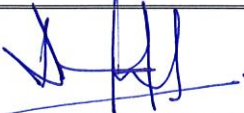
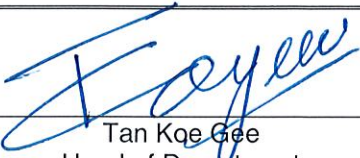





DOCUMENT NO.
MS – OA – TC – 01

DOCUMENT TITLE
SUBCONTRACTOR HSE REQUIREMENTS

REV.	PREPARED BY	CHECKED BY	APPROVED BY
00	 Muhamad Mokhsein Head of Unit Project HSE	 Tan Koe Gee Head of Department Operational Assurance	 Hj Mohd Arif Executive Director Business & Risk Management



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	2 of 12

DOCUMENT CHANGE AND REVIEW HISTORY

REV	DATE	APPROVED BY	SUMMARY OF CHANGES (S)
00	1 August 2019	Hj Mohd Aris	Revised from HSE Obligations of Sub-Contractor, MSOG-HSE-F-07 Rev 04

You can access this document at:

\\192.168.0.7\files_server\01 PUBLIC\06 INTEGRATED QHSE\02 Documents Management\

\\192.168.5.4\Public ktnfab\Integrated Q&HSE Management System\02 Documents Management\



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	3 of 12

CONTENTS

1.0	OBJECTIVE	4
2.0	SCOPE	4
3.0	REFERENCE DOCUMENTS	4
4.0	DEFINITIONS	4
5.0	GENERAL.....	4
6.0	COMPLIANCE TO LEGAL REQUIREMENTS	4
7.0	HAZARD MANAGEMENT	5
8.0	EMERGENCY PREPAREDNESS & ACCIDENT REPORTING	5
9.0	ALCOHOL & DRUG POLICY	6
10.0	COMPETENCY AND SUPERVISION	6
11.0	PERMIT-TO-WORK SYSTEM (PTW)	7
12.0	HSE MEETINGS.....	8
13.0	SAFETY INSPECTIONS / AUDITS	8
14.0	TOOLS AND EQUIPMENT	8
15.0	LIFTING APPLIANCES	9
16.0	PERSONAL PROTECTIVE EQUIPMENT (PPE).....	10
17.0	ENVIRONMENTAL PROTECTION.....	10
18.0	RIGHT TO STOP WORK	10
19.0	HOUSEKEEPING	11
20.0	WZS MISI SETIA SAFETY CULTURE.....	11
	APPENDIX I : WZS MISI SETIA SAFETY FOCUS.....	12



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	4 of 12

1.0 OBJECTIVE

To detail the minimum health, safety and environmental (HSE) requirements to be followed by SUB-CONTRACTOR during bidding /execution of their activities during a PROJECT under WZS MISI SETIA workscope.

2.0 SCOPE

Applicable for the PROJECT defined in the WORK ORDER and should be followed by the SUB-CONTRACTOR assigned for their respective activities. However project specific requirements shall be the precedence against this requirements.

3.0 REFERENCE DOCUMENTS

3.1	ISO 45001:2018	Occupational Health & Safety Management Systems – Requirements with Guidance for Use
3.2	MS-QHSE-MAN-01	Integrated Quality & HSE Management System Manual
3.3	MS-QHSE-MAN-03	OSH Policy
3.4	MS-QHSE-MAN-06	Drug & Alcohol Policy
3.5	MS-QHSE-MAN-08	Risk Management Policy

4.0 DEFINITIONS

4.1	SUB-CONTRACTOR	Organisation or person that provides a service. This shall also include its employees, workers and appointed agents.
4.2	PROJECT	Any workscope awarded to WZS MISI SETIA by CLIENT via a written agreement
4.3	WORK	All related activities for the execution of PROJECT
4.4	WORKSITE	An area where a PROJECT is located or where WORK takes place

5.0 GENERAL

- 5.1 SUB-CONTRACTOR shall have in place, prior to the commencement of this CONTRACT, an affective and implemented HSE management system. This HSE Management system shall at least be of a standard comparable to ISO 45001 and WZS MISI SETIA HSE management system, and shall be actively supported and endorsed by SUB-CONTRACTOR's management.
- 5.2 In addition, SUB-CONTRACTOR shall also have HSE targets and objectives, paying particular attention to accident prevention, written action plans clearly indicating how HSE objectives shall be achieved and a system to appraise risk and problem areas to ensure that the overall HSE programme is being carried out and complied with.

6.0 COMPLIANCE TO LEGAL REQUIREMENTS

SUB-CONTRACTOR's activities and planning are as per the WORK ORDER. SUB-CONTRACTOR shall understand the scope fully and the related. SUB-CONTRACTOR shall be wholly responsible for the safe and healthy work practices, and effective implementation of PROJECT HSE Implementation Plan & Program for their employees before they are involved in the WORK.



