareness training to identify and recognize the everyday risk at work. This is not training about the risk concept or risk matrix, but a more practical training in hazard identification. The training can be considered as preparation to own task risk assessment and will support the first part during this workshop. The training will also support the near miss reporting as this is the tool they will use to report an observed hazard.

d. Lesson Learned

JOTUN Lesson Learned: Fire during hot work – Jotun Flex

Event chronology
During the weekend the Contractor was doing TIG welding outside of the tank due to a leakage in the seam area at the base of a 5000 L mixing vessel. A Hot Work Permit was issued. Tank was washed, cleaned and vented the day before. Immediately prior to the work an inspection of the tank was completed with the contractor. A small flame occurred when the welding started, but it was over within minutes, no personnel injury or other damages.

Immediate cause of incident
Ignition of residual paint/crylene inside vessel/around the hole

Root cause identified from 5 Why analysis are:
Risk Assessment incomplete

Corrective actions

- Work stopped
- Fire extinguished, foam released on area underneath and into top of vessel
- Extended fire watch completed and fire detection reinstated
- Investigation started with contractor and contractor HSE

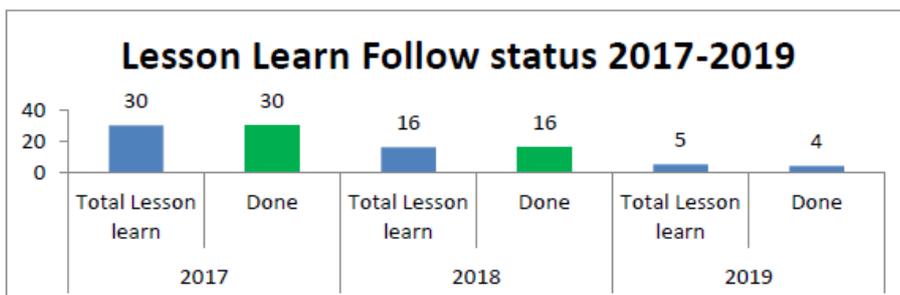
Preventive actions

- Review Hot Work Permit process with for the approved Contractor based on the outcome of investigation by both Jotun and contractor
- Review and strengthening the importance of proper and thorough Safety Job Analysis (SJA) and inspection before the job starts
- Before commence of any hot work like this, ensure to remove all combustible/flammable residuals inside/around the hole and nearby areas

Expected action from all

- Share this lesson learned among your Operation and Maintenance team and discuss the importance of thorough SJA, removal/cleaning of residuals/combustibles, performing inspection before approval and that you have adequate emergency response available
- Share this lesson learned with your approved Hot Work Contractors and discuss the importance of thorough SJA, removal/cleaning of residuals/combustibles, performing inspection before approval and that you have adequate emergency response available

Group HSE/ Lesson Learned Jotun Flex 03.12.2018



HSEQ shall be first on the agenda in all Management Meetings to ensure continual focus and attention. Issues to discuss are status from Internal Audits, safety walks, legislative issues, risk assessments, action plans, Objective/KPI status etc. Best practice is to have a “safety share” in all department meetings where daily safety issues are discussed. Best practice and lesson learnt are discussed and shared to the team member at daily morning meeting.

A Management review is conducted after every tertiary and/or annual reporting. The General Manager takes the lead and individual element owners discuss the progress related to their element and future actions to be taken to improve the HSEQ performance onsite. The follow-up actions and recommendations from the Management review are logged in the HSE action log and is monitored/reviewed routinely.

The site will present the HSEQ performance of the organization after every tertiary to all employees by displaying on the TV media and Notice Board. In addition, HSEQ function will report in the monthly HSE meeting with all operators.

6. **DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:**

- **Health Talks:**

The company conducted health talks every six months to educate health awareness and improve their lifestyle.



- **Fumes from Chemical and Medical Check-up:**

Fume is defined as an amount of gas or vapor that smells strongly or is dangerous to inhale (this was previously named as indoor VOC). The fume level in the factories will often be a mixture of different solvent types. Chemical risk assessment decide what types of solvents are expected to be present in the different areas. Fume-from-chemical monitoring is conducted yearly. Chemical risk assessment is communicated to the medical doctor/clinic together with exposure measurements and the medical check-up program is conducted yearly.



- **Sport Activities:**

Jotun Myanmar organizes sports like football, Zumba (local sports). Management encourages as well as participate with the employees. Sports activities are communicated to all employees and information is disseminated through notice board.



- **HSE Day:**

Jotun Myanmar Co. Ltd organized the HSE day yearly with attendance from all Myanmar penguins. Various activities such as Tree Plantation, Crisis Management Drill, Running Penguins, Buddy games, "I care campaigns" have been planned throughout the day. Crisis Management drill was conducted to review emergency preparedness of the unit. Emergency Response Team and Local Crisis Management team handled the crisis smoothly with the support from Bago firefighting and first aid departments. Some area for improvement were identified and local crisis management team will be taking actions to improve in the future.





THE PHILIPPINES

D'HOMEMAKERS CAFÉ

1. **BUSINESS INFORMATION:**

- **International business name:**
D'Homemakers Café
- **Address:** P-1 Ampayon Butuan City,
Caraga, Northern Mindanao
- **Tel:** +63 9189089713
- **Email:** p_siasoco@yahoo.com

2. **INDUSTRY (MAIN ACTIVITIES):**

Food Service

3. **OSH POLICY OF THE ENTERPRISE:**

Ensure Safety & Health System,
Practicing Good Housekeeping.

4. **INTERNATIONAL STANDARDS
IMPLEMENTED IN THE
ENTERPRISE (FOR EXAMPLE ISO,
SA 8000)**

Standard of 5S of Good
Housekeeping:

- Sort/Cleaning Up
- Systematize and Organize
- Sweep, Sanitize and Clean
- Standardize
- Training and Self-discipline

5. **INITIATIVES OR TYPICAL
IMPROVEMENTS ON OSH WHICH
THE ENTERPRISE IMPLEMENTED
IN ORDER TO PREVENT
OCCUPATION ACCIDENTS AND
DISEASES:**

- Commit and comply with the
requirements of R.A. 11058 and
Department of Labour and

Employment (DOLE) Department
Order 198-18, Its Implementing Rules
and Regulations and the Applicable
Provisions of the Occupational Safety
and Health Standards (OSHS)

- The duties as employers, employees
and other person are to make a place
of employment of workers free from
hazardous condition that are causing
physical harm to the workers but not
limited to those relating to
familiarization with their work
environment.



SINGAPORE

**WEE CHWEE HUAT SCAFFOLDING
& CONSTRUCTION PTE LTD.**

1. **BUSINESS INFORMATION:**

- **International business name:** Wee Chwee Huat Scaffolding & Construction Pte Ltd
- **Address:** 68 Woodlands Industrial Park E9, Singapore 757835
- **Tel:** +65 6899 8899
- **Fax:** +65 6788 8989
- **Email:** wch@wch.com.sg
- **Website:** wch.com.sg

2. **INDUSTRY (MAIN ACTIVITIES):** Scaffolding & Construction

The company is committed to constant improvement for its clients, industry, impact on the environment and benefits for the communities it touches. This means it is dedicated to excellence in people, safety, and innovation. So, while no two projects are ever the same, it is always ready to collaborate on even the most complex scaffolding and access needs.

- Temporary Access Solution



Scaffold Structure (Jurong Gateway)



Scaffold Structure (Nanyang Polytechnic)



Scaffold Structure (Singapore National Library)



Access Structure (Singtel Project)



Scaffold Structure (NOX)



Scaffold Structure (Singapore Flyer)



Scaffold Structure (Paya Lebar Quarter)



Scaffold Structure (Singapore National Art Gallery)

- Events Solution



National Day Parade Project 2019



Singapore Grand Prix (Formula-01) Project 2019



Singapore Grand Prix (Formula-01) Project 2019



Singapore Chingay Parade Project



Singapore Garden Festival Project (Garden by the bay)

- Training Provider



Metal Scaffold Erection & Dismantle Training (Theory Lesson)



Metal Scaffold Erection & Dismantle Training (Practical Lesson)

All newly employed workers go through a 6 months On-Job-Training conducted by our In-house professionals who are competent in this field.



Metal Scaffold Erection & Dismantle Training (Practical Lesson)

These trainings are conducted at our very own approved training centre.



Fall Experience Training (Theory Lesson)



Fall Experience Training (Practical Lesson)

Our world class training facility incorporates a unique feature which is the “Fall Experience”. This allows the trainees to have a first-hand experience of free falling.



1 Second Free Fall Experience Training (Practical Lesson)

3. OSH POLICY OF THE ENTERPRISE:





5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- First Aid Training: First aid trainings are provided for all staff by its very own certified first aiders. The company covers first aid protocols for common situations encountered in the industry. It is essential for all its workers to have basic knowledge on first aid.



-
- Ergonomic Training: Wee Chwee Huat Scaffolding & Construction Pte Ltd never compromises on its staffs' welfare. As most of its management staff spend a lot of time sitting at their desks every day, it engaged an external vendor (Exodus) to ensure that it had an ergonomic workspace to keep them comfortable and injury-free.



- Risk Assessment Training: At Wee Chwee Huat Scaffolding & Construction Pte Ltd, it believes in prevention before cure. Moreover, since the workers are exposed to several hazards at workplaces, it never fails to assess before committing to any task by performing risk assessments. As such, all management staff are required to be trained in conducting risk assessments. These trainings are conducted by the senior management staff that are competent in risk assessment.



- Rescue after a fall training: In its scope of work, working at height stands as a prominent factor. As such, there is a huge risk of falling from height. The rescue after a fall training is essential as it gives the assurance of always being prepared. This training is conducted at its very own training centre by its staff who are competent in Rescue after a Fall.



- Fall Experience Simulator: Wee Chwee Huat Scaffolding & Construction Pte Ltd is the one and only company in Singapore that has a Fall Experience Simulator, which has been incorporated in its training programme. The Fall Experience Simulator is to allow provision of realistic training experience for participants to understand and embrace the happenings of unpredictable scenarios that occur during Work at Height.





- Fire Drill: Wee Chwee Huat Scaffolding & Construction Pte Ltd is always prepared for any emergency. It conducts fire drills at its premises at least twice a year. This is to promote an attitude of awareness whereby all staff will react orderly and calmly when confronted with fire or other emergency at the office and warehouse premises.



-
- **Mass Toolbox Meeting:** During its mass toolbox meetings held once every month, all workers are gathered to address key events and occurrences for the particular month. Some of the topics addressed would be social gatherings, upcoming projects, key incidents/accidents and violations at workplaces. This is key as it helps to keep the whole company in the loop and ensure none get left behind. Also, the company recognises the efforts of its workers by giving out safety awards every month.



- **Workplace Safety & Health / Risk Assessment (WSH/RA) Meeting:** The WSH/RA meeting is held once a month for the members of the safety committee. During these meetings, key safety violations, changes in regulations, improvements to be made, Safe Operating Procedures (SOPs) and risk assessments for various tasks are discussed.



- **Health Screening (Audiometry):** The audiometry test is an initiative by Wee Chwee Huat Scaffolding & Construction Pte Ltd to take care of workers' health. This test is done once every 2 years to ensure workers hearing is normal and not deteriorating due to noisy working environment where it may lead to Noise Induced Deafness (NID).



- Site Inspection: Site inspections are conducted regularly at all work sites to ensure the scaffolding structures are sound and stable. It always takes additional precautions to prevent any accidents from occurring. This is also done to identify follow up measures for any change in work environment or condition.



6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- Team Building Activity – Batam Trip 2019: Wee Chwee Huat Scaffolding & Construction Pte Ltd have not only been actively focusing on work and KPI set for each work year, it also ensures to have fun and cater time to bond with each other through outside activities. One such example was the Batam Trip which involved Higher Management team and Middle management team. It was a 3D2N trip with team building activities, sumptuous Indonesian cuisine, visits to temples, coffee factories and shopping spree. The organising committee within its management put up an enjoyable trip for all to rest and relax. The trip allowed employees to know one another deeper and an opportunity for those who do not travel often.



- Team Building Activity – Pulau Ubin Camping Trip: Wee Chwee Huat Scaffolding & Construction Pte Ltd also emphasises on outdoor activities in the woods and nature. It always wants to have a versatility among the things it does, and our efficient team never fails to organise variety of outings for all to enjoy. Singapore being a small nation and mostly urbanized with high rise buildings and infrastructures, the committee arranged to spend some time in the nature. Pulau Ubin, is an island situated in the northeast of Singapore and a ferry from the jetty can get to the island. There are trails for cycling, humble coffeeshops and campsite to rest and relax. The team invaded the island and stayed over 1 night. There were its own tents to pitch, campfire burning through the night, prepared food at the campsite itself, games and sing-along session.



-
- Corporate Social Responsibility – Cheshire Home Visit: At Wee Chwee Huat Scaffolding & Construction Pte Ltd, it believes in going beyond the core mission of commitment to WSH in building a safe and healthy work culture through Culture SAFE. It is committed to contributing back to the society in a focussed manner, tapping on its strengths, expertise, and people to make a positive difference, with the most precious resource – Time. It allocates 2 days in a year to contribute its time. It believes that serving its time to the underprivileged would be much more meaningful, as such, it has chosen Cheshire Home.

The main objective is to ensure the residents at the home gets affection, care, and concern during visits. Spending time, catching up with their life stories and assisting to their needs are also its priority. It also did a mass dance, singing session as a variety programme along with its extended volunteer group. The company hopes it can continue to serve more, with more varied community programmes and aims to keep this initiative on-going contributing more than what is expected.



-
- Health for Life Program – Straits Times Run: In Wee Chwee Huat Scaffolding & Construction Pte Ltd, it has implemented a variety of custom-designed health promotion programs to assist in the prevention of chronic disease and the promotion of a healthy workforce.

Workplace health and wellbeing programs not only have real potential to positively influence the health of workforce, but they also make good business sense – increasing employee engagement and team cohesiveness in the short-term, and leading to reduced absenteeism, increased productivity and improved corporate image in the longer term. It is committed to build the capacity of workplaces to develop and implement programs, policies, and practices that lead to healthy environments and sustained employee healthy lifestyle changes. Priority objective areas are increased physical activity; healthier eating and drinking; smoking reduction/cessation; reaching and maintaining healthy weight; and improved social and emotional wellbeing. It actively participates in marathons to push the limits and be rewarded with medals and finisher tees.



-
- Nutrition Program – Fruit Day: In Wee Chwee Huat Scaffolding & Construction Pte Ltd, it emphasizes healthy lifestyle not only through recreational activities, but also through proper diet. Nutrition is essential for growth and development, health, and wellbeing. Eating a healthy diet contributes to preventing future illness and improving quality and length of life. The nutritional status is the state of health as determined by what is eaten. Good nutrition is an important part of leading a healthy lifestyle. Combined with physical activity, the diet can help to reach and maintain a healthy weight, reduce risk of chronic diseases (like heart disease), and promote overall health. To encourage such practise, it ensures to have fruits day twice a month. This practise not only allowed healthy eating it also boosted workers morale vastly. They have taken own initiatives to include more fruits and vegetables in their day-to-day meals.



- Racial Harmony Activities – Multi-Racial Celebrations: Living in a multi-racial community, the company is grown in different ethnic community where its work environment is no exception. The perks on such a community allowed them to understand different cultures and customs. In Wee Chwee Huat Scaffolding & Construction Pte Ltd, other than basic Singaporean cultures such as Chinese, Malay and Indians, it has foreign colleagues from the Myanmar, Bangladesh and India. With a mixture of ethnicity, it celebrates the events in its office. Trying out traditional outfit, special delicacies, sumptuous food of the community and sharing on individual cultures are done. This does not bring them close and knitted but also allow the team to be sensitive and tolerable to different practice or customs.



In order to better interact with the workers, Wee Chwee Huat Scaffolding & Construction Pte Ltd developed a mentorship program to open their arms to allow workers to be comfortable with the management. It appointed middle management representatives to form teams of 10 to 15 workers. Monthly once, the individual teams will come together to carry out an activity. It can be as simple as having a coffee session together or going out for a run. The main idea of the program was to allow a platform to share about their personal lives back in

their countries. It is not easy for them to be away from their families and work here for a living. The sacrifices and their mental health are priority and through such programs, the management can get to understand the workforce. They are working colleagues when it comes to work, but they also embrace them as family members and share their happiness and sorrows.

- Social Bonding – Outing for Leisure: Wee Chwee Huat Scaffolding & Construction Pte Ltd grew over the years not only with its hardworking attitude but also ensured the well-being of its people in the organization. Like the saying goes, “Work Hard, Play Hard”, it all plays it well and enjoy life together. The example would be outing to the Universal Studios, where everyone enjoyed the rides and chill day together with fun and laughter. Another outing was a sumptuous lunch at a Korean Restaurant and followed by a movie at our newest shopping attraction, Jewel, along with the elegant Changi Airport. It’s not always an extravagant outing for us all the time and such simple activities are good enough to get minds off work and return back to it all energised.



- Innovation Program – Sure-Safe Method



Wee Chwee Huat Scaffolding & Construction Pte Ltd always place high importance on ways to improve and strengthen the safety process and procedures. With the daily operation involving erecting and dismantling of scaffold, it is facing risk constantly. It is the responsibility to ensure it reduces the risks that it is exposed to. After series of planning and strategizing our strengths, they decided to prepare each worker to perform more than the regulation requirement. This will boost the workers morale and motivate them to work efficiently as safety is the first priority. However, everyone under company needs to understand the new WCH minimum standards procedures and to follow up accordingly. This will help to establish and improve WSH practice and provides reasonably practicable guidance on maintaining safe and healthy workplace. It is proudly called the “Sure-Safe Method”. With the implemented method, it can eliminate falling hazard. On every lift, it is now a compulsory requirement to have double guardrail where it is maintained at 1m at all times.

- Innovation Program – Eazy Push Trolley



Wee Chwee Huat Scaffolding & Construction Pte Ltd has expectations and standards when it comes to work quality. It has groomed its workforce to always look beyond statutory and regulations for work performance. One such innovation was to implement the Eazy Push Trolley. During a safety inspection, it was identified that there were difficulties transferring materials from point A to B manually. Thus, the matter was raised to the management during the monthly WSH/RA

committee meeting. The innovation team act upon it and came up with a trolley that was able to transport materials quicker and with less efforts than the usual way or carrying it manually.

During the trial, workers were given the opportunity to use the trolley on sites. Workers were contended as it allowed them to save time and effort. Their productivity was improved compared to manually transporting the materials. Allocation of resources can now be

optimised with better efficiency. It can be handled by one man to move the trolley from point to point. It also allows to transport the materials up and down the elevators easily without hassle. This implementation allowed to eliminate the ergonomic hazard. With such positive feedback, its management implemented it and constructed the trolley for the workforce to use.

- Innovation Program – Catch-Platform: Wee Chwee Huat Scaffolding & Construction Pte Ltd have not always been a scaffold builder but a solution provider for its clients. Safety is paramount not only considering the direct scaffold concepts or way of work. The unique and challenging environment should be considered, and assurance is needed to be given to its clients that all will be in order. One such example will be the Catch-Platform. The Catch-Platform acts as a safety net to catch any objects or existing structures that might fall of the roof or open edges.

The innovation team brainstormed to eliminate such mishaps. A training programme for the workers to practice and familiarise with the proper methods of anchoring the catch platform was conducted. The clients further encouraged the idea, they requested for catch platforms to be done at sites which are challenging to change out the antenna. The engineering control allowed to eliminate falling hazard. Having to improve the safety with customer satisfaction was a win-win. With all the positive feedback taken, the management decided to implement this innovation.



- WSH Awards – BizSAFE Exemplary Award



BizSAFE Exemplary Award is awarded to companies who have attained bizSAFE Star, a safety standard under the WSH council of Singapore and exhibit outstanding WSH performance and standards in the industry. Wee Chwee Huat have consecutively achieved the award from 2016 till 2020. It also achieved the Golden Award in the year 2018, an award given to companies who have attained the award for 3 years continuously. Other than the development of the company as a whole, WCH believes in raising potential individuals who are exemplary in their role in this company. Along with the awards achieved, it has individuals who have attained the prestigious bizSAFE Champion Award from 2017 to 2020. This platform recognizes individuals who have played an essential role in route of the company's attainment of growth in terms of safety.



THAILAND

**NAWA INTERTECH COMPANY
LIMITED (NIT)**

1. **BUSINESS INFORMATION:**

- **International business name:** Nawa Intertech company Limited (NIT)
- **Address:** 130/3 Moo 3 Nonglaloek, Baan khai, Rayong 21120, Thailand
- **Tel:** +66 3889 2190-9, +668 4751 6992, +669 2274 5274, +668 13770621
- **Email:** chaiwjea@scg.com , nattapik@scg.com , suchanus@scg.com
- **Website:** <http://www.nawaintertech.com/>

2. **INDUSTRY (MAIN ACTIVITIES):**

Nawa Intertech company Limited (NIT) was established on December 11th, 2003, with registered capital of 40 million baht for metal and plastic molding business such as Injection mold, Extrusion die, Forging die and the other metal parts or equipment of automobile and industry. In addition, it is considerably accepted by the leading manufacturers both domestically and abroad.

Nawa Intertech company Limited (NIT) has been being the subsidiary of the Siam Cement Group for over 30 years. It has the capabilities of development of mold design and manufacture with advanced technology, both engineering software and machinery, including the continuous enhancement of its employees' skills by providing them with advanced technology and knowledge from Japanese experts as consultants.

Additionally, because its teams often have chances to study and develop their mold making skills at KUBOTA, Japan, molds produced by Nawa Intertech company Limited (NIT) absolutely have good quality and meet customer requirements. In 2006, it has been certified for mold manufacturer who produces mold and die that have good quality in accordance with ISO standard 9001-2000 from SGS (Thailand) Cert. No. 867/06.

- Mould



- Forging Die



- Extrusion Die



- Part



- Automation



Automated Guided Vehicle (AGV)



3Axis Robot



Dustless Cutting Machine

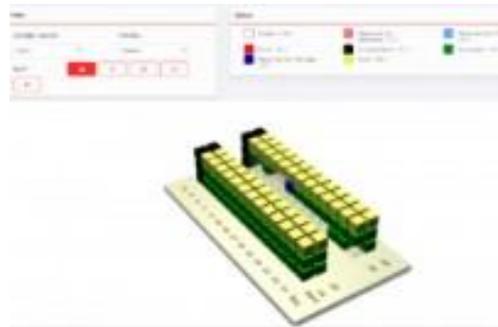


Automated Storage/ Retrieval System (AS/RS)

- Software



WISE (Warehouse Management System)



3. OSH POLICY OF THE ENTERPRISE:

Occupational Safety Health and Environment Policy

To enable the business operations for sustainable development, Nawa Intertech Co.,Ltd, has set policy and operational targets for 2020 as follows:

1. Improve safety and occupational health management system to ensure safety and occupational health risks are controlled by understanding and commitment people for incident-free organization with the following goals
 - 1.1 ZERO Injury and occupational health illness and disease
 - 1.2 ZERO Motor Vehicle Accident
 - 1.3 ZERO Distribution Accident
 - 1.4 ZERO Factory Incident
2. Improvement of Eco-Efficiency from organization's activities in various dimensions based on circular economy concept and the prevention of climate change Follow the Eco Factory and Green Industry guidelines.
3. Apply compliance management system with all operations in order to strictly comply with Safety and Environment laws and regulations by aiming to achieve zero non-compliance target throughout the organization.
4. Promote and support employees and business partner's commitment to social responsibility by zero community complaint target.

Issued on Jan 01, 2020

Nawa Intertech Co.,Ltd.



(Mr. Suthad Sinsuesatkul)
Managing Director

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- Acquired ISO 9001:2015 Design and Manufacture of Moulds and Dies Certificate (SGS)
- Acquired ISO 14001:2015 Design and Manufacture of Moulds and Dies Certificate(SGS)
- Acquired OHSAS 18001:2007 Design and Manufacture of Moulds and Dies Certificate (SGS)
- TGI (Thai - German) Institute
- Ministry of Industry Thailand: Green Industry Level 4 Award
- Ministry of Industry Thailand: 3Rs and zero waste to landfill
- Ministry of Industry Thailand: QC Award
- Thailand Green House Gas Management Organization: Carbon footprint for Organization (CFO)
- Ministry of Labour of Thailand: SHE Award 6 Years Continuous.
- SCG Safety Award 5Years Continuous
- SCG Safety Framework Level4
- CSR-DIW 4Years Continuous

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- a) Process Safety Management in Element of Operating Procedure and Safe Work Practice
 - Permit to work (PTW)
 - Hot work
 - Working at height (WAH)
 - Lock out tag out (LOTO)
- b) Industrial Hygiene Management System
 - Health Risk Assessment
 - Industrial Hygiene Measurement
 - Industrial Hygiene Survey
 - Medical Surveillance
- c) Distribution Safety Management System
 - Driver Competency
 - Truck Management
 - Journey Management
 - Emergency Response

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

Operating Procedure and Safe Work Practice Step to Implementation:

- Kick off and Training Safe work practice Standard



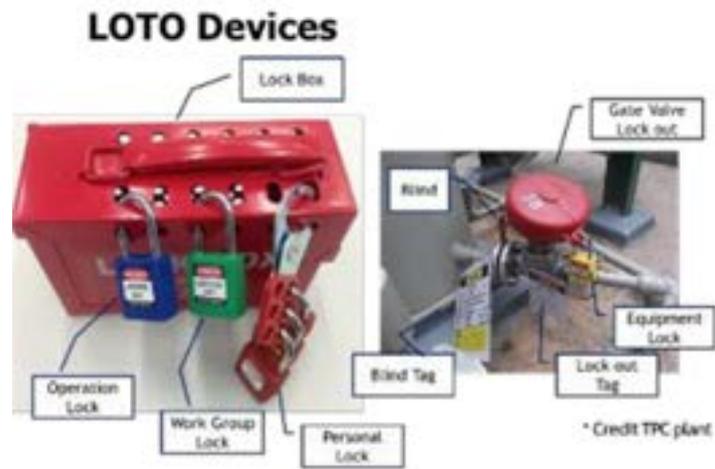
- Diagnosis Existing Procedure in company



- Work Shop Review by committee



- Dry run Training to Committee



- Training All Employee and get feedback



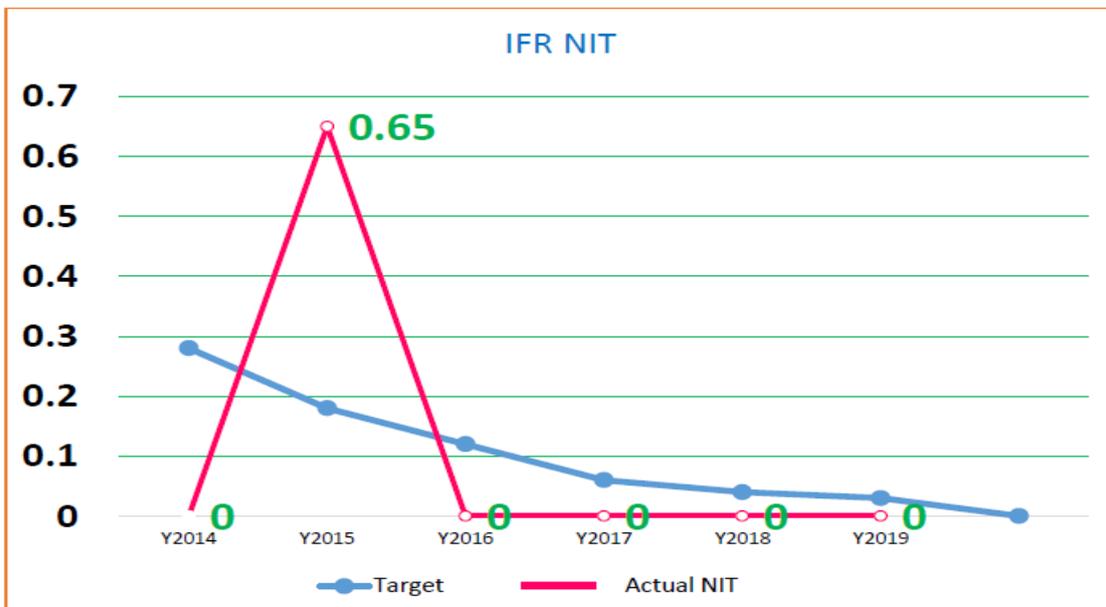
- Go live New Standard



- Critique/Audit for Sustain System



The Result of Injury Frequency Rate (IFR) achieved zero





VIET NAM

DAU TIENG RUBBER CORPORATION

1. BUSINESS INFORMATION:

- **International business name:** Dau Tieng Rubber Corporation
- **Address:** Dau Tieng town, Dau Tieng district, Binh Duong Province, Viet Nam
- **Tel:** +84 274 3561 479
- **Fax:** +84 274 3561 789
- **Email:**
vanphong@caosudautieng.com.vn
- **Website:**
<https://caosudautieng.com.vn>

2. INDUSTRY (MAIN ACTIVITIES):

The main tasks of the company are replanting and tapping rubber trees, buying field latex from smallholders, processing and selling natural rubber; cutting, processing and trading in wood products; entering into joint ventures to build industrial parks, hi-tech agriculture zones and engaging in other trades.

3. OSH POLICY OF THE ENTERPRISE:

Based on its long-term tradition of cooperation with local people and authorities, Dau Tieng Rubber Corporation has well implemented social responsibilities, ensured good labour safety and hygiene for its workers, and continued its important role in supporting socio-economic development where the company is located.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

Dau Tieng Rubber Corporation is certified as compliant with management systems such as FSC FM/CoC (2011-2016), ISO 9001:2015, ISO 14001:2015, ISO 17025:2017, VFCS: 2019 for sustainable forest management. The company is applying ISO 45001:2018 for occupational health, safety to be certified in May 2020.

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- The initiative of Emergency stop system for creepers to prevent labour accidents: the safety cable system has been installed to impact on the emergency stop control circuit of the creepers and conveyor belts. During the operation if the system detects a trouble from any creeper or conveyor belt, any worker can jerk the safety cable to activate the emergency stop system right at the working position.
- The initiative of improving the nozzle of the rubber tree disease sprayers: When spraying fungicides or pesticides into high branches of rubber trees, workers must use a long pole to put the nozzle to the branches affected by the

- disease. The drug (fungicide or pesticide) from the nozzle may flow from the pole back to the workers' hands and/or the sprayed drug may fall onto the workers' body. Based on the actual work, the workers have come up with an initiative to improve by fitting a circular plastic piece of 10cm in radius to the head of the spraying handle (under the nozzle), which prevents the drug from flowing downward to the spraying handle and falling onto the workers' body.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:



Action month for labour safety, hygiene



OSH training





Labour protection



Attend the occupational safety and health contest



**Company Profiles of
4th ASEAN-OSHNET Awards
Excellence Awards
2022**



BRUNEI DARUSSALAM

MEGAMAS TRAINING COMPANY SDN. BHD
(MEGAMAS)

1. **BUSINESS INFORMATION:**

- **International business name:** Megamas Training Company Sdn. Bhd. (Megamas)
- **Address:** Lot 3593, Simpang 26, Jalan Mumong / Kuala Balai, Kuala Belait, KA1132, Brunei Darussalam
- **Tel:** +673-3332800
- **Fax:** +673-3332845
- **Email:** info@megamas.com
- **Website:** www.megamas.com

2. **INDUSTRY (MAIN ACTIVITIES):**

Health, Safety and Environment (HSE) training and consultancy services

3. OSH POLICY OF THE ENTERPRISE:

MEGAMAS TRAINING COMPANY

HEALTH, SAFETY & ENVIRONMENTAL POLICY

Megamas Training Company Sdn Bhd

- To provide a safe working environment and protect the welfare of staff and all persons affected by our activities.
- Ensure high standards of quality and competency-based training.
- Provide competent training staff to undertake the work.
- Provide and maintain safe plant and equipment for doing the work.
- Set targets for continuous performance improvement and measure, analyse, report and award performance accordingly.
- It is the duty of every employee to report any unsafe act or unsafe condition.
- Prevent environmental pollution within our premises.
- Reduce all sources of waste.



MEGAMAS



Hajah Khadijah C. A. Mohamed, Managing Director
January 2021

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000): ISO 9001:2015



5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- INTERVENTION

Megamas fully practices and adapts the workplace safety and health intervention culture. This intervention culture is called 'PAKAT' which stands for Plan, Assess, Keep Looking, Agree Action and Take Note. This intervention is crucial as it not only promotes a positive safety culture, but also serves to stop any unsafe acts, potential dangers or accidents from happening. During intervention, the involved individuals are also properly briefed and educated so they are able to understand the situation better. The PAKAT can be conveniently submitted via written forms or online. Monetary rewards are also given monthly to employees for the best PAKAT of the month.

- TOOLBOX TALKS

Megamas practices the Toolbox Talk meeting every morning before any work and training commences. This is to ensure that all employees are working safely by participating in safety activities, and have an opportunity to discuss hazards/controls, incidents, and accidents, and most importantly, to be aware of all the activities that will

take place in the premises on that day so that control measures can be taken.

- SAFETY TIMEOUT AND BRIEFINGS

Megamas conducts annual Safety Briefings involving all staffs usually in conjunction with the 'World Safety Day' to share about the theme of that particular year - normally a crucial safety issue and its control measures. Safety Timeout are also carried out at request by our business partners to all staff members, normally due to critical and fatal safety workplace incidences or breaches by sharing the findings and takeaway. These safety briefings are very important to every staff member, so they are aware and kept up to date on any incidences and how to better avoid and prepare themselves from any undesired incidences.

- Monthly Inspection

Every month, Megamas managers are tasked with conducting an inspection on its premises. This is to ensure that the workplace is constantly being inspected so that any defects or issues can be picked up and rectified. This is also a fail-safe method whereby issues which has been unintentionally overlooked can be picked up by other managers who has a different perspective due their expertise and backgrounds.

- **HOUSEKEEPING**

There is an assigned Housekeeper in every single room and location at all Megamas premises. The nominated housekeeper for a particular area is usually an employee who is stationed there, be it their office or their training facilities. The Housekeeper's photo and contact number are clearly displayed on the wall for easy identification by all staffs, visitors, and participants. There is also a Housekeeping Report form available next to it, so that anyone utilizing the room/area is able to fill in to report any issues or provide suggestions for improvements. This is to ensure that the room/worksite is always kept in a safe and tidy manner, free of risks and more importantly as a conducive and comfortable area for those utilizing it.

- Intervention – Online submission and Monthly Intervention Award



6. **DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:**

- Toolbox Talk



- Emergency Response Team



- Safety Time Out / Briefing



-
- Monthly HSE Committee



- Road Safety Check



- Emergency Drills



- Blood Donation Drive





CAMBODIA

OLIVE APPAREL (CAMBODIA) CO., LTD

1. BUSINESS INFORMATION:

- **International business name:** Olive Apparel (Cambodia) Co., Ltd
- **Address:** National Road #3, Phum Prey Kambot, Sangkat Chaom Chao, Khan PosenChey, Phnom Penh, Cambodia
- **Tel:** +855 12 379 293
- **Email:** suawlian@oliveapparel.com
- **Website:** www.ramatex.com

2. INDUSTRY (MAIN ACTIVITIES):

Woven, Shirt, Sportwear

3. OSH POLICY OF THE ENTERPRISE:

“Corporate Health and Safety Policy” & “OHS Manual”

- To maintain CoSMA level 3 and continue scoring the CoSMA maturity level.
- To achieve Workplace Safety Facilitator (WSF) 1% by 2025
- To comply with Machine safety requirements and achieve 100% safe machine goal by 2025.
- Zero work-related fatality year to year
- Reduce injury 5% year to year
- To achieve Industry Hygiene assessment foundational score and qualify IH responsible person meet expectation level.
- The compliance performance expectation is to meet minimum “BRONZE”.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- Factory has implemented ISO 45001/2018 and ISO/PAS 45005/2020 (OHS Management System _ Guide for safe working during the COVID 19 Pandemic).



5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Conduct Training to all workers on HSE Policy and evaluate the workers to ensure that they well understand after training.
- Organize the HSE Committee and Role and Responsibility
- Conduct weekly meetings for HSE Committee to identify workplace hazards and take preventive action plan.
- HSE team have conducted weekly inspection audits.
- Daily near-miss reporting system through WeChat group, telegram, and WhatsApp.
- HSE sign campaign & Encouragement Sign.
- Suggestion/grievance box system to encourage workers to submit suggestions.
- Annual employee's well-being (EWB) survey.
- Internal audit.
- 6S, Kaizen and Hoshin Kanri
- Culture of Safety Maturity Assessment.
- Risk Assessment and Job Hazard Analysis.
- Accident investigation.
- Emergency drill practices in every 6 months.
- First aid and Fire Fighting team annual training.
- Aids and drug annual training.
- Sanitation annual inspection by Ministry of Health.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- Building Inspection - Certified by third party: The structural inspection checks the structural integrity and safety of buildings and determine if the materials are appropriate and comply with specific standards to make sure specific safety standards are in place for buildings.



- Annual First Aid Training: The training activity was conducted by the professional trainers from the ministry of health to the first aiders in order for them to get full knowledge of first aid activities and get ready for the emergency case.



- Fire Fighting Training and Fire Evacuation Drill: The Fire Fighting Training and Fire Evacuation Drill have been conducted twice per year by the local fire police department and is unannounced to all employees/workers. The Employees shall receive the training to understand the Fire hazards and use of firefighting equipment, the emergency routes, exit and role and responsibility.



-
- Annual Training and Examination for workers about the workplace safety and HSE policy: the factory has maintained and administered the procedure and Conduct training to ensure all employees/workers are trained and adhere to the policy.



- General workplace safety: the facility is free from hazards that are causing or are likely to cause death or serious physical harm to workers. The Workspace with minimum 11 cubed meters (37 cubed feet) per employee to ensure that all areas where employees and contractor work or travel are kept clear of hazards.



- Monthly HSE Committee meeting: The HSE committee meeting and inspection was conducting in monthly basis to enhance and strengthen the OSH implementation ensuring the compliance to Cambodia laws and Customer's requirement.



- Weekly Fire Safety Devices Maintenance: Fire safety device have been maintained regularly to make sure all devices are working effectively all of the time.



- Safety Roads Training and transportation in collaboration with AIP foundation and Local Safety and Traffic Department: The training provided the worker the chance to learn and share experiences in their knowledge on risks of unsafe behavior and conditions on the road and the worker's rights, including being able to travel safely to and from work. Increasing awareness on this important issue and highlighting the safety improvement needed to prevent commuting crashes is an important part of ensuring decent work conditions for workers.



- Safety Engagement and Safety Culture Talking: The activities of managers, supervisors and leaders have built up the safety engagement and safety culture by talking to the employees.





INDONESIA

**PT. PETROSEA TBK. –
PETROSEA SUPPORT FACILITIES**

1. BUSINESS INFORMATION:

- **International business name:** PT. Petrosea Tbk. – Petrosea Support Facilities
- **Address:** Petrosea Support Facilities, Jl KM 5,5 RT 14, Kelurahan Kariangau, Balikpapan Barat - Kota Balikpapan, Kalimantan Timur 76134
- **Tel:** +62 542 762 299
- **Fax:** +62 542 760 660
- **Email:**
corporate.communications@petrosea.com
- **Website:** www.petrosea.com

2. INDUSTRY (MAIN ACTIVITIES):

Petrosea Support Facilities (PSF) was established in 2015 and its area currently has been expanded to ±4.6 HA, with 613 employees (include traineeship & trades enhancement). PSF is designed as central support facilities for all Petrosea's core business – Mining Services, Oil & Gas, and Engineering Construction. Below are the main activities in PSF in term of support business function:

- Components rebuild workshop and testing (internal & external client)
- Refurbish workshop and Fabrication
- Site support crew (fleet management)
- Logistic and port operation
- Training Centre

3. OSH POLICY OF THE ENTERPRISE:

The Management and employees of PT Petrosea Tbk are committed to prioritize Safety, Health, and Environment (SHE) in entire aspects to provide innovative support to be a leading Service provider in Mining, Oil & Gas and infrastructure.

We are committed to provide safe and healthy working conditions for the prevention of work-related injury and ill health to the employees, subcontractors/vendors, community, and visitors as well as preventing pollution and protecting environment for sustainable resource use, climate change mitigation and adaptation, and protecting biodiversity and ecosystem because of business processes by the implementation of Safety, Health and Environment Management System. We are also committed to the Operational Safety (OS) through the maintenance and safety of facilities, infrastructures, installation and equipment, fulfilment of technician competencies, evaluation of technical review report and continuous operational safety improvement to prevent damage to asset, equipment, properties, stoppages of production and to create a safe, efficient, and productive operation.

As form of commitment to SHE Management System, we place SHE as company value with key behaviors:

1. Take responsibility for our own SHE and those around us

2. Preserve the environment and community where we are working
3. Consider the safety of every work process and speak up when the safety and health aspects are not in line with company standards.

We state an ultimate SHE goal toward Zero Harm to People, Community and Environment, and establish SHE Objective and its frame which shall be achieved and consistent with the SHE Policy, be measurable or capable of performance evaluation, take into account applicable requirements, the results of the SHE assessment of risk and opportunities, the result of consultation with workers, be monitored, communicated and updated as appropriate, in order to maintain commitment to continually improve the SHE and Operational Safety Management System and Performance.

We are committed to fulfil Legal and Other requirements, and systematically control, minimize and eliminate hazard and reduce the risk of injury and illness including its injury and illness management, financial loss, impact to operations and environmental damage, and to ensure sufficient manpower along with their competencies, financial support, proper technology, and the use of provided Personal Protective Equipment, and the readiness to respond to any emergency situation impacting to people, the environment, equipment, properties and other

company asset. We also ensure each individual work only under fit-for-work condition, not in sickness, under influence of alcohol and/or any illegal substances/drugs.

We are committed to establish, implement, and maintain a process for consultation and participation of workers, subcontractor/vendors and visitors at all applicable levels and function, and workers representative in the development, planning, implementation, performance evaluation and actions for improvement of the SHE Management system.