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	5 of 12

- 6.1 SUB-CONTRACTOR and its employees shall strictly comply with all relevant statutory and other requirements it subscribes to, including but not limited to :
- Occupational Safety & Health Act 1994 (Act 514)
 - Factories & Machinery Act 1967 (Act 139)
 - Environmental Quality Act 1974 (Act 127)
 - Gas Supply Act 1993 (Act 501)
 - the regulations made under the relevant Acts
 - Client's specifications and requirements pertaining to HSE protection at the WORKSITE
 - Client HSE related policies, rules and regulation.
 - WZS MISI SETIA OSH and Environmental policies (www.msog.com.my)
 - Project specific HSE Plan
 - other procedures pertaining to HSE implementation at WORKSITE
- 6.2 All activities shall conform to the requirements of the law of Malaysia, by-laws and local authorities (regulatory authorities and government agencies) laws. In case of conflict, the following order of precedence shall be considered:
- Malaysian Laws and applicable regulatory requirements
 - PROJECT Specifications and Procedures
 - Applicable Malaysian Codes and Standards
 - Applicable International Codes & Standards

If lower level requirement is more stringent than an upper one in the above documents, SUB-CONTRACTOR shall confirm with WZS MISI SETIA for the applicable requirements before start of WORK.

7.0 HAZARD MANAGEMENT

- 7.1 SUB-CONTRACTOR shall encourage its employees to identify safety, health and environment concerns, such as emerging WORKSITE hazards, unsafe conditions, near misses, etc. This shall be highlighted as UAUC to WZS MISI SETIA Safety Representative at any time by any person at WORKSITE.
- 7.2 SUB-CONTRACTOR's Project Manager shall be responsible for coordinating the WZS MISI SETIA HSE protection improvement activities. He/she and WZS MISI SETIA Safety representative shall be a focal point of all HSE protection improvement related matters.

SUB-CONTRACTOR shall appoint Safety representative to supervise all the HSE matters and issues at WORKSITE and to be present full time. He/She shall be responsible to:

- a) inspect and rectify any unsafe place of work;
- b) correct any unsafe practices;
- c) ensure that all their workers comply with the Act; and
- d) liaise directly with WZS MISI SETIA PROJECT Safety personnel

- 7.3 SUB-CONTRACTOR shall participate in the HSE walkabout which is organized by WZS MISI SETIA with the purpose to minimize hazards at WORKSITE.

8.0 EMERGENCY PREPAREDNESS & ACCIDENT REPORTING

- 8.1 SUB-CONTRACTOR shall adopt the current WZS MISI SETIA's Emergency Management Procedure. SUB-CONTRACTOR shall ensure that its personnel are thoroughly familiar with all site emergency alarms, their muster station and site escape routes, including alternative routes if the primary route not accessible.
- 8.2 SUB-CONTRACTOR employees shall participate in appropriate emergency drills and emergency response training (e.g., fire, muster and boat drills, instructions in survival, life saving, and fire fighting, etc.).



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	6 of 12

- 8.3 It is WZS MISI SETIA's requirement that all accidents, no matter how trivial, must be reported to WZS MISI SETIA's Representative. SUB-CONTRACTOR shall ensure that its employees are aware of this mandatory requirement.
- 8.4 SUB-CONTRACTOR shall be responsible to investigate, in a professional manner, all accidents that occur during the performance of the PROJECT. The investigation report shall be made available to WZS MISI SETIA when requested. SUB-CONTRACTOR shall also be responsible for assisting WZS MISI SETIA in accident investigations, if so required. Preliminary incident report should be submitted to WZS MISI SETIA within 24 hours and complete investigation report should be submitted within 7 days.

9.0 ALCOHOL & DRUG POLICY

- 9.1 SUB-CONTRACTOR warrants that its employees shall not perform any WORK for WZS MISI SETIA while under the influence of alcohol or any controlled substance. SUB-CONTRACTOR and its employees shall not misuse legitimate drugs or possess, use, distribute, or sell illicit or unprescribed controlled substances or drugs on WZS MISI SETIA's business or premises. SUB-CONTRACTOR shall adopt and enforce work rules and policies in order to assure compliance with these obligations.

In the event SUB-CONTRACTOR is unable to comply with these obligations, WZS MISI SETIA shall have the option to terminate this CONTRACT forthwith. SUB-CONTRACTOR shall be entitled to payment for WORK performed to the date of such termination, but no payment shall be made for lost profit, unused materials, or bonus, if applicable.

- 9.2 WZS MISI SETIA reserves the right to conduct alcohol and/or drug tests on the SUB- CONTRACTOR's employees while on premises within the boundary of the CONTRACT, where reasonable cause exists. WZS MISI SETIA also reserves the right to conduct searches for possession of drug and/or alcohol on the person, vehicles, and other property of SUB-CONTRACTOR and its employees while on premises within the boundary of the CONTRACT. Any person who refuses to cooperate with any such search shall be removed from the premises and not permitted to return.
- 9.3 SUB-CONTRACTOR shall require its employees to submit to medical evaluation or alcohol or drug testing where cause exists to suspect alcohol or drug abuse.
- 9.4 SUB-CONTRACTOR warrants that any employee who either (1) refuses to participate in medical evaluation or alcohol or drug tests, or (2) tests positive for alcohol or a controlled substance, shall be removed from the premises and not be permitted to perform any work for WZS MISI SETIA.