The President/Director of PT Petrosea Tbk. is accountable for ensuring that this policy is implemented throughout the company operations. This Policy is communicated throughout, interested parties, and communities as per request and will be reviewed every four years or when any changes require to review the Policy.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- ISO 45001:2018 – Occupational Health & Safety Management Standard
- ISO 14001:2015 – Environmental Management System
- ISO 9001:2015 – Quality Management System

- ISO 37001 – Anti Bribery System
- ISO 55001:2014 – Asset Management (to be certified end of year of 2022)

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

To prevent the occupation accidents, PT Petrosea Tbk. implemented several leading programs that coverage in Digital System called SHEPRO accessed on mobile phone application and web base, such as (but not limited to):

- Plan Task Observation
- Hazard observation
- Behavior-Based Safety
- OHS Inspection in multi-level; Pre-use and pre-start check inspection, Daily workplace inspection, Maintenance & Manager Inspection, Senior Management Inspection, Tools & Equipment Inspection (monthly, quarterly, yearly), Safety & Emergency Regular Inspection
- Self-assessment to identity the effectiveness of safety controls for high-risk activities called Fatality Prevention Assessment

In order to prevent some specific hazards and risk based on specific business of Asset Management which majority involved hands-on task by the trades, PT. Petrosea Tbk. have a

specific initiative on Safety Controls such as:

- Hand injury control protocols (HICP) & Eyes on hands program
- Flying object controls
- Body control technique
- Works with energy
- Fit for work monthly assessment

Employees health (physically & mentally) is the high concern to maintain in PT. Petrosea Tbk. by implementing initiatives to prevent occupational diseases as following:

- Work environment (industrial hygiene/occupational health) measurement twice a year; physical, psychological, biological, and chemical hazards.
- Rapid entire body assessment (REBA), Rapid Upper Limb Assessment (RULA)
- Annual Medical Check-up (MCU) and close monitoring MCU followed up for any finding
- Provide more supporting tools and equipment to minimize manual handling
- Occupation health campaign and education to enforce the employees to increase their own-health awareness, and to proactive control on the spot in the hospital by using multi-insurance provided by PT. Petrosea Tbk; KPJP (Petrosea Insurance for out-patient treatment, Cakrawala Insurance for in-patient treatment, BPJS for back up Insurance)

PT. Petrosea Tbk. have initiatives on creating OHS Spirit called SEPAKAT (Selamat Pakai Hati) that have a meaning as commitment of safety form inside-out or from the soul-

awareness of anyone working with Petrosea, then details of how to implement was described in guideline “Employees Safety Rights” in Company Regulation.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

	
<p>SHE Weekly Safety Meeting</p>	<p>Job Hazard Analysis</p>
	
<p>Man Cage Permit Controlling</p>	<p>Plan Task Observation</p>
	
<p>Personal Protective Equipment Compliance</p>	<p>Hand Injury Control Protocol</p>



Pre-job Rriefing



Positive Behavior Recognition



Barcode check for competencies & authority



Industrial Hygiene/OH Measurement



MALAYSIA

**FGV PLANTATIONS (M) SDN BHD
LADANG SAHABAT 11**

1. BUSINESS INFORMATION:

- **International business name:** FGV Holdings Berhad
- **Address:** FGV Plantations (M) Sdn Bhd, Ladang Sahabat 11, Peti Surat No 100, Pos Cenderawasih, 91150 Lahad Datu, Sabah, Malaysia
- **Tel:** +6089-811370
- **Email:** fpsb.377@fgvholdings.com
- **Website:** <https://www.fgvholdings.com>

2. INDUSTRY (MAIN ACTIVITIES):

The Palm Upstream business is the largest revenue generator and forms the core of the FGV Group. In Malaysia and Indonesia, FGV manages a total landbank of 439,051 hectares and 67 palm oil mills to produce approximately 3 million MT of CPO per year.

In Malaysia, the company has 219 estates located in Selangor, Perak, Pahang, Negeri Sembilan, Johor, Terengganu, Kelantan, Sabah and Sarawak. Meanwhile in Indonesia, the plantation activities are focused in 5 estates located in Central and West Kalimantan. Currently, FGV owns 67 mills across Malaysia, processing over 14 million MT of Fresh Fruit Bunches (FFB) annually, where two-thirds of the FFB are sourced from FELDA settlers and independent smallholders.

3. OSH POLICY OF THE ENTERPRISE:

HEALTH AND SAFETY POLICY STATEMENT



FGV HOLDINGS BERHAD

As a leading corporation in Malaysia which aspires to be among the top agri-business companies in the world, FGV Holdings Berhad (FGV) is committed to delivering value to our stakeholders by operating in a sustainable and responsible manner.

This includes providing a safe and healthy workplace to balance business objectives. In line with this, FGV undertakes to:

- comply with all relevant Health and Safety laws, regulations and other requirements;
- manage Health and Safety risks and allocate appropriate resources to reduce or eliminate incidents, accidents, occupational poisonings and work-related illnesses;
- ensure all employees, workers, contractors and visitors adhere to FGV's health & safety requirements whilst at FGV premises;
- inculcate Health and Safety awareness among all employees and interested parties and cultivate an Occupational Safety & Health (OSH)-centric culture;
- enjoin customers, business partners and third party providers of goods and services to support Health and Safety objectives & programmes; and
- adopt continual improvement measures to enhance the performance of FGV's Health and Safety management systems in line with global best-practices.

Dato' Mohd Nazrul Izam Mansor
Group Chief Executive Officer
Date:

Document No : FGV/GR/MSQ/POL/001
Revision : 6.0

FGV/GR/MSQ Rev 3.0

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

ISO 45001:2018

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Part of FGV Plantation turnaround strategy is to improve its business operations focusing on enhancing productivity, optimise production cost, minimise losses, removing wastages resulting in an improved quality of products and standardised processes across its value chain. Model Plantation Concept is a part of an improvement initiative to be “Brilliant at Basic” for the Plantation Sector’s Upstream and Downstream operations; whereby Model site approach will be created, following by replication across the sector. The focus shall be on 3S concepts: Strengthen, Standardise and Sustain. The project focus on the direct impact on Productivity Numbers, Quality & Cost.

MEMP will adopt Project Management and employs suitable methodology and approach throughout the project duration with specific deliverables and timelines. Key areas to be addressed include but not limited to the following:

- a) **Work methods:** Structured work method, best develop practices, process control, supervision, sustainability practices (MSPO, RSPO, GAP, GMP etc)
- b) **Quality:** Process and Product Quality

- c) **People:** Right people, right skills, competency
- d) **Working Environment and Governance:** Discipline oriented, collaborative, accountability, quick decision making, risk management
- e) **Technology:** In-field mechanization, Big Data 4.0, Efficient Technology
- f) **Corporate Identity:** Branding
- g) **Security:** Physical and Dynamic
- h) **Legal Compliance:** Safety & Health, Environment, Housing, Welfare

Health, Safety & Environment Initiative and Improvement for Model Plantation Concept

No	Sub-initiatives	Action Plan(s)	Deliverables	Evidence	Frequency Update	
1	To increase workers understanding on element in the HSE & Environment performance Boards	To conduct briefing session on understanding of HSE & Environment Boards	Briefing session conducted to at least 80% from the total number of workers.	Participant name list & sample briefing photo	Each estate to submit to Regional SHO	Every 2 week
		To prepare the OSH Committee members as PIC to update the Boards	1. At least 3 person capable to update HSE & Environment Board. 2. HSE & Environment Board updated	1. Participant name list & sample briefing photo 2. Appointment letter for updating HSE & Environment Board Photo of HSE & Environment Board	Each estate to submit to Regional SHO	One time only Every week
2	To increase workers on understand & follow the safety signage	To conduct briefing session on understanding of HSE signage	Briefing session conducted to at least 80% from the total number of workers.	Participant name list & sample briefing photo	Each estate to submit to Regional SHO	Every 2 week
		To evaluate workers understanding of safety signage	Test / quiz material completed All the participant of HSE signage briefing session score minimum 70% marks of the test/quiz question	Test / quiz material (Google Form) Summary of test scor	PIC (SHO) to submit to CCD FGVPM Each estate to submit to Regional SHO	One time only Every 2 week
3	Implementing safety briefing video at site (+covid)	To identify / list of event that need to play the safety video To monitor the implementation of safety briefing video	List of compulsory conducted video safety briefing 100% conduct the safety video at agreed event listed (refer agenda & ...)	List of event 1. Copy of event agenda & sample photo of briefing ...	CCD - share to Regional SHO & Estate Each estate to submit to Regional SHO	One time only Every listed event conducted
4	Enhance of NeMSO reporting mechanism	To develop digitalise NeMSO reporting platform Implementation of digitalise NeMSO reporting platform	Digitalise NeMSO reporting platform developed At least 50% of total NeMSO reporting using digitalise platform	NeMSO Platform Summary of NeMSO Reporting	CCD - share to Regional SHO & Estate Each estate to submit to Regional SHO	One time only Every Month
5	Enhance Safety Ambassador	To guide the estate manager on conducting the "safety tour"	Safety tour conducted and safety tour checklist completed once a month	Safety tour checklist	Each estate to submit to Regional SHO	Every Month
6	Enhance on KYT implementation	Rotation of team leader for each KYT session	50% of workers become a KYT team leader in their group	Sampling Photo / video of KYT	Each estate to submit to Regional SHO	Every week
7	Enhance the effectiveness of hand safety training	To evaluate workers understanding of safety signage	Test / quiz material complete	Test / quiz material (Google Form)	PIC (SHO) to submit to CCD FGVPM	One time only
			All the participant of hand safety training session score minimum 70% marks of the test/quiz question	Summary of test scor	Each estate to submit to Regional SHO	Every 2 week
8	Enhance the effectiveness of line of fire training	To evaluate workers understanding of safety signage	Test / quiz material completed	Test / quiz material (Google Form)	PIC (SHO) to submit to CCD FGVPM	One time only
			All the participant of line of fire training session score minimum 70% marks of the test/quiz question	Summary of test scor	Each estate to submit to Regional SHO	Every 2 week

Initiatives and Improvements (Model Estate)







HARVESTING POLE LOCK (HPL)
 Equipment is moved from one field to another using a lorry and HPL is installed to ensure that the equipment is locked safely



HARVEST STAIRS
 Facilitate and shorten the movement of the workers to go up and down at the hilly areas while avoid from slipping or falling.



Awards and Recognition

The management recognizes and awards its employees HSE performance appropriately in time to keep the employees motivated to perform, continue to improve, achieve, and maintain its target of Goal Zero. The FGV GCEO Award consists of these categories:

- Best Safety Project
- Best Safety & Health Committee
- Zero Lost Time Injury (LTI)
- Highest NeMSO Reporting

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:





First Aider Training



Medical Surveillance



Machinery Inspection & Briefing



OSH Committee Meeting



SAFETY PLEDGE

Delivered every working days in the morning rollcall by the worker representative

Additional Activities



Interview from RTM Media



Audit from Malaysia Productivity Corporation



Visitation from CEO of FGV Group

Corporate Social Responsibility Activities



Collaboration with
Royal Malaysian Police
(PDRM)



Collaboration with
Royal Malaysian Army
(ATM)



Contribution to Local
Community (Sungai
Merah Village)

Achievements



Winner - Excellent Performance



Participation in National Award For Occupational Safety & Health (NCOSH) 2020 & 2021

Winner for Plantation Sector - National Award For Occupational Safety & Health (NCOSH) 2020 & 2021



Certificate of Accomplishment for Quality Environment Management System 21/22 3 Stars

Certificate of Accomplishment for Quality Environment Management System 22/23 3 Stars



HSE



Health



Safety



Environment



MYANMAR

**APACHE CEMENT
(SHWE TAUNG CEMENT COMPANY LTD)**

1. BUSINESS INFORMATION:

- **International business name:** Burapha Agro-Forestry
- **Address:** Union Business Center (UBC), No 94, Nat Mauk Road, Bo Cho Ward, Bahan Township, Yangon, Myanmar
- **Tel:** +95 01-8603355/66/77
- **Fax:** +95 8603344
- **Email:** ir@shwetaungcement.com, chotthein@shwetaungbm.com, hse@shwetaungcement.com
- **Website:** www.apachecement.com

2. INDUSTRY (MAIN ACTIVITIES):

The Apache Cement Plant has two lines:

- Line-1 (1,500-TPD) of Clinker Production. Installation started in 2011 and Production started in Jan-2014.
- Line-2 (4,000-TPD) of Clinker Production. Installation started in 2017 and Production started in Dec-2018.



Manufacturing Process:

- **BLASTING:** The raw material that are used to manufacture cement (mainly Limestone & Mudstone) are blasted from quarry.
- **TRANSPORT:** The raw materials are loaded into a dumper.
- **CRUSHING AND TRANSPORTATION:** The raw materials, after crushing transported to the plant by conveyor.
- **RAW GRINDING:** The raw materials are grinded to produce the raw meal.
- **BURNING:** The raw meal is preheated before it goes into the kiln, which heated by flame. The raw meal burns at 1450°C producing the CLINKER. When it leaves the kiln, it rapidly cooled with air fans. Therefore, raw meal is burnt to produce the CLINKER.
- **CEMENT GRINDING:** Clinker, Gypsum & Additives are weighted to proper proportions and grind in the cement mill including the Grinding Aid. Additives may include: Limestone, Fly Ash.

3. OSH POLICY OF THE ENTERPRISE:

Shwe Taung Cement Company Limited (STC) is committed to ensuring customer's satisfaction with its products and maintaining a safe, healthy and pollution-free work environment. All STC employees and contractors must accept as their shared responsibility that health, safety and environment are the first priority

in all their activities associated with STC. STC is committed to:

- Comply with all legal requirements as a minimum and go beyond those requirements where necessary to retain a safe, healthy and pollution-free work environment
- Assess the potential effects of our activities on health, safety and environment in all planning and operational decisions.
- Develop management programmes based on the safety hazards and environmental aspects present on site
- Maintain the quality of our products by implementing and maintaining an effective management system
- Identify the nature and scale of all likely emergencies and establish formal arrangements to deal with them accordingly to the hazards involved
- Identify competency requirements and provide training needs for employees and contractors for the achievements of our objectives
- Aim for continuous improvement in our performance and continually monitor and audit that performance
- Define the authorities and accountabilities of line management who will implement this policy and provide them with appropriate resources and facilities
- Communicate in an open manner with the community and stakeholders to develop a positive relationship built on mutual understanding and respect

- Periodically review our management policy and procedures

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000): ISO

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

OSH Quantitative Objectives:

Introduction of new leading indicators in addition to 2020 - 2021 leading indicators

a. Safety Message

- One Safety Message to be prepared by Management Committee members per month
- The prepared Safety Message will be the first agenda during the monthly Management Committee meeting
- The Safety Message will be translated into local language and disseminated throughout the organization for further communication

b. Safety Initiative

- The initiative to improve the OHS practices and behavior
- Each Product Line to introduce the initiative according to the assigned target
- The initiatives are shared between the Product Line

OSH Management System:

Monitoring the Implementation of the procedures and guidelines, permit to work system and inspection program developed and introduced in 2019 – 2020

1. Procedures and Guidelines developed and introduced in 2019 – 2020:
 - a. Incident Reporting and Investigation Procedure
 - b. OHS Management System
 - c. OHS Rules and Regulations – Consequence Management
 - d. Scaffolding Guidelines
 - e. Contractor OHS Rules and Regulations
 - f. Belt Conveyor and Machine Guarding Guidelines
 - g. Silo Entry and Cleaning Procedure
 - h. Energy Isolation – Lock Out, Tag Out, Try Out
2. Permit to Work (PTW) system introduced and implemented:
 - a. Hot Work
 - b. Confined Space
 - c. Work at Height
 - d. Excavation
 - e. Lifting
3. Inspection program introduced and implemented:
 - a. Annual Plant Safety Assessment
 - b. Mobile Crane inspection
 - c. Monthly fire hydrant inspection
 - d. Monthly cement loading belt conveyor inspection
 - e. Monthly fire extinguisher inspection
 - f. Monthly safety inspection
 - g. Monthly power hand tool inspection

- h. Monthly vehicle inspection

OSH Improvement:

1. Machine guarding and cover installation and improvement
 - 63/63 completed for equipment and machinery with no cover and 159/159 for partial cover
2. Prevention of fall by fabrication and installation of barrier, access and platform
 - 264 access and platform fabricated and installed at various location in operation
3. Hazard Assessment
 - a. Risk Assessment
 - b. Noise Monitoring
 - c. Mineral Dust Monitoring
 - d. Vibration Monitoring
 - e. Lighting Measurement
4. Improvement on traffic movement
 - a. Installation of road signage at plant compound and along the quarry haul road
 - b. Installation of height limit barrier to protect the conveyor belt structure
 - c. Construction of pedestrian walkway to separate human and traffic movement
 - d. Construction of 2 emergency sand traps at quarry
 - e. Installation of barrier with alarm system at quarry to prevent incoming vehicles during blasting hours

5. Emergency Preparedness
 - a. Purchased of ambulance for STC
 - b. Availability of confine space rescue equipment which include retriever, self-contained breathing apparatus and ventilation fan with flexible hose

5. Training conducted:
 - a. STC:
 - Lock Out, Tag Out, Try Out
 - Belt conveyor guarding and cover
 - Safety induction for employees and contractors
 - Take 2 Minutes
 - Hearing Conservation Program
 - Rigger and Signalman
 - Risk Management
 - Office Safety
 - Safety Interaction
 - b. STM:
 - Pit road rules for all the mining truck drivers who drive along the haul road

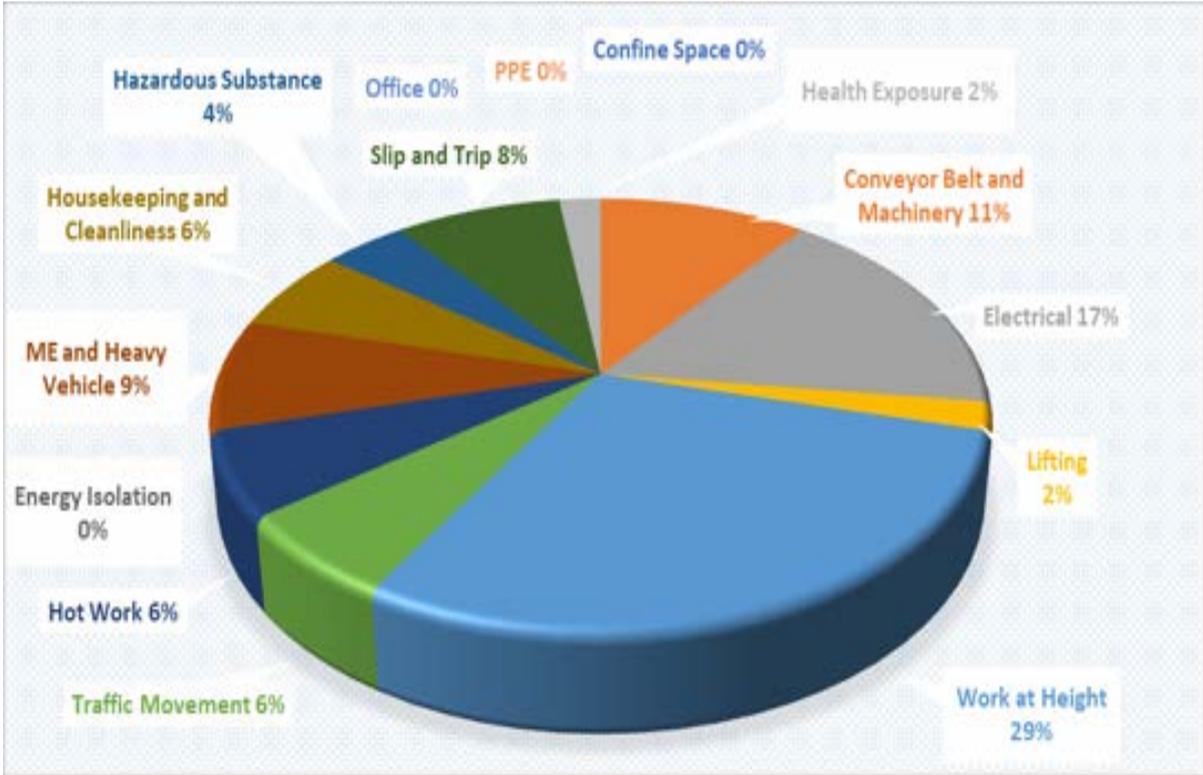
OSH Promotion and Training

1. Housekeeping Competition at Shwe Taung Cement
2. Campaign on seatbelt usage
3. Emergency drill on Confined Space and Rescue
4. Celebration of LTI free day for Shwe Taung Cement

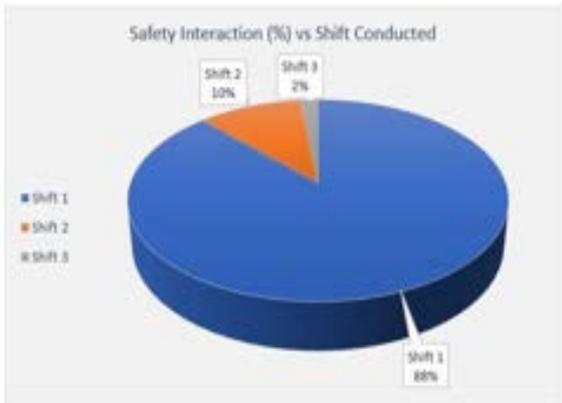
6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- Health and safety performance 2021-2022

STC - KPIs		TARGET	OCT	NOV	DEC	JAN	FEB	MAC	APR	MAY	JUN	JUL	AUG	SEP	CUM
Lagging	Fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Lost Time Injury														
	- Employee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	- Contractor Employee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	RWTC/Medical Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	First Aid	0	1	1	1	1	1	0	0	0	0	0	0	0	5
Property Damage/Dangerous	0	0	0	1	1	1	0	0	0	0	0	0	0	3	
Leading	Number of Near Miss	30	48	71	87	84	53	0	0	0	0	0	0	0	343
	Number of Safety Interaction	88	24	76	92	109	63	0	0	0	0	0	0	0	364
	Number of Safety Observation	349	48	41	63	49	25	0	0	0	0	0	0	0	226
	Number of 2 Minutes Talk	140	118	140	113	119	113	0	0	0	0	0	0	0	603



- Safety Interaction Analysis



Positive

- Good distribution of category interacted with 21% Safe Act, 38% Unsafe Act, 17% Safe Condition and 25% Unsafe Condition
- There are discussion between person conducting interaction and person interacted

Area of improvement

- Plan to have more Safety Interaction on week 1, 2 & 3 and during 2nd and 3rd shifts
- On site coaching by OHS to improve the discussion during Safety Interaction

Safety Initiatives

Safety Initiative – STC (PME Department)

- Movable lifting hole cover at Packing Plant
- The hole need to be opened during lifting of pallet of bags from lower level
- The initiative is to eliminate fall from height

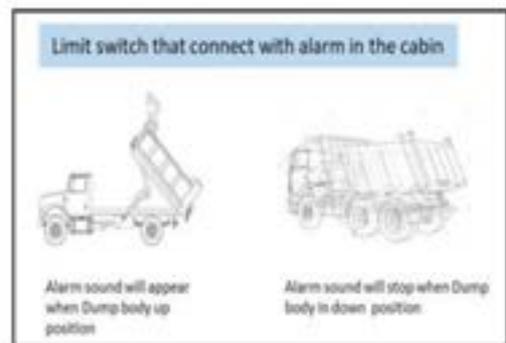


Safety Initiative – STC (PME Department)

- Modification of circulation water pump suction pipe
- Eliminate fall from height and working in Confine Space as the team not required to go down the pit during filter maintenance



Safety Initiative – STC (HME Department)



Safety Initiatives

Safety Initiative – STC (PME Department)

- Socket type connector installed at the welding hose for connection between the hoses
- Eliminate the usage of pipe for hose connection when longer hoses are required



Safety Initiative – STC (OHS Dept)

- Installation of SWL metal tags on each lifting gear such as webbing sling and wire rope
- The tag is issued after the recorded inspection on each lifting gear



Safety Initiative – STC (PME Department)

- Modification of safety latch for lifting gear
- The modification is for stronger safety latch as the existing safety latches are easily damaged



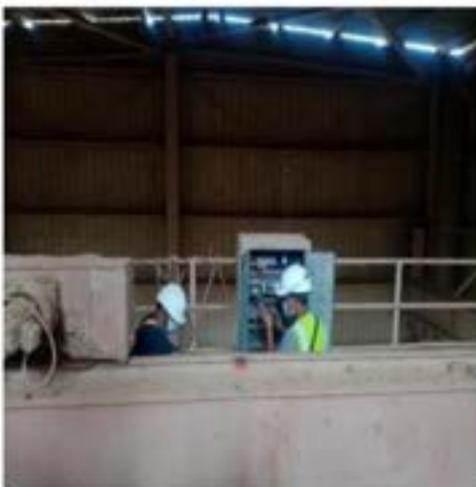
Safety Initiative – STC (ELE Department)

- Installation of electrical panel box near the apron feeder to control the specific apron feeder
- Control of apron feeder power not required ELE personnel intervention
- The control for associated equipment are available in the panel box
- The energy isolation can be performed from the electrical panel box as it is equipped with locking device



7

ANNUAL FIXED HOISTS INSPECTION



No.2875(A) Maw Ya Nwab 922, (13K) Quarter,
East Dagon Township, Yangon, Myanmar.
Hotline: 09-78019988, 09-80236946, 09-421342217

THREE GOLDEN CRANES GROUP Engineering Company Limited

CUSTOMER:
Shwe Taung Cement Co.,(Int) (Asean)
09-293112918

Date: 23/09/2022

Hoist Brand
Hoist Model
Hoist Serial
Hoist Capacity 2tons
Hoist location 4th packing (Cone-1).

INSPECTION RESULTS

For Operators and Hoist Safety

- 1) Need to modify the crane fabrication geometry. Girder is connect from side of end carriage correctly, girder need to mount on the end carriage. This phenomenon will raise the crane hook path up to 1.5 feet and crane can avoid from bottom block hitting to gear box. The case of gear box changing frequently will end automatically.



Technical data as per inspection result.

- 1) Motor winding need to revised to original winding design (Rated speed).
- 2) Need to install the traveling limit switch (L7 and Q7).

Your Faithfully



Mr. Myo Min
Head of department
Ph: 09-78019988



Three Golden Cranes Group
Engineering Company Limited

ANNUAL PLANT AREA & PERSONAL SAMPLER DUST MONITORING

Occupational and Environmental Health Laboratory



Department of Public Health, Office of Nay Pyi Taw,
No. 220, Lower Kanchayathary Road, Aungmye Township, Yangon, Myanmar.
Tel: +95-9-9585 4393, 9593933, 95933.
Fax: +95-9-9585 9933/3336



Sample Name: Respirable Dust (Personal Sampling)	Received Date: 18-19.3.2020
	Reported Date: 6.4.2020
	Reg no: 005/2020
Address: သစ်တောမြို့နယ်၊ သုတေသနကွက်၊ မြင်းခြံလမ်း၊ အမှတ် ၄၀၊ သုတေသနကွက်၊	

Location	Analyte	Unit	Result	Remark
Cement blending section line-2 (402)	Particulate Matter	mg/m ³	5.49	
Cement blending section line-1 (402)	Particulate Matter	mg/m ³	5.99	
Limestone quarry drilling machine area	Particulate Matter	mg/m ³	11.65	Excavator driver
	Particulate Matter	mg/m ³	11.93	Drilling machine worker
Coal storage section (501)	Particulate Matter	mg/m ³	23.3	
Crusher line-1 (301)	Particulate Matter	mg/m ³	29.45	

Instruments: Personal Air Sampling Pump

Reference Value: TWA (Time Weighted Average)
Respirable 3 mg/m³ (ACGIH)

Tested by **Checked by** **Signed by**


Daw San San Lwin

(Hygiene Officer)

Daw Hnin Mar Oo 


Dr. Ei Men Win

(Assistant Director)


Dr. Kay Khaing Aye

(Deputy Director)



ANNUAL PLANT AREA & PERSONAL NOISE MONITORING



Occupational and Environmental Health Laboratory
 Department of Public Health, Office of Health Policy
 No. 27/2, Lower Kyaotsada Road, Shwepyithar Township, Yangon, Myanmar
 Tel: +95(9) 5599 4999, 4999 9999, 4999 9999
 Fax: +95(9) 5599 9999

Sample Name: Noise	Received Date: 18-22.3.2020
	Reported Date: 6.4.2020
	Reg no: 008/2019
Address: ဘဏ္ဍာရေးနှင့် ဖွံ့ဖြိုးရေး ဝန်ကြီးဌာန၊ ဝန်ကြီးရုံး၊ ဘဏ္ဍာရေး ဘူမိတိုက်၊ ဘဏ္ဍာရေး ဘူမိတိုက်၊ ဘဏ္ဍာရေး ဘူမိတိုက်	

Location	Unit	Result	Remark
Cooler & Kiln line-2 (303)	dB(A)	80.7	
Limestone quarry drilling machine area	dB(A)	83.2	
Packing line-1(405)	dB(A)	68.9	
Crusher line-2 (101)	dB(A)	84.3	
Crusher (103)	dB(A)	79.4	

Instruments: Dosimeter

Reference Value: PEL (Permissible Exposure Limit) OSHA
 Sound 90 dB(A)

Tested by	Checked by	Signed by
 Daw San San Lwin (Hygiene Officer)	 Dr. Ei Min Win (Assistant Director)	 Dr. Kay Khing Aye (Deputy Director)
Daw Hnin Mar Oo		



ANNUAL VIBRATION EXPOSURE MONITORING

No.	Tool/Machinery/ Equipment	Maker	Activity	Employee Exposed	Vibration Level (mm/s ²)	Duration of Vibration (min)	Type of Vibration (HAV/WBV)
1.	Electric Power Jackhammer	MUDI	General hacking	CVE Team	175	30	HAV
1.	Pneumatic Power Jackhammer	TOKU	Materials blockage hacking	PRD Team	163.3	30	HAV
3.	Electric Power Jackhammer	MUDI	Hard cement hacking	PRD Team	165.3	30	HAV
4.	Wheel Loader	LIUGONG ST 300	Materials collect and fill in hopper	PRD Team	120.5	480	WBV
5.	Dump Truck	NISSAN 20' TON SB-8126	Materials transportation	MINE Team	55.6	480	WBV

Remark

HAV: Hand Arm Vibration

WBV: Whole Body Vibration

AREA VIBRATION MEASUREMENT

No.	Location	Vibration levels (mm/s ²)			Source of vibration
		Max	Min	Avg	
1.	Line1 Lime stone crusher	7.8	5.9	6.8	Pulley bearing
2.	Line1 Cement grinding mill	5.7	3.59	4.64	Pulley bearing
3.	Line2 Raw grinding mill	3.70	2.19	2.95	Pulley bearing
4.	Line2 Coal grinding mill	1.89	1.72	1.77	Pulley bearing
5.	Line2 ID fan	2.16	1.66	1.87	Pulley bearing



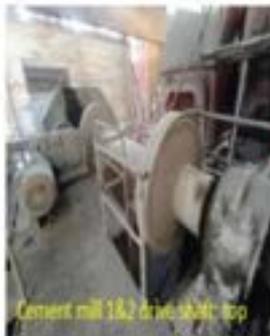


AIR QUALITY MONITORING



MONTHLY AIR QUALITY MONITORING IN OUR PLANT AREA SUCH AS PLANT GATE, CENTRAL CONTROL CENTER, 55 ACRE, KUBYIN VILLAGE WITH GOVERNMENT ENVIRONMENTAL ASSOCIATION

OHS ASSESSMENT IMPROVEMENT



Cement Mill 1 bag filter modification

Change the transport system from screw conveyor to air slide. This changes will eliminate the requirement to go inside the bag filter for rectification work on the transport system

13



OHS ASSESSMENT IMPROVEMENT



There is no access to get on the other side in between the air slides and likewise



Platform required for activity at air slide



Permanent platform require mill inlet chute both side



There is no access ladder mill motor both side



Lightings not functioning 12 point



Coal conveyor tower access to be improve

MACHINE GUARDING IMPROVEMENT



Provided inadequate coal belt conveyor tail pulley cover



Provided cement loading belt conveyor tail pulley cover



Provided lime stone loading belt conveyor return pulley cover



Provided cement rotary packer rotating part cover



SHWE TAUNG
Building Materials

PLANT FIRE FIGHTING PROVISIONS

Updated On 31-Mar-2021



SAFETY TRAINING



Rigger & Signal man training



Scaffold erection training



First aider training



Fire safety training



Energy isolation training



Covid-19 emergency response training



SCAFFOLD ERECTION COMPETITION



COVID-19 EMERGENCY RESPONSE DRILL



COVID-19 EMERGENCY RESPONSE DRILL

- Blasting



- Lifting Activity



- Hot Work





- Kiln Brick Wall Installation



- LOTOTO Implementation at ELE Substation



- LOTOTO Implementation



- Daily Toolbox Talk (2mn)





SINGAPORE

**TESTING INSPECTION &
SOLUTION PTE. LTD.**

1. BUSINESS INFORMATION:

- **International business name:** Testing Inspection & Solution PTE. LTD.
- **Address:** 14 International Business Park, Singapore 609922
- **Tel:** +65 6268 9788
- **Fax:** +65 62689488
- **Email:** enquires@tis.com.sg
- **Website:** www.tis.com.sg

2. INDUSTRY (MAIN ACTIVITIES):

- **Heat Treatment:** Weld Preheating, Post-Weld Heat Treatment (Local & Furnace PWHT),
- **NDT Service** and Hardness Testing
- **Bolt Tightening Assurance:** Hydraulic Bolt Tensioning & Torquing for pressure vessels, tank plates and pipes.

3. OSH POLICY OF THE ENTERPRISE:



4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- ISO:9001: 2015
- ISO 45001:2018

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Implementation of digital hardness test equipment to eliminate pinch point hazard.
- Implementation of Rapid Heat System (Induction heating technology) to reduce the risk of contact burn and reduce the human interaction to the operation directly.
- Development of new Hydraulic Torque Wrench Holder and its use to preventive measure by designing a hydraulic wrench holder that will provide safe distance or reduce close contact to the pinch-point area while the job is being carried out.
- Implementation of Safe Management Measures (SMM) to monitor and prevent the Covid 19 infection.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

S/No	Program	Picture
1	<p><u>HSSE Communication</u></p> <p>Toolbox Meeting (Daily)</p> <ul style="list-style-type: none"> ▪ This meeting is one of communication sessions between management and employees and conducted every morning before starting the job. ▪ Employees have to declare and acknowledge that physical and mental fitness for duty before and after work. ▪ All employees are scheduled to share topics during TBM to encourage them for participation and consultation of HSSE related matters. 	

2

HSSE Inspection

HSSE Committee walkabout (Monthly)

HSSE Committee walkabout inspection is conducted with the participation of committee members - Site manager, supervisors and HSSE personnel and employee at workplaces once a month to ensure the compliance of HSSE procedure during work activities.

Findings during inspection are recorded and conduct meeting for discussion on them and follow up action to close after the walkabout inspection.

Follow-up items' status will be reviewed to ensure they are implemented in next month's meeting.



<p>3</p>	<p><u>HSSE Training</u></p> <p>Basic Fire Fighting (Yearly)</p> <p>Conduct the use of fire extinguisher to all employees and they are trained practically, so that they are ready to apply it once actual incident is come.</p> <p>Correct Use and Donning of Safety Harness (Yearly)</p> <p>Conduct the correct use and donning of safety harness to all employees and they are trained practically, so that they know how to check and wear it properly</p>	 
<p>4</p>	<p><u>Health Programs</u></p> <p>Health Programs are conducted to encourage the employees and increase awareness regarding health practices at the workplace.</p> <p>Fruit day (Yearly)</p> <p>Fruit Day is a yearly program where employees eat fruit together. It is a program that encourages the habit of healthy eating as a lifestyle.</p> <p>Mental Wellness</p> <p>The Mental Wellness Program is facilitated and organized by the Corporate PEC Workplace Health Promotion (WHP) Committee. In this program, they are encouraging and helping us to learn methods to</p>	 

	<p>strengthen stress-coping skills and manage personal resilience. Participants will understand how to deal with stress and pressure.</p>	
<p>5</p>	<p><u>HSSE Campaign, Award, and Incentive Programs</u></p> <p>TIS shall actively participate HSSE Campaign, WSH Award and Incentive programs to create bond between management and employees, to boost the morale of employees, to encourage HSSE practices at the workplace, to highlight the importance of participation and HSSE commitment to all employees at workplace, to improve workplace HSSE standards, safety culture and prevent the recurrence of incidents at workplace.</p> <p>HSSE Campaign (Yearly)</p> <p>The company conducts HSSE Campaign 2021 on 24 December 2021 to address the entire operations workforce. Based on past incident lesson learnt and the rising of mental health cases due to adverse impact from COVID-19, HSSE focus for 2021 has been set to reinforce the key safety practices & raise awareness level.</p> <p>Campaign Objective: “Back to Basic 2.0” – To provide refresher for Hot Work, Opening Process Equipment and raise awareness on Mental Health. With the safety slogan set “Identify HAZARDS, Implement MEASURES”, the HSSE</p>	  

	<p>Campaign 2021 strives to educate the operation workforce to know the hazards before carrying out a work activity and implement control measures if hazards are identified.</p> <p>HSSE Incentive Programs</p> <p>Safety quiz will be held to encourage workers to participate and increase awareness for safety. NTUC vouchers or Souvenirs will be given to those whoever can answer the safety quiz.</p> <p>Incentives are awarded to motivate the workforce. Personnel are selected based on their significant contributions to HSSE. Personnel will be evaluated on who submitted quality Behavioral Based Safety Observation (BBSO).</p>	
--	--	--



THAILAND

**THAI SUMMIT HARNESS PUBLIC
COMPANY LIMITED**

1. **BUSINESS INFORMATION:**

- **International business name:** Thai Summit Hardness Public Company Limited
- **Address:** 202 Moo 3 Laemchabang Industrial Estate Sriracha City Chonburi Province 20230
- **Tel:** +66 3 8490760-7
- **Website:** www.tshpcl.com

2. **INDUSTRY (MAIN ACTIVITIES):**

Automotive Wire Harness

3. **OSH POLICY OF THE ENTERPRISE:**

Thai Summit Harness Public Company Limited (TSH) is a leading enterprise in the field of automotive wiring harnesses, parts, and appliances. It is aware of safety, health, and environment which is the most important of the organization. It determines to develop the quality of life of employees with safety, health, and environment in the workplace while reducing the effect of the world environment.

TSH has set the policy of safety, health, and environment for continuous development and improvement as follows:

1. TSH will regulate and control all working processes, protect from

pollution which will affect the environment both inside and outside the organization, and support energy and resource saving for sustainable development.

2. TSH will develop the employee's knowledge and skill to realize the dangers while working in order to protect from and reduce accidents, injuries, and unhealthy conditions while working and living.
3. TSH will firmly manage and operate the business under the law and regulation of safety, health, and environment while developing the management system continuously.
4. TSH will subsidize all necessary resources such as human resource, budget, time, training, sourcing, product and service, etc. that are environmentally friendly for the highest effectiveness of business operation.
5. All policies are the responsibilities of executives, managers, employees, and all persons under the control of the organization. The responsibilities are to follow, set, and cooperate in advice and suggestion of safety, health, and environment in order to achieve the policy goals, objectives, and corporate mission.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

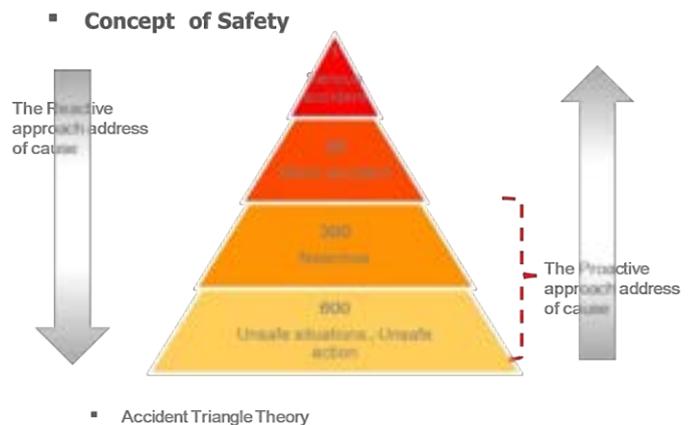
- Certificate Quality Management System for Automotive Industry: IATF16949
- Certificate Environmental Management System ISO45001
- Certificate Occupational Health and Safety Management System ISO45001

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Implementation Concept

SHE is the first priority concern TSH Management. The challenging target of “Zero Accident” has been set for many years to ensure continuous improvements in its safety and health performance in workplace. TSH has adopted the ISO 45001:2018 and ISO14001:2015 principles in SHE pillars to encourage the ultimate goals of “Zero Accident”, “Better Health and Environment” and “Quality of work life”.

TPM SHE PILLAR



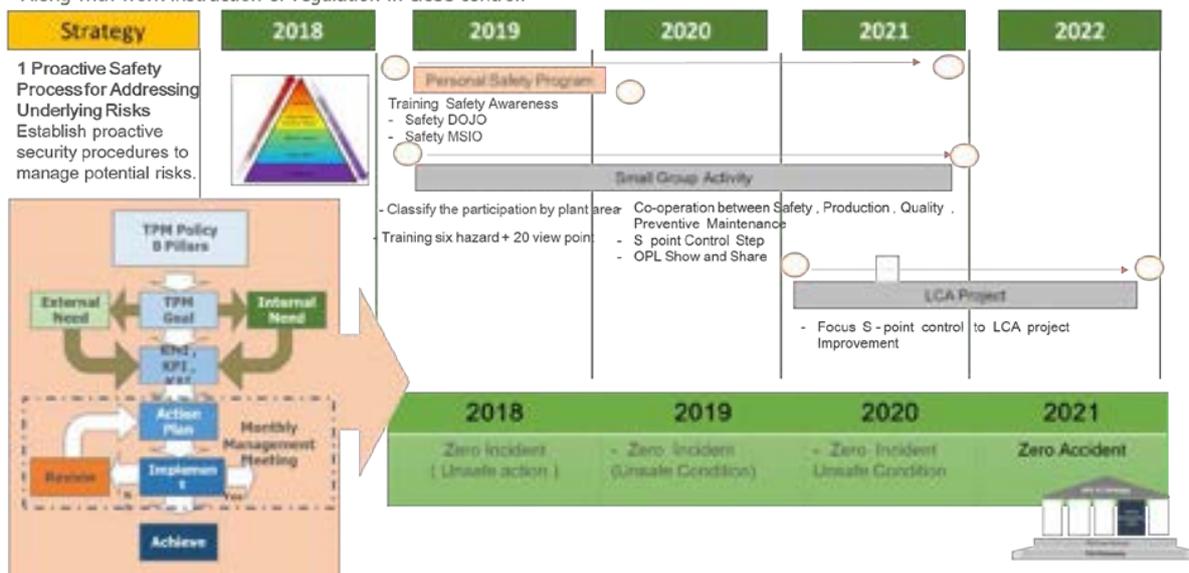
- Incident Killer Program

Safety is also a core of business operation, especially for TSH because it is a labour-intensive organization. It aims to reduce all accidents under the concept of zero accidents. All activities and job have been done by risk assessment with safe operation steps. TSH has implemented TPM for safety in all 8 pillars of the activity. To achieve the goal, it has instructions, goal setting, KPI, and KAI for action plan preparation. The plan has been reviewed and followed up in monthly meeting. The activity has been implementing since 2018.

The company assesses the risks and accidents in all cases to find out the root causes and start setting countermeasures in 2019. It has implemented the Personal Safety Program which focuses on safety knowledge for employees. All employees should have safety knowledge which is leading to the same goal. It has training courses of Safety DOJO and Safety MSIO. It had the small group activity in 2018 that all employees would cooperate in their training area of six hazards and 20 viewpoints (machine, vehicle, heavy object, chemical, electric, etc.). In 2020, it cooperated with many departments such as safety, production, quality, and maintenance to perform S-point control, OPL, and Show and Share. In 2021, it had the activity of LCA Project Focus S - point control to LCA project Improvement.

Incident Killer Program

Safety is important in business We aim to reduce accidents to zero. All work activities There must be a risk assessment. Along with work instruction or regulation in close control.



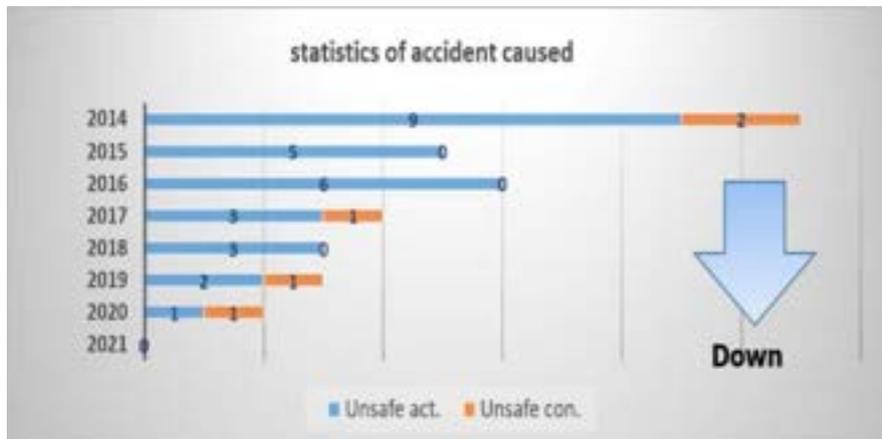
6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- Safety Awareness Program

To continue Zero accident by eliminating unsafe condition to Zero unsafe action, due to the analysis of the cause of the accident over the past 3 years, most of the causes are caused by unsafe action of the workers. The operational strategy has been adjusted by being proactive on creating personal safety. It encourages employees to participate and to create safety awareness. Activities include:

- One point lesson of accident 30 case
- Mindfulness safety in organization 100 %
- KYT Training 4R 100 %
- Safety Dojo 8 station 100 %

- Safety Team Walk 3 round/week



- Small Group Activity

Since it uses TPM for the organization management, it realizes the cooperation of employees for reporting incidents. In 2019, the small group activities supervise the safety in their working area and cooperate to eliminate the unsafe issues which are leading to the accidents.

The training of six hazards and 20 viewpoints (machine, vehicle, heavy object, chemical, electric, etc.) has a target to find the unsafe issues as follows:

- find the unsafe issues every day for workers, leaders, and supervisors before they get started to work at the morning or during operation.
- find the unsafe issues 1 round per week for managers, and 1 round per month for the top management team. This activity leads to the improvement of safety. It promotes the understanding of reporting unsafe issues to employees, then all issues will be solved effectively.

From the implementation, it can conclude that the company can use the incident reports for eliminating and improving the unsafe issues and near misses. The accident has been decreased. So, it ensures that the employees are working in the safe workplace.

Assessment In 2016-2019 We focus on encouraging employees to write incident reports with the SHE Team to investigate and contribute to safety Kaizen. **KAI = Number of Incident Report**

Flow of Report Incident

1. Classify the participation by plant area

- Set up Small group Activity กำหนดการมีส่วนร่วม การกำกับดูแล แบบกลุ่มย่อย เพื่อให้ทุกคนมีส่วนร่วมปฏิบัติ
- Training six hazard + 20 view point

Area	Operator	Supervisor	Technician	Management
Factory/1	21	29	26	144
Factory/2	22	29	26	144
Factory/3	23	27	14	96
Factory/4	7	7	148	167
Factory/5	28	14	10	15
Small Group = 42 Teams				

Determine responsibility

Finding Hazard in shop floor : By Management

Finding Abnormal Machine : By Operator

Accumulated Unsafe action Unsafe condition Near miss Report

Year	Count
2016	~900
2017	~600
2018	~400
2019	~200

- S-Point Control

In 2020, it put much effort into incident elimination. It cooperated with many departments such as safety, production, quality, preventive maintenance, etc. to perform S-point control.

The hidden unsafe issues include understanding and be able to control the “TENKEN” equipment structure, role, and criteria for control.

Control point Flow: Training leader of small group, find control point, select control point, list details of the control point of the topic itself, apply control point continuously.

Control point Flow



Step: 1

Which was caused by 4 part the co-operation between Safety, Production, Quality, Preventive Maintenance Course

Six hazard and 20 view point

Basic: Production, Safety, Machine device

Step: 2 Implement Activity

- Provide TENKEN skills training based on general TENKEN practice
- Develop overall TENKEN manual based on TENKEN knowledge and revise tentative standards.

Execute general TENKEN to find abnormalities

S-Point Control

Key Success

3.1 Voice information broadcast knowledge

3.2 Line small group

Line to inform data and feedback between promoter and Small group

3.3 Small Group Award

For build up the moral support small group has selected the best performance team and individual to get the reward monthly

Step: 3 Motivation

Step: 4 Learn & Share Activity (OPL one point Lesson)

Development of One Point Lesson for sharing knowledge within small group to improve operators' skill.

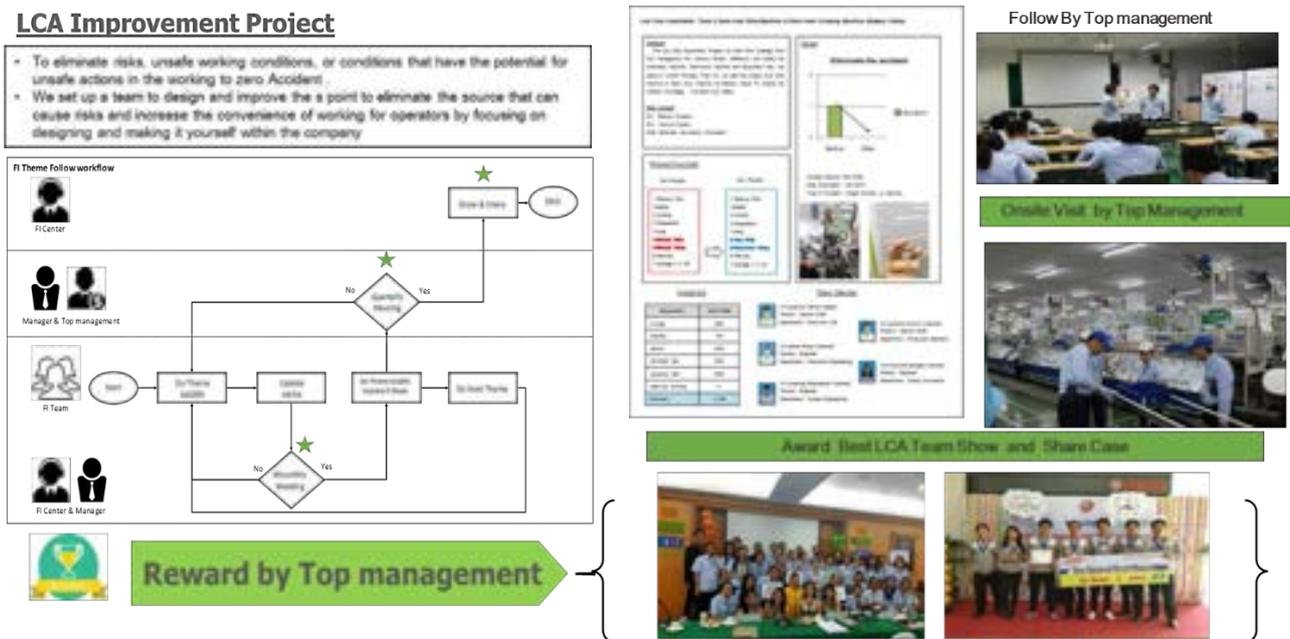
Activity board displays the policy and status of activities which small group member and other can check current activities and future plans.

- **LCA Improvement**

In 2019, there is a small group activity of LCA improvement project in order to find and eliminate the unsafe incidents. If the incidents are detected, it must find countermeasures for improvement and prevention.

In the real working situation, there are many small machines and employees around 2,000 persons which is very hard to solve. So, it decided to set the LCA improvement project.

In order to eliminate risks, unsafe working process and condition, which will be leading to the goal of zero accidents, it has set a design and improvement team of S-point that can eliminate risks and unsafe issues. It also provides a convenience for employees because they can design and perform by themselves in the organization.



- **LCA Improvement Project**

It focuses on the LCA improvement project and its continuous improvement. It has set LCA Strategic Plan 2020 with 8 cases of safety. It could improve 6 cases in 2021. It considers all reported incidents from employees for improvement, setting the permanent countermeasure, and eliminate unsafe incident to be zero accidents, which is the goal.

LCA Strategic plan 2020

Strategic Subject	Status	%
2.1) To Expand one piece flow to all of sub-factories	Completed Of April	100%
2.1.1) Add on auto insert wire coil	Completed Of April	100%
2.2) Change sub-factories assembly line	Completed Of April	100%
2.3) Auto-dipping machine	Completed Of March	100%
3) Robot pick up part	In Progress (Review plan)	70%
4) Machine insert tool pin	In Progress (Review plan)	70%
5) Robot dipping	In Progress (Review plan)	90%
6) Auto packing	In Progress (Review plan)	90%

Operation Strategic plan 2020

LCA Team : Auto-dipping machine
Target: Reduce the number of employees work with the auto-dipping machine

Current

Progress

Operation Strategic plan 2020

LCA Team : TO FO transferring
Target: Reduce manpower > 1 persons, Ergonomic-Kaiser

Current

Progress

LCA Strategic plan 2021

Strategic Subject	Status	%
1) To Apply Robot & Cutting & Dipping etc.	Completed Of July	100%
1.1) Apply Robot at Staking Station	Completed Of March	100%
1.2) Add on Automation Cutting & Dipping etc.	Completed Of March	100%
2) Apply insert board Auto Tapping etc at Sub-factories (2F-Mount)	Completed Of July	100%
3) To use Automation Smart Feeder Cylinder Tube Vibration at Crimping Battery T/N	Completed Of July	100%
4) To Used Camera Inspection at all Sub-factories line	In Progress	90%
5) To Increase Efficiency & Energy Saving by use SUNUMARK Converter at Demora Sub-factories line	In Progress	90%

Operation Strategic plan 2021

LCA Team : 1.2 Add on Automation-Cutting and Dipping etc.
Target: Reduce Manpower Dipping & Feed -> 0 persons (Actual > 4 persons)

Current

Concept Idea

Operation Strategic plan 2021

LCA Team : 3. To Use Automation Feeder Cylinder Tube Vibration at Crimping Battery T/N
Target: Reduce Routing 10 sec/pcs.

Current

Concept Idea

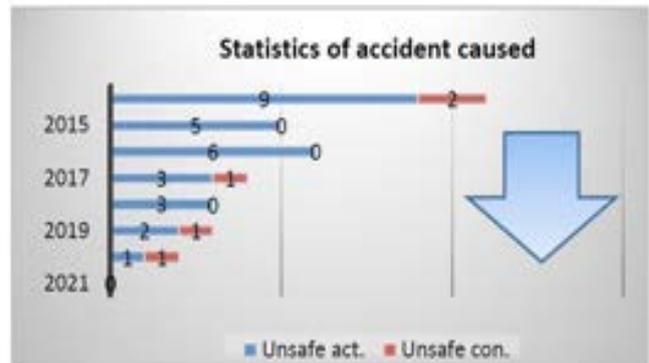
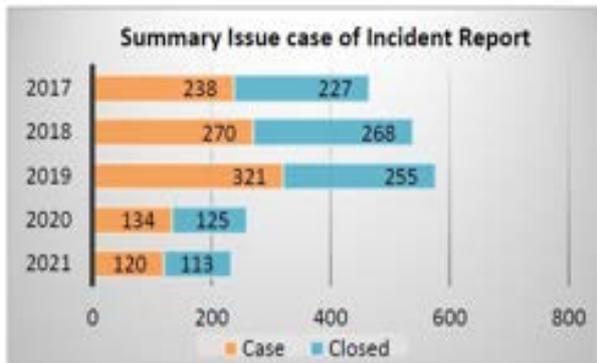
Before
T/N P/N: 58205-0100-72 Routing = 6.08 Sec.
T/N P/N: 58205-01300-72 Routing = 8.26 Sec.

After
T/N P/N: 58205-0100-72 Routing = 4.57 Sec.
T/N P/N: 58205-01300-72 Routing = 5.32 Sec.

Before (sec)	After (sec)	Reduce (sec)
6.08	4.57	1.51
8.26	5.32	2.94

- **Result: Incident Killer Program**

From the case accident of incident report since 2019, there are over 80% of cases that it can solve and eliminate. It has set the improvement plan to solve 100% of all cases. According to the activity, the accident statistic is decreasing and there are no any accidents in 2021.





**Company Profiles of
4th ASEAN-OSHNET Awards
Best Practice Awards
2022**



BRUNEI DARUSSALAM
BANDTREE SDN BHD

1. **BUSINESS INFORMATION:**

- **International business name:**
Bandtree Sdn Bhd
- **Address:** Level 4, Building No.1, Simpang 751, Jalan Pantai Jerudong BG3122, Negara Brunei Darussalam
- **Tel:** +673 2612908/2612910
- **Fax:** +673 2612905
- **Email:** business@bandtree.com.bn

2. **INDUSTRY (MAIN ACTIVITIES):**

Bandtree Sdn Bhd is a real estate and property management company under Darussalam Assets Group of companies that specializes in ownership and management of high-end residential properties, offices and commercial properties.

3. **OSH POLICY OF THE ENTERPRISE:**

The Company's HSE Policy meets the requirements of both the WSHO and the ISO45001 standard.

- In the WSHO 2009, as a minimum, the safety & health policy contain a commitment by the company management;
 - to take measures to ensure the safety and health of employees at work, and persons affected by the work.
 - to provide adequate instruction, information, training and supervision as is necessary on the work that may affect their safety and health whilst they are at the workplace.

- to fulfil legal requirements and other requirements.

- The ISO45001, Section 5.2 OH&S Policy states that top management shall establish, implement and maintain an OH&S policy that:
 - includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health and is appropriate to the purpose, size and context of the organization and to the specific nature of its OH&S risks and OH&S opportunities;
 - provides a framework for setting the OH&S objectives;
 - includes a commitment to fulfil legal requirements and other requirements;
 - includes a commitment to eliminate hazards and reduce OH&S risks;
 - includes a commitment to continual improvement of the OH&S management system;
 - includes a commitment to consultation and participation of workers, and, where they exist, workers' representatives.

4. **INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):**

WSHO 2009 and SO45001



CAMBODIA

MARVEL GARMENT CO., LTD

1. BUSINESS INFORMATION:

- **International business name:** Shenzhou International Holdings Limited.
- **Address:** NR 4, Boeng Thom3, Boeng Thum Commune, Kamboul District, Phnum Penh City, Cambodia.
- **Tel:** +855-61-776 029
- **Email:** huottara@shenzhougroup.com
- **Website:** www.shenzhouintl.com

2. INDUSTRY (MAIN ACTIVITIES):

Garment Factory (Sport Wear)

3. OSH POLICY OF THE ENTERPRISE:

Occupational Safety and Health Management System

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000): Pending

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

OSH Initiatives and Improvement achieved in FY-2020/2021:

- Conducted "Environmental and Social Impact Assessment" through certified 3rd Party namely – SUSTAINAT GREEN.
- Conducted Health Day "Health Check-up for all workers" 1 time per year.

- Performed "Internal OSH Audit Quarterly, Monthly OSH Committee Meeting and Daily On-Site OSH Inspection" through internal OSH Committee.
- Established "Workplace Safety Facilitator Program" to enhance worker awareness within safety context.
- Established "Machine Safety Program" to mitigate risk within machine operational.
- Performed regular "Fire & Evacuation Drill" twice per year for all workers through well-trained internal team and certified local authorities.
- Arranged "First-Aids Drill" through certified trainer from Ministry of Health
- Conducted Committee seminar on "Road Safety and Transportation" by HSE team and employee.
- Provided "Orientation and annual training focusing on OSH" through certified internal trainers.
- Established various Safety Committee such as OSH Committee, Transportation Committee, HIV and Drug Combat Committee etc.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:



- **"Environmental and Social Impact Assessment"** through certified 3rd Party namely – SUSTAINAT GREEN. To meet the requirements in accordance with the Law on Environmental Protection and Natural Resource Management and the Sub-Decree on Environmental Impact Assessment by avoiding any activities which could be potentially harmful to people and employee.
- **"Health Day/Health Check-up"** for all workers 1 time/year. The campaign has been suspended for a while due to Covid-19 pandemic.
- Regular Internal **"OSH Audit Quarterly, Monthly OSH Committee Meeting and Daily On-Site OSH Inspection"** through internal OSH Committee. This activity aims to mitigate the risk within workplace and improve workplace safety.



- **"Workplace Safety Facilitator Program"** to enhance worker awareness and growth the safety mindset. With facility, through this program, the safety awareness of employees is enhanced, the enthusiasm of employees for participating in safety activities is stimulated, and everyone is a safety officer.



-
- **"Machine Safety Program"** to mitigate risk within machine operational. Guarantee safety during installation, repair or maintenance process, design process put safety in first priority and make sure the machine works well with safety condition during working hour.



- Regular **"Fire & Evacuation Drill"** twice per year for all workers through well-trained internal team and local authorities. This activity aims at ongoing training and refresh workers on how to keep themselves safe from any unexpected fire and/or emergency evacuation.



- **Fire Fighting Equipment**



-
- Annually "**Food Safety and hygiene**" trained by HSE internal team. Food safety and hygiene training will protect workers/employee from health risks such as food poisoning, allergic reactions and other health risks that could occur from eating contaminated food.



- Committee of "**Road Safety and Transportation**" Seminar has been conducted by HSE team and employees. This activity aims at ongoing education on the traffic rules and safety driving, as well as, refreshing workers on any update rules and regulations.



- "**Orientation and annual training focusing on OSH**" is provided through certified internal trainers.





INDONESIA

PT. TIRTA GAJAH MUNGKUR

1. **BUSINESS INFORMATION:**

- **International business name:** PT. Tirta Gajah Mungkur
- **Address:** Jl. Karang no.1 Petompon, Gajah Mungkur, Semarang Central Java, Indonesia
- **Tel:** +62 24 8507001
- **Email:**
nasir.kurniawan@tirtagajahmungkur.co.id

2. **INDUSTRY (MAIN ACTIVITIES):**

Operation and Maintenance of Water Treatment Plant

3. **OSH POLICY OF THE ENTERPRISE:**

- Management and all staff are committed to meeting customer satisfaction by providing the best solutions in the field of operation and maintenance of water treatment plants by prioritizing the quality and quantity of water produced as well as aspects of Occupational Safety and Health.
- Management and all staff are committed to improving the QHSE system continuously by improving the ability of employees and implementing a QHSE system with national standards.
- Management and all staff are committed to gradually implementing health, safety and environmental sustainability programs.

4. **INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):**

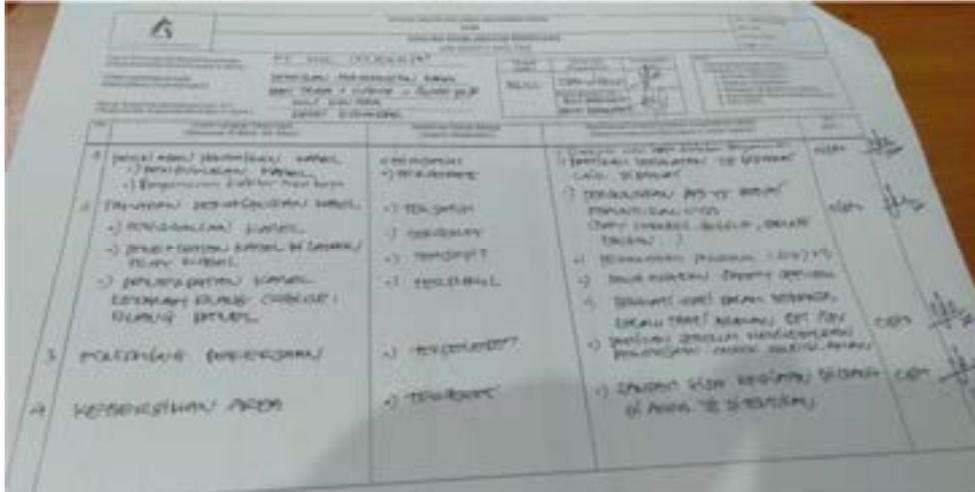
ISO 18001: 2015, SMK3

5. **INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:**

- Engineering control of Chlorine leakage prevention and response control of Chlorine leakage.
- Building accreditation system for Chlorine handling.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

- PT. TGM has tools or procedures to conduct hazard identification and risk assessment including JSA, Card of Risk and work permits, which will be reviewed in the P2K3 forum. Every person who is going to do a job with a high risk and the person in charge of the job is required to make a JSA, Card of Risk and work permit and this will be discussed with the workers in the safety talk forum.



- The danger of chlorine gas is the most potential hazard at PT. Tirta Gajah Mungkur. The provision of training on handling chlorine gas leaks is very important, and for that the safety program training is held in handling chlorine gas leaks involving clients, which aims to improve the skills and knowledge of employees at PT. Tirta Gajah Mungkur. In controlling the dangers of chlorine gas at PT. tirta Gajah Mungkur by applying a risk control hierarchy, including in the control engineering stage, an automatic safety system is installed so that when chlorine gas leaks, the chlorine sensor will trigger the spindle valve to close automatically, and the neutralization system runs to neutralize the leaking chlorine gas by contacting it with caustic soda.



-
- In PT. Tirta Gajah Mungkur, Firefighter training is carried out in-house in collaboration with the Semarang City Fire Service. The training involved all employees in production, maintenance, office, security staff. The purpose of this training is to train employees' response in dealing with fire emergencies and it is hoped that employees can use fire extinguishers properly and know the principles of fire management or the fire triangle principle.



- Electrical installation inspection at PT. Tirta Gajah Mungkur is an activity to fulfill regulatory compliance. This activity is carried out once a year in collaboration with PJK3 and the results of the examination will be validated by the Manpower and Transmigration Office of Central Java Province, which states the safety and feasibility of electrical installations at PT. Tirta Gajah Mungkur



-
- Overhead crane test inspection at PT. Tirta Gajah Mungkur is an activity to fulfill regulatory compliance. This activity is carried out once a year in collaboration with PJK3 and the results of the examination will be validated by the Department of Manpower and Transmigration of Central Java Province which certifies the safety and feasibility of overhead crane equipment at PT. Tirta Gajah Mungkur.



- Pressure vessel test check at PT. Tirta Gajah Mungkur is an activity to fulfill regulatory compliance. This activity is carried out every 2 years in collaboration with PJK3 and the results of the examination will be validated by the Department of Manpower and Transmigration of Central Java Province, which states the safety and feasibility of pressure vessel equipment at PT. Tirta Gajah Mungkur.



- Hydrant test check at PT. Tirta Gajah Mungkur is an activity to fulfill regulatory compliance. This activity is carried out every 2 years in collaboration with PJK3 and the results of the examination and test will be validated by the Manpower and Transmigration

Office of Central Java Province, which certifies the safety and feasibility of Hydrant at PT. Tirta Gajah Mungkur



- Work environment test at PT. Tirta Gajah Mungkur is an activity to fulfill regulatory compliance. This activity is carried out every 2 years in collaboration with PJK3 and the results of the examination will be validated by the Manpower and Transmigration Office of Central Java Province, which states the safety and feasibility of the work environment at PT. Tirta Gajah Mungkur.



- MCU activities at PT. Tirta Gajah Mungkur are held once a year in collaboration with the Columbia Asia Hospital, Semarang. MCU activities are carried out to monitor employee

health and the emergence of occupational diseases. MCU activities are carried out for all employees including those outsourcing.



- Safety induction is a provision that must be carried out at PT. Tirta Gajah Mungkur for new employees, visitors, subcontractors, suppliers who are first entering or working in the PT. Tirta Gajah Mungkur. This activity aims to provide information about dangerous areas and emergency conditions as well as evacuation directions when an emergency occurs. In addition, these activities provide information about the existing rules and regulations at PT. Tirta Gajah Mungkur, including the use of personal protective equipment.



-
- Safety talk is one of the activities in the supervision procedure of contractors working in the area of PT. Tirta Gajah Mungkur. This activity is carried out every Friday morning to maintain the spirit of safety of the workers in order to create a safe work culture.





LAO PDR

**LG CONSULTING AND
CONSTRUCTION SOLE CO., LTD**

1. **BUSINESS INFORMATION:**

- **International business name:** LG Consulting and Construction Sole Co.,Ltd.
- **Address:** 199 Thongotum village, Chanthabouly district, Vientiane Capital, Laos
- **Tel:** +856-21 218464
- **Fax:** +856-21 217113
- **Email:** info@laogerman.com, maliya.pms@laogerman.com
- **Website:** www.laogerman.com

The LG Consulting and Construction Company Limited or LGC was established in 1994 under the name of Lao-German Company. LGC is among the first founded and most trusted consulting and construction firms in Laos, which offers wide range of consulting and construction service in many areas, such as water supply and water treatment projects, building construction, Transmission Line Erection and Substation and also construction supervision and project management.

Over 27-year experience, LGC have provided high quality and professional services to different clients, both national and international firms, with focusing on understanding client's goal and expectation, planning and collaboration with clients from start to the end. All of these, it aims to deliver the best consulting and construction experience to clients.

Until now, LGC has received many national and international awards specializing Quality Management from different institutions. It commits to prioritize high work quality, work safety, social and environment impact minimization to ensure the client's satisfaction, cost-effectiveness and social responsibility contributing to the sustainable economic development of Lao PDR and the globe.

2. **INDUSTRY (MAIN ACTIVITIES):**

Survey, Design, Construction and Consultation Provision

3. OSH POLICY OF THE ENTERPRISE:

Its OSH policy has comprised of more than 17 articles explaining about LGC Health and Safety Policy, Role and Responsibility of each position regarding to Safety issues, Safety training, Safety meeting, Toolbox Meeting, Safety Instruction, Standard and Procedure, Workplace Health and Safety Inspection, Emergency Contact, Sanitation and so on.

SECURITY PLAN AT LG CAMP



1. Purpose and Scope

LG Consulting & Construction Co. Ltd. has submitted its health, safety and environment management system (HSEMS) for the construction of transmission line from Paklay to Khamsoo has also further more improved by the Amendment 01 to reach the comprehensive target for all workers and staffs. The day to day practical regulations were described in Lao language for good understanding and good practice. As per specific conditions of LGC, all staffs and managers are Lao citizens and also native Laolians, who can speak and read Lao very well. Several site managers and team leaders have a basic knowledge of English.

Work executed for the construction of 115kV transmission Line described in the submitted Quality Assurances Management Plan, were divided into 3 main parts: Foundation works, Tower Erection works and Line Stringing, where method statement of each item is included. All these works are moved from one to another place, from one tower to another tower along the line as required.

During work execution, some materials, tools and equipment are mostly at site and some are at camp. Some have to be transported from the camp to the tower site and working site, some have to be bring back to the camp. Type and kind of materials and tools will be different from work items to work items and from place to place.

The LG camp is mainly the accommodation and concentration place and relaxation center of staffs and workers. This is a small lao rural community inside of jungle. In order to satisfactorily manage security in the various case of living together in the community, it is necessary that LGP has developed a program to satisfy both PBM and LGP requirements. All employees are motivated and engaged as responsible for security and environmental management, and are also motivated by the management to participate in all aspects of the security Plan.

The purpose of this Security Plan is to describe the LGP requirements for protection of individual and public assets and to maintain a good traditional living culture and civilization together. It is to minimize the disputes and losses or damages inside this small community.

The scope of this plan is applicable to all LGP camp site along the line within this project in Year 2011.

2. References

Health Safety and Environment Management System (HSEMS) of LG Consulting & Construction Co. Ltd, dated ~~...~~ DEC 2011

Quality Assurances Management Plan (QA_MP) of LG Consulting & Construction Co., Ltd, dated ~~...~~ DEC 2017

3. Responsibilities



Project Manager is responsible for approving this document and communicating the purpose of this document

Security & Safety Manager is responsible for reviewing this procedure and ensures security and safety issue have been fulfilled before starting works

Site Manager/Foremen are responsible for supporting this procedure and ensure all employees are aware of the security and safety issues.

All LG Employees All employees must be aware of and comply with all relevant LGP security Plans for these specified LGP Camps.

All LG's Visitors LGP employee, who received visitor, must be responsible for his/hor visitor. He has to be ensure that his visitor has the information and instructions to ensure the security at all time at LGP Site



4. Requirements

4.1 General requirements.

According to actual social studies and analysis of living situation and conditions, to assure the quality of live together, LGP developed and maintained a secure, friendly, familial and humanitarian live style environment to prevent disputes, misunderstanding, damage and loss arising during our live community within this work period of project.

All employees are native Laotians and patriots, are educated to be responsible for their own security and for the security of other friends, at the same environment within this community. Everybody is willing and is co-operating in the fulfillment of the obligations placed upon the Company. The Camp is managed by the Camp Leader (Mr. Chompeng). He organizes physically and socially the camp. The security guard is reported to him and is also advised by him.

During the day time all workers are in working place and are in full responsibilities for execution of the work under strict supervision of the team leaders, engineers and supervisors. After working time at site, all are returning to the camp and have to follow the regulations of the camp as mentioned in Lao Language. Some of these Regulations were read, explained and clarified in more details for the understanding of all staffs and workers, before starting the project. It is attached at the Company information board for re-reading and remaining.

4.2 Some parts of LG_regulations.

LGP had Regulations on living together as a small community at site camp, which were published in Lao and were also updated from year to year depending on local requirements and Site restrictions. Some parts of them are as follows



Site Camp Regulations

1. Employees and staffs have to safeguard their own private belongings and also properties of the company in good order and safe. No use or handling with them before getting approval or permission.

ພະນັກງານທຸກຄົນ ໃນຜົມ ຕ້ອງປົກປັກຮັກສາ ເຄື່ອງຂອງໃຊ້ສ່ວນຕົວໃນຜົມ ຕ້ອງມີການມັງມັດ ໃຫ້ເປັນລະບຽບ, ແລະ ປົກປັກຮັກສາ ເຄື່ອງຂອງສາວນລວມ ບໍ່ໃຫ້ຜ່າໃຊ້ກ່ອນ ໄດ້ຂັບອະນຸຍາດ

2. Staffs have to work according to work assignment only. Not to overtaken jobs of others, without order of team leader or engineer.

ພະນັກງານທຸກຄົນ ໃນຜົມ ຕ້ອງປົກປັກຮັກສາ ເຄື່ອງຂອງໃຊ້ສ່ວນຕົວໃນຜົມ ຕ້ອງມີການມັງມັດ ໃຫ້ເປັນລະບຽບ ແລະ ປົກປັກຮັກສາ ເຄື່ອງຂອງສາວນລວມ ບໍ່ໃຫ້ຜ່າໃຊ້ກ່ອນໄດ້ຂັບອະນຸຍາດ



3. Staffs at site camp have to be follow instructions of the team Leaders and to be careful for work execution to prevent incident or accident, which could be happen every time. This will cause the injury for himself or/and other friends.

ພະນັກງານທຸກຄົນໃນຜົມ ຕ້ອງມີການຕາມການຈັດຕັ້ງແບ່ງປັນໃຫ້, ບໍ່ໃຫ້ກ່ວາກະ ລຽກງານຂອງຜູ້ອື່ນ, ບໍ່ໃຫ້ດຳເນີນ ການງານໃດ ທີ່ບໍ່ໄດ້ຮັບການອະນຸຍາດຈາກຕົວເອງກັດສາດ. ພະນັກງານໃນຜົມ ທີ່ຈະອອກຈາກຜົມໄປເຮັດວຽກ ບຸກສະຫາມ ຕ້ອງມີຄວາມລະບຽບ ແລະ ເອົາໃຈໃສ່ໃຫ້ດີ ເພື່ອຫຼີກລ້ຽງ ອຸບັດຕິເຫດ ທີ່ອາດຈະເກີດຂຶ້ນໄດ້ ໃນເວລາປະ ດິບຜົນທີ່ ທີ່ອາດຈະເຮັດໃຫ້ເຈັບປ່ວຍ ຫາກຈົບ ຫລື ສຸ່ງຍາດຈົບນຳຈ້ວຍ

4. Staffs at LG Camp have to wear required PPE supplied by the company before going to the site for works.

ພະນັກງານທຸກຄົນໃນຜົມ ທີ່ຈະອອກຈາກຜົມໄປ ເຮັດວຽກບຸກສະຫາມຕ້ອງສວມໃສ່ອຸປະກອນ ປ້ອງກັນ ຄວາມເອາໄພ ທີ່ບໍ່ສິ້ນສຸດມີກ່ອນໃຫ້ໃຊ້ໃນເວລາ ເຮັດວຽກບຸກສະຫາມ

5. Handling with tools at site camp will be carefully and according to the instructions of the team Leader or engineer for determines targets and purpose. After working period, tools and equipment have to be cleaned and kept safe, before leaving the site.

ເຄື່ອງມືອຸປະກອນທຸກຢ່າງທີ່ມີໃນຜົມ ແລະ ທີ່ໄດ້ໃຊ້ບຸກສະຫາມ ຕ້ອງໄດ້ໃຊ້ຢ່າງລະບຽບ ແລະ ຖືກເປົ້າໝາຍ, ເວລາ ເຮັດວຽກເລີ້ມ ຂັບ ໃຫ້ລະບຽບ ແລະ ເກັບຮັກສາໄວ້ທີ່ສາງກົມມັງມັດເປັນຕົ້ນຕໍ

6. Not to bring all kind of guns to the site. No Alcohol and all kind of Drugs are allowed to bring to the site camp. Exceptional case, the security guard will have guns, which is allowed and will be provided directly by the responsive authority concerned.

ບໍ່ໃຫ້ນຳເອົາອາວຸດທຸກຢ່າງ, ຢາເສບຕິດ, ເສບຊີວິດ ແລະ ກິນອາຫານ ເຂົ້າມາໃນຜົມຕໍ່ສູ້



- 7. Staffs have to be belonged to the respective groups of the site organizations for a better control of personals. Except some staffs, who are only shortly as visitors at site camp for some days. Every team has a team Leader, who has the responsibility to take care of his team members in every kinds of situation and guide his crews to follow the regulations of the company as given.

ສະໜັບສະໜູນແກ່ລະດັບ ໃນເວລາທີ່ກຳລັງເຮັດວຽກໃນການຈັດຕັ້ງບາງສະໜາມ ຂອງບໍລິສັດ ເພິ່ນສະໜັບສະໜູນສຳລັບການ ຕິດຕໍ່ກັບສະໜາມວຽກງານໃນໄລຍະສັ້ນ, ບໍ່ມີສະໜາມຕາມຄວາມຕ້ອງການທີ່ຕ້ອງສະໜາມ ແຕ່ງປົນເຮັດ ແລະ ປະຕິບັດແລະບຸນຂອງສະໜາມອຸກຢາງ



- 8. It is not allowed to drink alcohol and use drug at site camp. All kind of gambles are not allowed. No terror. No Prostitution. Good behavior and good living culture together within this community are suggested.

ສະໜັບສະໜູນບຸກຄົນຢູ່ໃນເວລາທີ່ກຳລັງເຮັດວຽກ ແລະ ສະໜາມ ໃນເວລາທີ່ກຳລັງເຮັດວຽກ ຕ້ອງກວດກາຈັດຕັ້ງ ແລະ ກົນໄກໃຫ້ຖືກຕາມເວລາທີ່ຕ້ອງ ແລະ ກຳນົດໄວ້, ບໍ່ໃຫ້ກຳລັງເຮັດວຽກ ກໍ່ມີບາງສິ່ງກຳລັງເຮັດວຽກ: ກົນໄກ, ເມັດ, ຕິດຕໍ່ການສາວ, ລີ້ນ ແລະ ອື່ນໆ

- 9. It is not allowed to smoke at sleeping tent and bed. No smoking near fuel store, near combustible area or during fuel tanking period.

ບໍ່ແມ່ນສະໜາມທີ່ອາໄສຢູ່ບ່ອນອື່ນ, ບໍ່ໃຫ້ມີລະບົບອຸກຢາງໃນ ວັດຖຸທີ່ອາໄສ ຕື້ ຂະນະເຕີມນໍ້າມັນ ສິດບຸກ ສະຖານທີ່ ຫລື ບໍ່ມີລະບົບທີ່ອຸກຢາງ

- 10. Staffs and employees of the Camp have to write the letter of request for getting permission for leaving the camp during free time period and have to come back as requested and as allowed. During the visit at the next village, it is not allowed to create terror, disputes and other kind of problems with villagers.

ສະໜັບສະໜູນບຸກຄົນຢູ່ໃນເວລາທີ່ກຳລັງເຮັດວຽກ ແລະ ສະໜາມ ໃນເວລາທີ່ກຳລັງເຮັດວຽກ ກຳລັງກວດກາຈັດຕັ້ງ ແລະ ກົນໄກໃຫ້ຖືກຕາມເວລາທີ່ຕ້ອງ ແລະ ກຳນົດໄວ້, ບໍ່ໃຫ້ກຳລັງເຮັດວຽກ ກໍ່ມີບາງສິ່ງກຳລັງເຮັດວຽກ: ກົນໄກ, ເມັດ, ຕິດຕໍ່ການສາວ, ລີ້ນ ແລະ ອື່ນໆ

- 11. Meals are served together and at time described group wise or per team. Who cannot attend the meal session, has to inform his team leader in advance for special arrangement.

ສາບໃນເວລາ ອາຫານອຸກຢາງ ຈະຕ້ອງກິນເວລາ ແລະ ຖ້າກິນບອກເວລາຕ້ອງໄດ້ຮັບສະບູນາ ຈາກອົວປາສະໜາມ ຫລື ຜູ້ກຳລັງເຮັດວຽກເອົາມື້ນ, ອາຫານອຸກຢາງກິນແບບລວມຜູ້ ອາດມີບາງ ຫລື ເປັນອົວປາ



One part for Concrete Teams, Erection Teams, Stringing Teams,

One Part also for Transport Teams, Survey Teams, Driver Teams,

One part for store and preparation workshop etc..

Every group has also a Representative.

Every Team has a security and safety guard taking care of the belongings of his team and is responsible for cooking, cleaning, team households and camp public works. He is also parallel a member of camp security team. He has to follow the order of the camp Manager.

All events happen at Camp will be reported to the Camp Manager and to the Safety Manager directly.



4.4 Security Guard at LG camp

The security guard of LGP Camp is to control all events of entry and outgoing from the camp. LGP Camp has only one entry check point, which is guarded 24 hours as per situation. Before leaving the camp and after returning to the camp, it has to be reported to the security guard. The guard is at the entry point of the camp. Time regulations of the Camp are written in Lao language as below. The electrical Generator will be switched off at 21h30. In other case it has to be allowed by the camp manager for time extension of lighting.

ການປະຕິບັດລະບຽບເວລາເຂົ້າ ຕອກ ຂະໜາມ ໃນເວລາເລີກວຽກ ແມ່ນຜູ້ກ່ຽວຕ້ອງຂໍຍອກ ຊອບດັ່ງນີ້:

ການອອກໄປສ້າງບອກຂະໜາມແມ່ນກໍານົດເວລາ ຂາໂມງຮຸບ ກໍລະນີຕາມກຳນົດ:

- ແຕ່ 21ໂມງ3໐ ຫາ 22ໂມງ00 ຫາ 22ໂມງ00 ຫາ 22ໂມງ00 ມາດີ ແມ່ນຈັດເງິນ 50.000ກີບ/ຄັ້ງ.
- ແຕ່ 22ໂມງ00 ຫາ 24ໂມງ00 ຫາ 24ໂມງ00 ມາດີ ແມ່ນຈັດເງິນ 100.000ກີບ/ຄັ້ງ
- ແຕ່ 24ໂມງ00 ຫາ 01ໂມງ00 ຫາ 01ໂມງ00 ມາດີ ແມ່ນຈັດເງິນ 200.000ກີບ/ຄັ້ງ. ແລະ ກິນມາແລ້ວ ນອນ ບິໄປເຮັດວຽກ ແມ່ນ ຈຸນສຍົກ ສອງເງິນແຮງງານເປັນ, ເພາະຄວາມລ່າ ກິນເກຣນ ແມ່ນຈັດ 150.000ກີບ/ມື້. ຂຶ້ນຕື່ອນກໍານົດຕາມກາຍ ກໍານົດ ຕໍ່ມື້ ແລ້ວວຽກ ຮອດ, ຜູ້ກະທຳ ຕິດບຸກຄວາມຂັບຂີດ ຊອບຂອງຕົວຕົນໂຕ ແມ່ນຕິດໜ້າກິນ ຕ້ອງມີຄວາມສັບສົດຊອບ ຕໍ່ອ້າຍ ນ້ອງຂອງຕົນ ແລະ ກໍາຈະຖືກຕິດ ເງິນ 30% ຂອງຈຳນວນ ເງິນທີ່ຕິດຜູ້ກະທຳເປັນ.



5. Training and Records

All LGP employees and staffs are firstly trained to understand clearly the context of these regulations. Especially all security staffs or team members must be trained to be good competent in all procedures as per their position descriptions.

Training will be done firstly before starting project and also before one work period as per work method statement.

During safety talk, the security matter is highlighted every time for consistency.

On the information board, Regulations will be affixed to be seen and read clearly.

Some minor non conformances in relation to above mentioned regulations must have to be trained again.

In the case, that some personal belongings were theft, it has to be isolated immediately. Internal investigation will be done. Every Team must have meetings and do searching after fact findings. Security team will investigate also in more details. All processes will be recorded and reported to the concerned authorities also to PBM Security and local authorities. The case studies will be done and evaluated referring to the level of property losses. Records will be done.

In the case, that some drugs were found at camp. The case will be investigated, how and what are the related connection chains and losses. How is the level of damages concerned. The security team will record all events and isolated the objects. Immediately, it has to inform concerned authorities. If it is at low level, the person concerned will be re-trained for the nonconformance. Penalty will be applied according to Lao law and local regulations concerned.



4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

LG has its long safety culture which it has received several international awards of Quality Management two times in 2004 and 2006.



INTERNATIONAL STAR
QUALITY CONVENTION
PARIS 2006



As Executive President of BID, it is a privilege to present this

CERTIFICATE
to
**LAO-GERMAN
COMPANY LIMITED
VIENTIANE, LAOS**

in recognition of outstanding commitment
to Quality and Excellence,
which merits the

**INTERNATIONAL
PLATINUM STAR
FOR QUALITY AWARD**

in the realm of Customer Satisfaction, Leadership, Innovation and Prestige,
as established in the QC100 TQM model.

Paris, April 3, 2006

A handwritten signature in dark ink, appearing to read "Jose E. Prieto".

Jose E. Prieto
President of BID Business Initiative Directions



B. I. D. BUSINESS INITIATIVE DIRECTIONS
General Yuste, 11 • 28020 MADRID, ESPAÑA • T. 34.01.50.73.360 • www.bid-esp.com

00-102-03AP

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Every time before the start of each project, LGC will conduct Safety Demonstration to workers about how to use tools and equipment in safety manner. In Every week/every time of having newcomer, it will organize safety talk and/or OSH training for the new workers to ensure they understand the OSH topic clearly. Every camp site will be equipped with First Aid box, Fire Extinguisher and Emergency Contact List and so on in the sit office. LGC strictly follows, the HSE site regulation including sanitation, waste disposal, waste management and specially COVID-19 prevention and mitigation plan.



6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

LG's management and staffs have received over 30-hour OSHA training and often comply with all the employer requirements regarding to OSH requirement.

It is the prime concern of LG that the works to be carried out at the Project Construction Site and in the subcontractors' fabrication yards are of the highest safety standard. The management of LG at all levels shall be responsible for ensuring that safety is given the top priority which it deserves, and that the safety aims which are identified are, so far as is reasonably practicable, fulfilled.

LG will constantly and closely monitor the safety performance of the Project and will take all practical steps to maintain safe and tidy workplaces.

The Safety and Health Program that will be instituted is to eliminate the hazard, plant, tool, and reduce the number of injuries covered by the project. During the construction, LG will strongly cooperate with the employer in solving safety problems arising from their sphere of works and coordinated with any other contractors on the project construction site in order to achieve the safe performance of any interface work areas.

LG considers that the safety of each project is a major part of their responsibilities and to properly discharge

these responsibilities the various policies within the document have been established.

Operational success shall be achieved in conjunction with a good and effective accident prevention practice based on internationally accepted codes and practices. All local Government legislation shall be considered as establishing the absolute minimum requirements for these policies.

The management shall take all reasonable steps within its power to meet its responsibilities and shall pay particular attention to the provision of:

- a) ensuring that the plant, equipment and systems of work that are safe and suitable for the purpose intended;
- b) safe arrangements for the handling, transportation storage of equipment and materials;
- c) implementing safety and health inspections to identify, eliminate and control safety and health hazards as well as detecting unsafe working conditions and practices and to comply fully with the safety and health standards on every project;
- d) investigating, promptly and thoroughly, every accident to learn the causes of the accident and correct the problem, so it will not reoccur;
- e) setting up a system of recognition and awards for outstanding safety service or performance;

f) training all employees in good safety and health practices in the use of plant, equipment and substances;

g) providing engineering controls that will minimize or eliminate hazards;
 h) providing necessary PPE and instructions for use and care.



ບໍລິສັດລາວ-ເຢຍລະມັນ ຈຳກັດ

178/179 ຖະໜົນ ທິງໂຮ່ນຄຳ, ວຽງຈັນ, ສປປ ລາວ



Lao-German Company Ltd.

178/179 ThongKhanKham Road, Vientiane, Lao PDR

ໂທ: (856-21)241399, 218464, ຜູ້ໂທ:217113, Web: <http://www.laogerman.com>, E-mail: laogerman@laotel.com PO Box 5904



Safety talks of LG Safety Manager with LG Workers before going to the site

LG	SAG
	Upgrading 115kV Power Supply of Sepon Facilities



1. Training Scheduled:

Date of Training :	21-Sept-09	Training Ref No.:	LG-S-002
Location/Venue :	MAHAXAI	Time of Training :	07:30

2. Course Management:

Course Title :	Tool Box talk	Organized by :	Safety Inspector
Instruction By :	Mr. Khamsouk	Trainer By :	Mr. Khantsouk

3. Training Outlines: *Before started work*

Course Contents :	1) Wearing safety equipment.	4) working plan
	2) Envelopment	5) Using tools with correct work
	3) Procedures of work	6) Bush cutting machine

4. Training Pictures:



LG	SAG
	Upgrading 115kV Power Supply of Sepon Facilities



1. Training Scheduled:

Date of Training :	20-Sept--09	Training Ref No.:	LG-S-000
Location/Venue :	MAHAXAI	Time of Training :	15:30

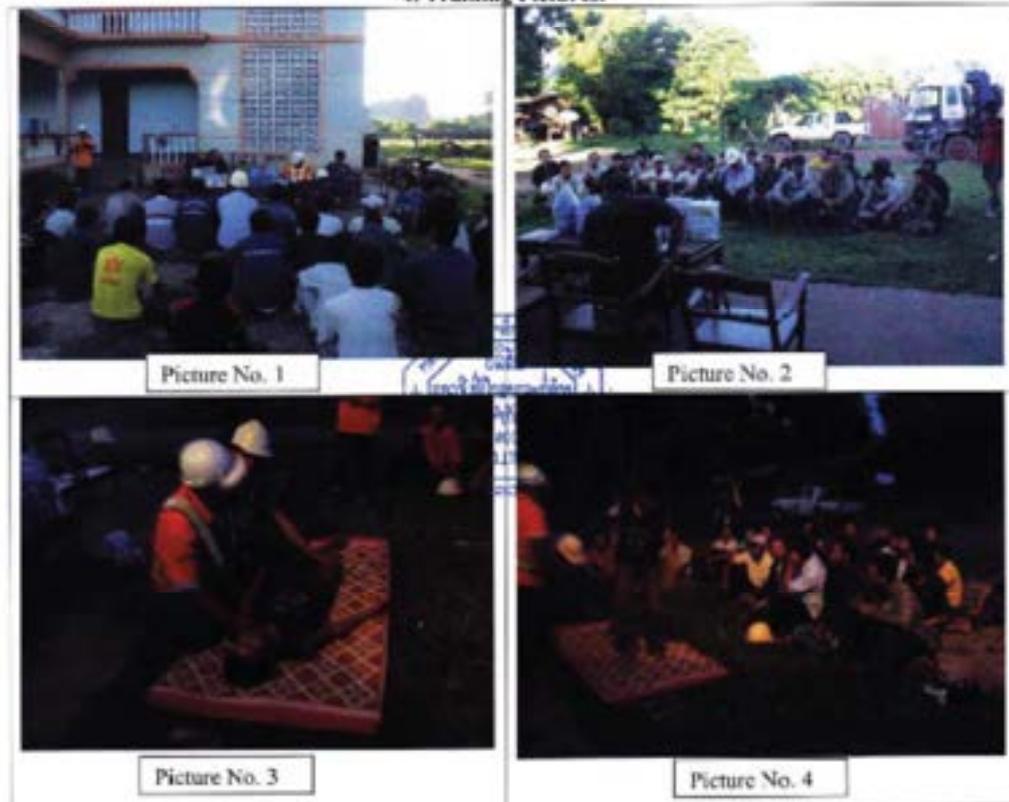
2. Course Management:

Course Title :	Tool Box talk	Organized by :	Safety Inspector
Instruction By :	Mr. Maysi	Trainer By :	Mr. Khamsouk

3. Training Outlines: *First Aids Training*

Course Contents :	1) <i>First Aids talking</i>	4) <i>Working with team</i>
	2) <i>First aid kits for every team</i>	5) <i>Fire burn</i>
	3) <i>Help Patience after shock</i>	6) <i>Using fire extinguisher</i>

4. Training Pictures:



Picture No. 1

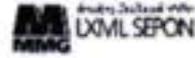
Picture No. 2

Picture No. 3

Picture No. 4



115 kV Power Supply of Sepon Facilities
Contract GBEGX-E-CC-006



Work Safety Instruction



Type of Work: Tower Foundation of 115kV line (Safety driver training)
 Date of Instruction: 24 Feb 2010
 Inducted by: Wicheng Kheng, S (MANV)

The following Staff have been briefed according to Risk Assessment for related works and have been given the opportunity to get clarification on any of the content.

PRINT NAME	SIGNATURE
အောင်. သိန်းကျော်	အောင်. သိန်းကျော်
အောင်. မောင်ကျော်	အောင်. မောင်ကျော်
အောင်. ဝင်း	အောင်. ဝင်း
အောင်. နေ	အောင်. နေ

အောင်. နေ
 အောင်. နေ
 အောင်. နေ
 အောင်. နေ



အောင်. သိန်းကျော်
 အောင်. မောင်ကျော်
 အောင်. ဝင်း
 အောင်. နေ
 အောင်. နေ



115 kV Power Supply of Sepon Facilities
Contract GBEGX-E-CC-006



Entity Contract with
LXVIL SEPON

Work Safety Instruction

Type of Work: tower Foundation of 115kV line (Safety training)
 Date of Instruction: 24 Feb 2010
 Inducted by: Mr. Hongkong S (MANY)



The following Staff have been briefed according to Risk Assessment for related works and have been given the opportunity to get clarification on any of the content.

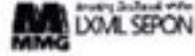
PRINT NAME	SIGNATURE
ທ້າວ. ສິມສິມ	ຊື່ພີ່ນ້ອງ: <u>[Signature]</u>
ທ້າວ. ບຸນລຸນ	ຊື່ພີ່ນ້ອງ: <u>[Signature]</u>
ທ້າວ. ກຸນ	ຊື່ພີ່ນ້ອງ: <u>[Signature]</u>
ທ້າວ. ສິມສິມ	ຊື່ພີ່ນ້ອງ Bactb. <u>[Signature]</u>
ທ້າວ. ບຸນລຸນ	ຊື່ພີ່ນ້ອງ: <u>[Signature]</u>
ທ້າວ. ກຸນ	ຊື່ພີ່ນ້ອງ Bactb. <u>[Signature]</u>
ທ້າວ. ສິມສິມ	ຊື່ພີ່ນ້ອງ (ຊື່ພີ່ນ້ອງອື່ນ): <u>[Signature]</u>
ທ້າວ. ກຸນ	ຊື່ພີ່ນ້ອງ (ຊື່ພີ່ນ້ອງອື່ນ): <u>[Signature]</u>



(2)



115 kV Power Supply of Sapon Facilities
Contract GBEGX-E-CC-006



Work Safety Instruction

Type of Work: Tower checking of Hskil line (Safety driver training)
 Date of Instruction: 21 Feb 2010
 Inducted by: Mr. Hong Kong S. (MBA)



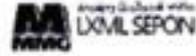
The following Staff have been briefed according to Risk Assessment for related works and have been given the opportunity to get clarification on any of the content.

PRINT NAME	SIGNATURE
<u>Mr. S. Deung</u> <u>(Vong Deung)</u>	<u>Driver of Tower checking group</u>





115 kV Power Supply of Sepon Facilities
Contract GBEGX-E-CC-008



Work Safety Instruction

Type of Work: Tower Stringing of 115kV Line (Safety driver training)
 Date of Instruction: 28 Feb 2010
 Inducted by: Mr. Luangthong S (MAN)



The following Staff have been briefed according to Risk Assessment for related works and have been given the opportunity to get clarification on any of the content.

PRINT NAME	SIGNATURE
Mr. Bounpone (Kusw)	(Supervisor/driver)
Mr. Khamkhon - (Kha)	(Driver)
Mr. Ann. (Ksu)	(Driver)
Mr. Khen (A) (Kau)	(Driver)
Mr. Khen (B) (Kau)	(Driver)
Mr. Sangthong (Siny)	(GEB)
Mr. LE (Koi)	Mechanical
Mr.	
Mr.	
Mr.	



115KV TL VV-SS TO BHX-SS PROJECT

LGP

Contact NO.PBM BHX JWC 003

First Aid, fire extinguisher, rescue plan training for LGP manpower's at the main camp Fahom



On February /6/2011 at LGP main camp in Fahom the opening First Aid training, Mr.hongthong Mr.Khamsouk instructed the workmen in all important part of attending to an injured person on site

Training schedule

Date of training	6/2/2011	Training Ref No.	LGP 001
location	CAMP FAHOM	Time of training	7:30 – 10

Course management

Course title	Tool box	Organized by:	Safety manager
Instruction by:	Mr.Dr.Ing maysi	Trainer by:	Mr.khamsouk-Hongthong.

Training outline: first Aid training

Course content:	1/ First Aid training	4/ Using fire extinguisher
	2/ Rescue plan	
	3/ Security talk	

Training picture







Fire extinguisher

LGP co.,ltd rule at the main camp Fahom(Vangvieng)



LG CONSULTING & CONSTRUCTION COMPANY

ENVIRONMENT REPORT



1. INSPECTION SCHEDULE:

Date of Training :	11.01.2014	Training Ref No.:	LGC_ENV/2014
Location/Venue :	TOWER 14/1	Time of Training :	10:00 AM

2. COURSE MANAGEMENT:

Course Title :	WASTE CONTROL	Organized by :	Safety Manager
Inspection By :	Miss. Khomsavanh	Trainer By :	Mr. Khamsouk

3. ENVIRONMENTAL ISSUE:

Course Contents :	1) CORRECTION OF WASTE	4)
	2) HOUSE KEEPING	5)
	3) ROAD SLIPLY	6)

4. ENVIRONMENTAL ISSUE PICTURE:



Picture No. 1 (Plastic waste un-control)



Picture No. 2 (Correction waste by type)



Picture No. 3 (Issue waste control)



Picture No. 4 (Slip road cause of rain)



LG CONSULTING & CONSTRUCTION COMPANY
Project: 115 Kv Transmission Line from Nonhai to Paklay Substation.

1. Training Scheduled:

Date of Training :	06.12.14	Training Ref No.:	LGC_HSE_002
Location/Venue :	LG CAMP_P112-Buruvong	Time of Training :	7:00 AM

2. Course Management:

Course Title :	Tool Box talk LG team 1	Organized by :	Safety Inspector
Instruction By :	Mr. Khamsook	Trained By :	Mr. Khamsook

3. Training Outlines:

Course Contents :	1) JSA	4) FOUNDATION WORK
	2) FIRST AIDS	5) ENVIRONMENT
	3) HOUSE KEEPING	6) SPEED LIMITED

4. Training Pictures:



LG Activities in International Environmental Day





MALAYSIA

TECH FOOD INGREDIENTS SDN BHD

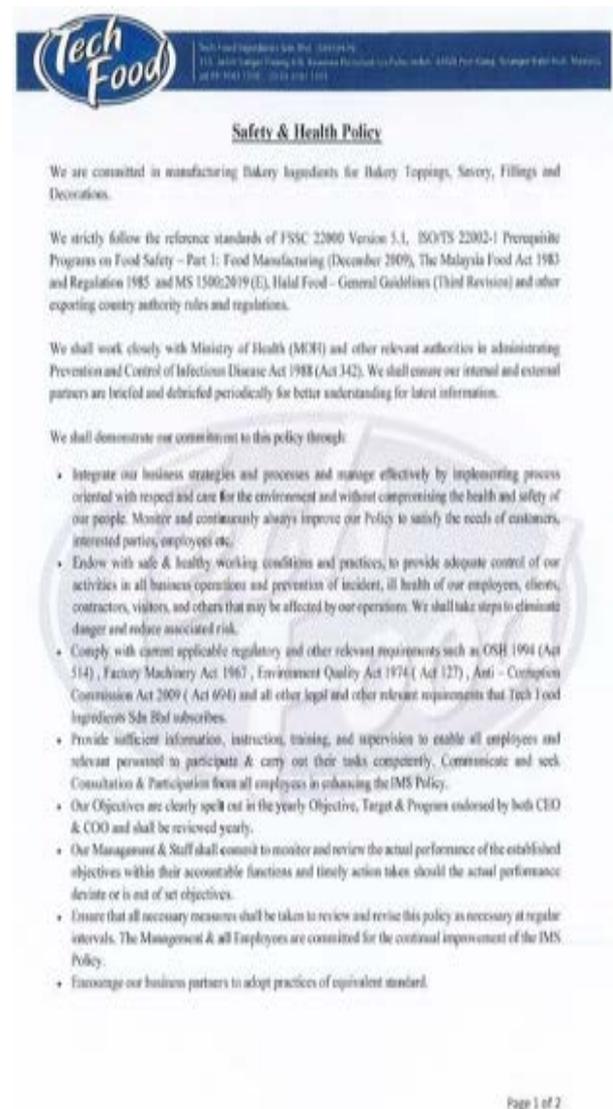
1. BUSINESS INFORMATION:

- **International business name:** Tech Food Ingredients Sdn Bhd
- **Address:** 153, Jalan Sungai Pinang 4/8, Kawasan Perindustrian Pulau Indah, Selangor Halal Hub, Port Klang, 42920, Selangor, Malaysia
- **Tel:** +603 3101 1310
- **Fax:** +603 3101 1301
- **Email:** naren@techfood.com.my
- **Website:** www.bakeryfilling.com

2. INDUSTRY (MAIN ACTIVITIES):

Tech Food Ingredients Sdn Bhd is a professional expert in serving the bakery and confectionery industry for more than 15 years. It is proud of its exceptional services to cater to customers and pride on its outstanding values and core values that are upheld. It offers creative product development to accommodate each customer individually and has gained esteem recognition from renowned organisations. Its products are a selection of fruit toppings and cream toppings used in cakes, breads, and ice creams and they are delightfully enjoyed by its customers and consumers. All ingredients are carefully selected, and the process are designed to maximize quality and to ensure food safety is prioritised.

3. OSH POLICY OF THE ENTERPRISE:





Tech Food Ingredients Sdn. Bhd. (689104-H)
153, Jalan Sungai Pinang 4/8, Kawasan Perindustrian Pulau Indah, 42920 Port Klang, Selangor Halal Hub, Malaysia.
Tel: 03-3101 1310 (t) 03-3101 1301

Our COO has been appointed with authority to carry out safety and health activities and program. This Policy is made available at the Security and Administration Office for interested parties such as DOSH, MOH, DOE, Contractors and etc.

This policy shall be communicated to all levels by placing them at strategic locations and frequent briefings to all employees and made available to all interested parties on request. All new employees are being briefed 1st Day of the commencement of work and on a yearly refresher training.

This policy has been developed in consultation with the Tech Food Ingredients Sdn Bhd's Employees and Environment, Labour, Health & Safety Committee, and their representatives. This policy shall be reviewed on a yearly basis to ensure its stays relevant and suitable for the current Business Needs in line with its Size, Context of the Organization, Associated Risk and Opportunities available and Opportunities in the near future.

.....
R. Narendranath
Chief Operating Officer
6- January 2022

.....
Fong Pei See
Chief Executive Officer
6- January 2022

.....
Santosh Rijal
Production Manager
6- January 2022

.....
Aung Pyae Sone
Translator
6- January 2022

Its policy includes signatures representative heads from Nepal & Myanmar to ensure the chain of communication, participation, and consultation is effectively maintained and monitored.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

Tech Food Ingredients comply with the international standard of FSSC 22000 Version 5.1 (Food Safety Management Systems), McDonald's Supplier Quality Management System (SQMS) Version 5.0 and Workplace Accountability Assessment. These standards cover Human Rights, Environmental Management, Workplace Environment, Business Integrity, and Management Systems. To further elaborate, Workplace Environment encompasses Occupational Safety and Health concerns such as:

- Health and safety training
- Fire safety equipment and training
- Safe working conditions
- Safe work practices
- Building integrity
- Emergency preparedness
- Personal protective equipment (PPE)
- Machine safety
- Medical care
- Chemical & hazardous material safety
- Restroom/ toilet facilities
- Facility provides housing/dormitory

- Canteen/ cafeteria services

The auditing firm is from established foreign based organisation and are handpicked by its major clients. For SQMS audit, in the last continuous 4 years, it has triumphantly obtained Grade A with score 95 and above and as for Workplace Accountability, it was graded with zero non-compliance.

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

Tech Food Ingredients Sdn Bhd values teamwork and inclusivity in every step of the way. It hires only the best and aspiring employees both locally and internationally, to help build the path to its goal in every aspect. Its employees come from different backgrounds, and the Management take it as their duty to take the extra step and make everyone feel welcomed at Tech Food Ingredients Sdn Bhd. One of its initiatives on Occupational Safety and Health implementation is all signages are in multiple languages. The signages are written in 4 languages: English, Bahasa Malaysia, Nepali, and Burmese, with the intent that there would be no communication barrier in terms of safety and health and with a note that they too, matter. The message Tech Food Ingredients is trying to deliver is simple: that safety and health is non-negotiable, and it is for everyone, be it for locals and foreign employees. In addition, it is not just

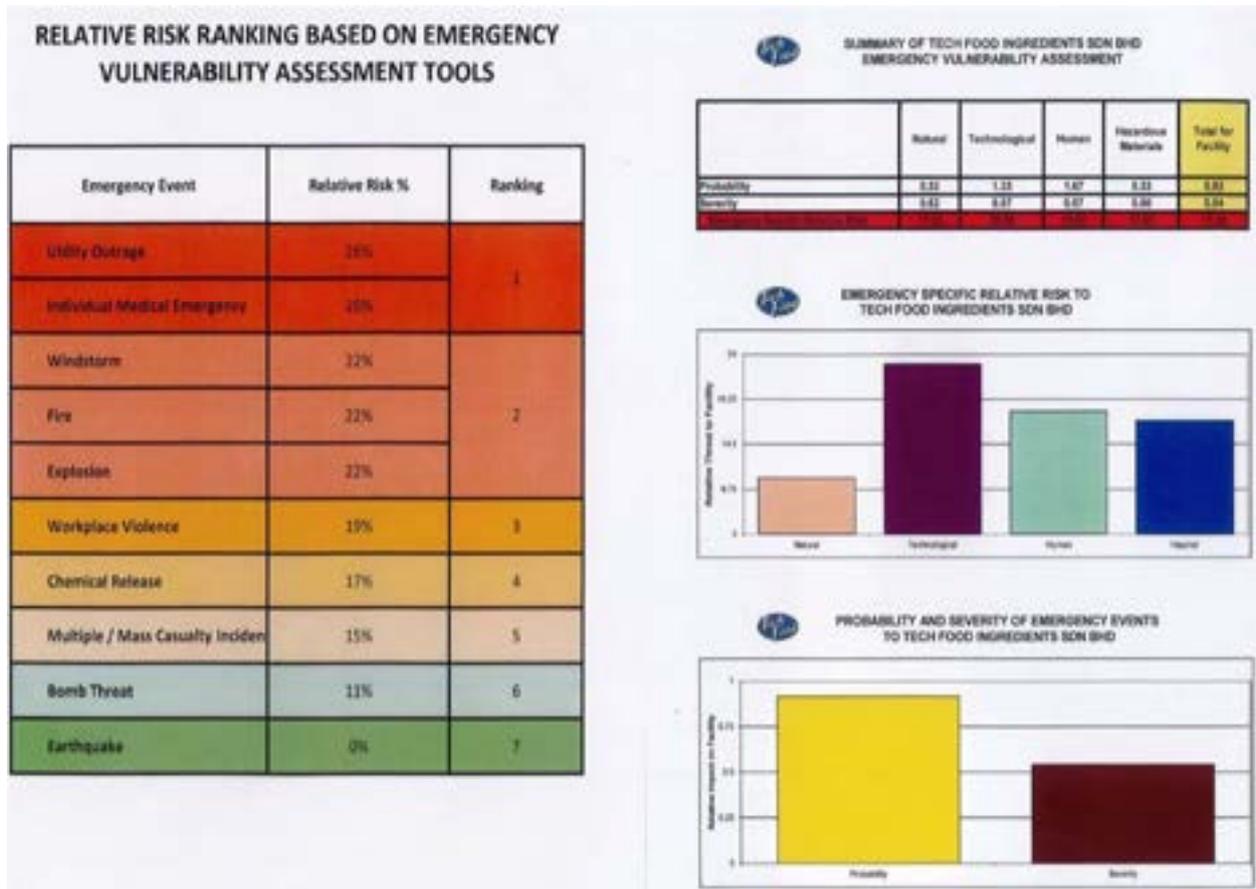
the signages that are written in multiple languages, its policies and safety work instructions are also written in multiple language to have better message deliverance to employees, contractors, and visitors.

Trainings are just as important to keep the workplace safe and healthy as it helps employees to recognize approved practices and the safety and health expectations of the company and law regulatory. Tech Food Ingredients Sdn Bhd provides trainings to employees all year long, including refresher courses to always keep employees attentive and vigilant to their workplace environment. It keeps a record of providing more than 100 training hours to employees on a yearly basis and furthermore, these training sessions are comprehensive with translations as well. A pre-test and post-test are provided to employees to assess their understanding and to analyse which safety and health practice require additional attention. This is how it set the course of safety and health in the company.

Another initiative done by Tech Food Ingredients Sdn Bhd to prevent occupational safety incidents and near miss is by doing roleplays with the employees. While others may think that a great number of training hours is sufficient, it would like to go to a greater extent by roleplaying the hazards and get the extra sense of how the situation can or could be

in real circumstances. It has managed numerous roleplays for different types of emergencies such as flood, mental health, fire drill, bomb threat, missing person and many more to entirely capture all employees' attention and open a safe space for discussion. The roleplays are then recorded, and a case study report would be produced to evaluate the hazards, risks, and consequences of the cases. It will then re-evaluate the case study in periodic basis and determine the next action course.

Moreover, Tech Food Ingredients uses the Emergency Vulnerability Assessment Tool to highlight which risk is the most significant to the company and a relative risk ranking based on the Emergency Vulnerability Assessment Tool was then constructed. The tool helps to score its emergency preparedness and recognise the possible hazards that need the most attention for exercise, mitigation, and preparation. All exercise for the emergencies identified are accomplished with full participation off all level of employees. The Emergency Vulnerability Assessment Tool considers events such as Natural (earthquake, windstorm), Technological (fire, explosion, utility outage), Human (medical emergency, multiple casualty incident, workplace violence, bomb threat), and Hazardous Materials (chemical release), to fully capture any imaginable event and all events predicted are taken into consideration.



Vulnerability Assessment Tool

Hazard Identification, Risk Assessment and Determining Control (HIRADC) is also in place and documented to determine and manage any hazard that exist within the working environment. HIRADC was constructed with as much detail as possible to prepare all employees in any foreseen scenario and risk assessment was done meticulously through series of walkthroughs around the premise and thorough discussions. All the steps taken

is to ensure that every possible hazard is identified, and a detailed assessment is completed to fully prepare every employee of any risks. The HIRADC study overlooks on all activities, services, and processes, and the employees working in their respective areas' suggestion and thoughts are taken into consideration. It is then reviewed annually if there are no new changes in the activities, services, and processes.

TECH FOOD INGREDIENTS SDN BHD														
Hazard Identification and Risk Assessment Determine Control										ESHF 2				
Description		WASTEWATER TREATMENT					Prepared by: Nur Azzah (Plant Executive)							
Revision		002		Date		3/6/2022				Approved by: Hanindarath (COO)				
Department / Area		Wastewater Treatment Plant												
Serial No.	Activity / Services / Facilities / Products	Sub Serial No.	Hazard	Consequences	Assessment Conditions Normal, Abnormal, Emergency	Severity				Probability of Occurrence	Existing Controls	Risk Index Priority (Low, High, Very High)	Applicable Regulations (The T1)	Proposed Control
						FIRK Table 1	Health Table 2	Table 3	Table 4					
1	Moving chemicals from storage	1a	Chemical spillage or splash	Chemical burn	A	2	3	4	1	Ensure chemicals properly tagged as delivered condition. Use hand glove and goggles	3	L	Occupational Safety and Health (Use and Standard of Exposure Chemical Hazardous to Health) Regulations 2000 (USECHH Regulations)	Maintain existing control measure. Provide on job training, introduce safe operation procedure, work instruction
2	Filling of Chemicals	2a	Splash of chemicals	Body injury/ Contact of Skin or eyes	B	2	2	2	1	Wear PPE before handling chemicals	7	L	Occupational Safety and Health (Use and Standard of Exposure Chemical Hazardous to Health) Regulations 2000 (USECHH Regulations)	Maintain existing control measure. Understand before handling chemicals SDS
3	Climbing up with Monkey Ladder	3a	Slipping heavy can occur	Body injury	A	1	2	2	2	Safety cage to prevent falling. Avoid using shoes contaminated with oil. Safety signs are placed when near monkey ladder	3	L	Nil	Maintain existing control measure. Ladder must be firm

Example of HIRADC assessment for Wastewater Treatment Plant

Subsequently, it also has Monitoring, Measurement, Analysis, and Compliance (MMAC) table ready for use at any given time. Every legal and other relevant requirement applicable to Tech Food Ingredients Sdn Bhd is listed such as Occupational Safety and Health Act 1994, Factories and Machinery Act 1967, Use and Standard of Exposure Chemical Hazardous to Health (USECHH) Regulations 2000, Prevention and Control of Infectious Diseases Act 1988, Fire Services Act 1988, Environmental Quality Act 1974, and any other regulations that

are relevant to the company. The MMAC table serves as a guide to specify which regulatory is the indicator for the practices in Tech Food Ingredients Sdn Bhd and this ensure that it is abiding to every governing rule and further safeguard the company and all public relations. The MMAC table is highly effective in identifying and ensuring all permits, licenses and any other documents required, are compiled, and updated in a timely manner. This is managed by the Safety, Health & Environmental team.

No	Description	Compliance Requirements	Indicator	Responsibility	Frequency of Monitoring	Compliance Yes / No
24	Audiometric Testing Expiry: Feb 2023	Occupational Safety and Health (Noise Exposure) Regulations 2019	Latest Job Date: 18/2/2022 Follow up: Dec 2022	Regulatory Team Secretary: Noraini	Yearly	Yes
25	HCP Training	Occupational Safety and Health (Noise Exposure) Regulations 2019	Latest Job Date: 6/3/2021 One time training	Regulatory Team Secretary: Noraini	Yearly	Yes
26	Ergonomics Training	Factories and Machinery (Safety, Health and Welfare) Regulations 1970	Latest Job Date: 27/2/2021 One time training	Regulatory Team Secretary: Noraini	Yearly	Yes
27	Initial Ergonomic Risk Assessment (ERA)	Factories and Machinery (Safety, Health and Welfare) Regulations 1970	Latest Job Date: 21/8/2020 One time assessment	Regulatory Team Secretary: Noraini	Yearly	Yes

Monitoring, Measurement, Analysis & Compliance Table

On top of it, it reviews the Monitoring of Safety and Health Assessment Programs on a quarterly basis to look at the overall view of the findings. Through this review, it evaluates any findings discovered and

take immediate action to enhance safety and health standard. All the issues raised were revisited by all team members and are evaluated if the changes made are satisfactory.



Safety and Health Assessment Programs in Tech Food Ingredients Sdn Bhd

It always has a devoted committee for the Emergency Response Team ready, in any situation. Its Emergency Response Team proudly comprises of employees of many backgrounds to give them the deserved responsibility to take charge during an emergency. The company believes that it has given them ample preparation and training, and wholeheartedly trust them to manage any

emergency that may arise. The Emergency Response Team covers extensive roles such as Incident Commander, First Aider, Emergency Coordinator, Area Marshall, Squad Logistics, and others, and these roles are all held by its employees, with the utmost feeling of accountability and desire to execute their best.



Emergency Response Team chart



Internal Crisis Team/ ERT COVID-19 chart

As expressed with great length, Tech Food Ingredients will spare no expense when it comes to prioritizing the safety and

health of each personnel in the premise and this includes in investing its time and energy in building a safe and healthy

workplace. Until today, with equivalent of 10 years, it has been 87600.00 accident-free hours, and this was achieved with the reason that it has excellent employee dedication, management that drives the system and a holistic approach for all safety and health issues. It gives all in delivering effective communication, providing great learning opportunities, enhancing competencies, planning events

exhaustively, and sharing responsibilities and achievements with everyone. All personnel bring great value, and it carries itself with pride and dignity when it shares the achievement in safety and health with everyone. Safety and health are everyone's responsibility and Tech Food Ingredients carries the load together in harmony.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:



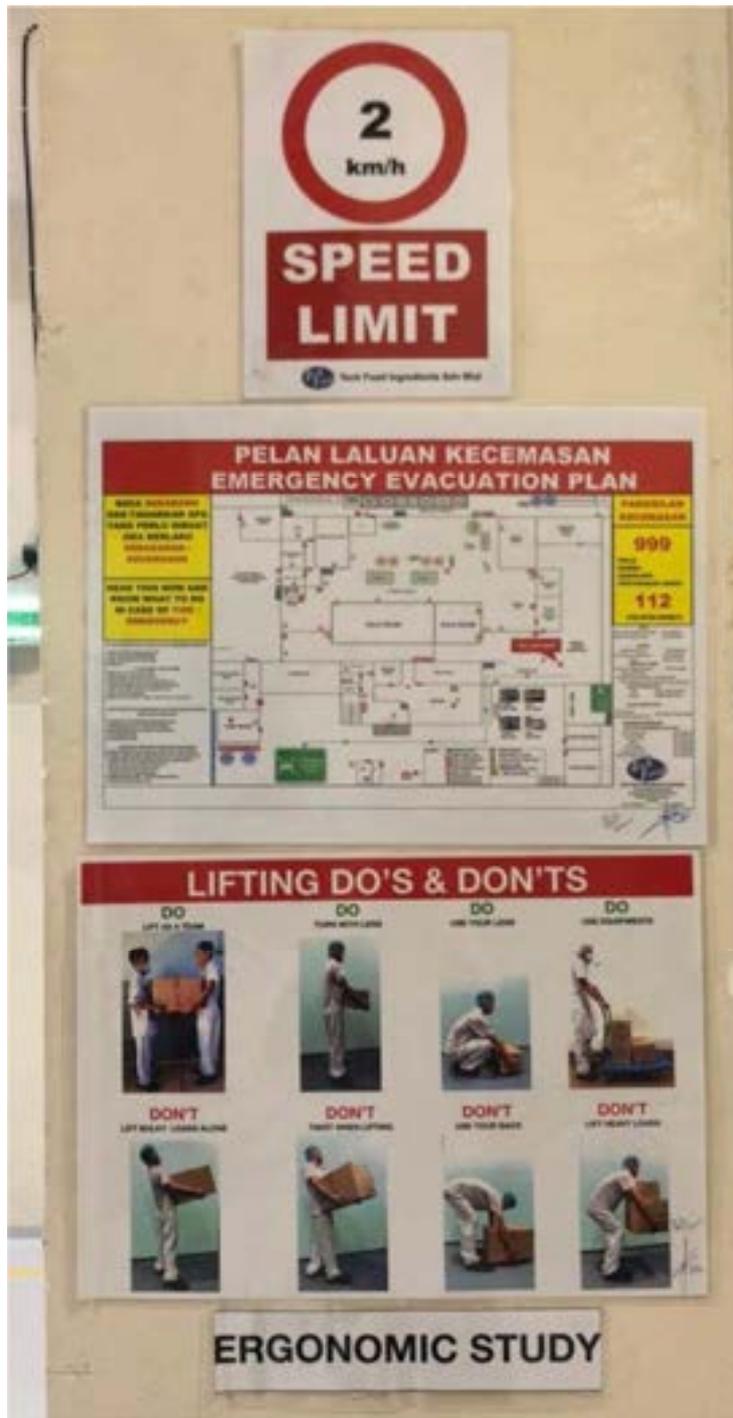
Emergency signage written in 4 languages: English, Bahasa Malaysia, Nepali and Burmese



Flood gauge as an initiative to prepare employee for flood risks



Safety & Health signages are placed all over premise to remind employees and visitors of the importance of safety & health. Signages are written in multiple language.



Signages for forklift speed limit, emergency evacuation plan, and ergonomic study for employee's reference



Training for all employees on emergency evacuation plan



Fire drill training with local authority as a speaker



MYANMAR

**SHWE PHE 00 TEA POWDER
& TEA MIX FACTORY**

1. **BUSINESS INFORMATION:**

- **International business name:** Shwe Phe Oo Tea Powder & Tea Mix Factory
- **Address:** Yangon-Pyay Road, Pyin Ma Pin Village, Yangon Division.
- **Tel:** +959 30861655, +959 5125435
- **Email:**
shwepheooteamix2021@gmail.com

Introduction

MEC, Shwe Phe Oo Instant Tea Mix Production factory is built and opened aiming to provide food supply to the Army and to sell high quality and healthy food to the public.

Factory history and product items

Shwe Phe Oo Instant Tea Mix Production factory started implementing on 30th March 2012 and started operating on 26th January 2013 to produce Tea Powder & Tea Mix to substitute providing Army Tea with Instant Tea mix, according to the direction of the president of MEC. The factory is located at Yangon-Pyay Road, Pyin Ma Pin Village Tract, Mingalardon Township. The boundaries are Chicken farms of the Ministry of Fisheries and Livestock in the north, the housings of the Ministry of Fisheries and Livestock and Pyin Ma Pin Industrial Zone in the East, Pyin Ma Pin village in the south, and Dagon Dairy, Yangon-Pyay Road and Hlawgar Lake in the west. The area of the factory is 4.28 Acres. The productivity is 84 tons of Tea Powder and 70 million of Tea mix packs per year.

Future Plan

In manufacturing, the factory aims to increase productivity and improve and exceed the targeted quality. It will also focus on the safety and healthy working environment. The current best practices will be maintained all the time and other processes will also be performed in the best way to the appropriate and complete workplace for the safety and health.

The current 3 best practices of the factory

- To increase productivity and capability
- To increase the marketing quality of the products
- To increase the safety and health coverage

2. **INDUSTRY (MAIN ACTIVITIES):**

- Tea Powder
- Tea Mix
- Milk Powder
- Lemon Tea

3. **OSH POLICY OF THE ENTERPRISE:**

- To support the economic development of the country.
- To reduce the expenditure of the state.
- To be able to take care of the welfare of citizens.
- To minimize the cost of production of products.
- To produce high quality and maximum quantity.
- Employee occupational safety and environmental protection.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000)

- ISO 9001:2015.
- Food and Drug Administration certificate of Ministry of Health.
- Certificate of GIC.
- The best production prize for (2016-2017) and (2017-2018) of Myanmar Economic Corporation.

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Regularly review occupational safety and health hazards.
- Advise the factory manager to take precaution and awareness to prevent workplace injuries.
- Supervise relevant occupational safety and health assessments.
- Perform occupational safety and health duties as assigned by the relevant ministries.
- Preventive measures and contingency plans are in place.
- Arrange for adherence to preconditions when entering or leaving hazardous work areas.
- Fire safety planning and drills. Training on proper use of fire-fighting equipment.
- Food ventilation in the workplace.
- Diagnosis of suspected symptoms.

- Record entry/exit history.
- Respond to Covid-19 symptoms in the workplace.
- Safe and hygienic respiratory care.
- Avoid congestion at the entrances and exits of the workplace.
- Clean work equipment and other equipment.

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:







SINGAPORE

**PENGUIN ENGINEERING
& CONSTRUCTION PTE LTD**

1. BUSINESS INFORMATION:

- **International business name:** Penguin Engineering & Construction Pte Ltd
- **Address:** BLK 153 BT BATOK ST 11 03-294 SINGAPORE 650153
- **Tel:** +65 6566 6811
- **Email:** INFO@PENGUIN-ENGINEERING.COM

2. INDUSTRY (MAIN ACTIVITIES):

Mechanical Construction in Process Industry

3. OSH POLICY OF THE ENTERPRISE:

Penguin Engineering & Construction Pte Ltd

Quality, Safety, Health & Environment (QSHE) Policy

We are committed to securing full customer's satisfaction and confidence by providing high quality, reliable and prompt engineering and construction services that meet specifications, mandatory and legal requirement at all times, achieving the objectives with Safety as a pre-requisite; and continually improve the effectiveness of the established Quality & SHE Management System (QSHE).

Preserve the natural environment and maintain a safe and health workplace
维护自然环境并营造安全与健康的工作场所。

Ensure compliance to all applicable QSHE Legislation & Customer Requirements.
确保遵循相关品质、安全、健康环境条例与客户要求。

Nurture and build a safety conscious workforce through training & awareness, consultation and participation of employees on OHS matters.
透过训练，推动警觉/质询与参与工作安全与卫生事宜，教育并建立一支高度安全警觉的工作队伍。

Generate bonding with fellow colleague to achieve a common goal as a team.
建立同事间紧密的关系，全心全意地达成共同目标。

Upheld our obligation as a good corporate citizen.
秉持义务以示优良同业伙伴。

Identify and eliminate unsafe acts, hazards and reduce OSH risks.
辨识与排除不安全的行为、减低工作危害与风险。

Notify and report all work related accident, unsafe acts & near misses for lesson learnt to prevent recurrence.
通知与报告与工作有关的意外、不安全行为与有惊无险事件；从中吸取教训，以免重蹈覆辙。


.....
Eng Swee Yeng
Managing Director

Jul 1, 2021

.....
Date

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):

ISO9001:2015, ISO45001:2018

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Top Management's regular field presence to
 - Observe site personnel when they are working
 - Verify personnel are working safely according to established SWP
 - "Touch" personnel to verify their safety knowledge
 - Allow personnel to provide feedback issues to the top management.
- Mechanize wherever possible, use tools and equipment to reduce personnel' risk exposure and to improve productivity.
- Adopt client's comprehensive safety management system (Loss Prevention System and Life Saving Actions), with a slew of tools to identify, report, rectify and improve safety issues at site.
- Constant reiteration and "touching (safety)" site personnel enables supervisors and management to gauge the safety knowledge and attitude of the workforce and enable them to mete

out suitable trainings and counselling to improve their safety performance.

- Provide all necessary skills training and refresher to personnel to enable them to perform their job effectively and safely.
- Encourage peer to peer intervention – make personnel understand this is a Culture of "Care", not a Culture of "Catch".
- Encourage near loss reporting with "no blame" in order to identify any issue at the earliest stage and take necessary action to prevent an issue from becoming a loss.
- 1:1 reward for good SHE performance, i.e., Company rewards personnel the same value of safety vouchers awarded by clients.
- Sharing of industrial incidents related to current activities – source from
 - WSH Alerts
 - Client weekly safety sharing

6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:



Personnel attending Craft Based Safety Training conducted in house by Management Representative



Banksman / Signalman training



Safety briefing before lifting of 30ton drum



Safety vouchers given to personnel "caught" for safe performance



Project Manager demonstrating how to check condition of webbing slings.



Construction Manager sharing safety message.



Director appreciating personnel who performed their work safely.



THAILAND

**THAI CONTAINERS GROUP CO., LTD
(SONGKHLA PLANT)**

1. BUSINESS INFORMATION:

- **International business name:** Thai Containers Group Co.,Ltd. (Songkhla Plant)
- **Address:** 183 Moo 6 Asia Highway Road, Tambol Kamphaengphet Rattaphum District, Songkhla, 90180 Thailand
- **Tel:** +66 7449 8531
- **Fax:** +66 7449 8532-4
- **Email:** nuttasal@scg.com
- **Website:** www.scgpackaging.com

2. INDUSTRY (MAIN ACTIVITIES):

Design and development, sale and manufacture of corrugated paper boards, corrugated paper boxes and accessories.

3. OSH POLICY OF THE ENTERPRISE:

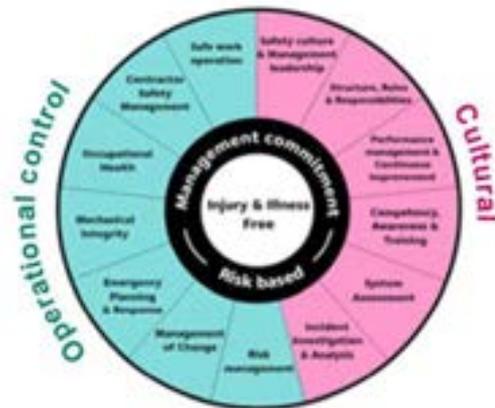
The company is committed to being a leader in the packaging and related products business, using quality packaging and world-class service by creating maximum satisfaction for customers and business associates by realizing the importance and achievement of safety, occupational health, and environment goals on the basis of continuous and sustainable business operations.

4. INTERNATIONAL STANDARDS IMPLEMENTED IN THE ENTERPRISE (FOR EXAMPLE ISO, SA 8000):

ISO9001:2015, ISO14001:2015, ISO45001:2018, BRC/IOP, FSC-COC

5. INITIATIVES OR TYPICAL IMPROVEMENTS ON OSH WHICH THE ENTERPRISE IMPLEMENTED IN ORDER TO PREVENT OCCUPATION ACCIDENTS AND DISEASES:

- Management Commitment: All management have safety commitment and clearly defined policies and KPIs of Occupational Safety, Health, and Environment, including budget support, infrastructure and personal and management leadership.



- Operational & Control: Hazard Recognition, Risk Assessment & Control. TCS have risk assessment all section. It used near-miss map tool to find near miss and reduce it. It continues the safety kaizen activities to reduce high risk.
- Cultural: Employee Involvement. TCS continues to set the safety activities for its employee to involve. According to the Safety Framework activity, it emphasizes safety training for new employees and safety brush up training for existing employees. It has

provided employees awareness to do so safety by training Behavior Base Safety (BBS) for operator and have activity for BBS Program. It has training line supervisor Program and have

STOP activity on awareness for supervisor and management and promote in them “Everyone is a role model”.



6. DOCUMENTATION OF OSH ACTIVITIES IN THE ENTERPRISE:

Management Leadership & Commitment

Management Role Model & Motivation & Visible Leadership

A Management "Role Model"



B Management "Safety Talk & line walk"



C Management "Reward & Recognition"



D Management "Caring & Coaching"



Employee Involvement

Activities to promote created a culture safety

KYT



Safety Small Group Kaizen



Morning Exercise and Morning talk Meeting





ASEAN: A Community of Opportunities for All



ASEAN



@ASEAN



@asean



www.asean.org