10.0 COMPETENCY AND SUPERVISION

- 10.1 Prior to the commencement of the WORK, SUB-CONTRACTOR shall at its own expense ensure that its personnel have been given the mandatory safety awareness, i.e. Safety Induction for Construction Workers (SICW) by CIDB, and the necessary competency training related to the work assigned, i.e. Scaffold Supervisor and Inspector by DOSH, authorized gas tester by DOSH, basic fire fighting, etc. This shall also include those training identified by the CLIENT.
- 10.2 SUB-CONTRACTOR employees who are working at offshore facilities must possess a valid safety passport, i.e. Basic Offshore Safety Induction and Emergency Training (BOSIET). The personnel must carry the Safety Passport whenever he/she goes to the offshore facility. The Safety Passport is valid as long as the training certification is valid. WZS MISI SETIA reserves the right to bar any personnel who fails to produce a Safety Passport or who produces an invalid Safety Passport.
- 10.3 SUB-CONTRACTOR shall also ensure that its employees have valid evidence of identification, i.e. identity card, passport, work permit, whilst working at WZS MISI SETIA premises and WORKSITE.



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	7 of 12

- 10.4 SUB-CONTRACTOR shall ensure that their supervisors know the safety program and are capable of administering and enforcing it. They shall know the safety aspects of all WORK under their supervision and be able to pass this information on to others. They shall be able to provide individual or group instruction for their work force if deficiencies in performance are to be improved. They are expected to conduct safety meetings and provide answers to any problems raised by their subordinates.
- 10.5 SUB-CONTRACTOR shall, at its own expense, ensure that its employees are competent in their work by attending the appropriate HSE training related to the work assigned, including but not limited to :
- Oil & Gas Safety Passport (OGSP)
 - Lifting Supervisor, Rigger and Signalman
 - Crane operator (DOSH registered)
 - Scaffold Supervisor, Inspector and Erectors (DOSH registered)
 - Electrical Chargeman (ST registered)
 - Authorised Entrance and Standby Person for Confined Space
 - Authorised Gas Tester (DOSH registered)
 - First aider (NIOSH, St. John, PBSM)
 - Fire watcher (NIOSH, Bomba or any authorised 3rd party training provider)
 - Blaster
- 10.6 SUB-CONTRACTOR shall provide a list of employees, together with their competency records to WZS MISI SETIA Safety representative for record.
- 10.7 SUB-CONTRACTOR shall ensure that all its employees engaged in the WORK are physically and medically fit. Any medical disabilities, including such disabilities which SUB-CONTRACTOR may consider will not adversely influence the employee's ability to perform his role in the WORK, shall be reported to WZS MISI SETIA prior to the start of the WORK. SUB-CONTRACTOR, if requested by WZS MISI SETIA, shall provide medical certificates for SUB-CONTRACTOR and its personnel.
- 10.8 SUB-CONTRACTOR shall, at no cost to WZS MISI SETIA, be responsible for the medical welfare of its own employees and shall take care of arrangements for medical attendance, treatment or hospitalization if and when necessary and will arrange suitable insurance coverage for such contingencies. In cases of emergency, WZS MISI SETIA may make or provide for the necessary emergency arrangements, the costs of which shall be reimbursed to WZS MISI SETIA by SUB-CONTRACTOR.

SUB-CONTRACTOR shall subject their employees, as may be required by WZS MISI SETIA to regular medical examination at their cost. Records of such examination shall be made available to WZS MISI SETIA on request.

11.0 PERMIT-TO-WORK SYSTEM (PTW)

- 11.1 All WORK carried out by SUB-CONTRACTOR and its employees must be in accordance with the WORKSITE Permit-To-Work System (PTW). SUB-CONTRACTOR is obligated to request a copy of this publication and ensure that its employees have a thorough knowledge of its content.
- 11.2 Key person/s from SUB-CONTRACTOR'S implementation team shall undergo the PTW course. Associated costs of the training, if required, shall be borne by SUB-CONTRACTOR.
- 11.3 Where different forms of work are to be carried out simultaneously in the same or adjacent areas, and where one work activity may present health and safety hazard to other workers, such activities are to be highlighted to and controlled by WZS MISI SETIA Project Manager or his appointed representative. The purpose of such planning and control is to ensure the health and safety of all staff involved in these work activities are not compromised.
-



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	8 of 12

12.0 HSE MEETINGS

- 12.1 SUB-CONTRACTOR employees shall, from time to time, be requested to attend WZS MISI SETIA's HSE meetings. Attendance at these meeting is mandatory and does not relieved the SUB-CONTRACTOR of the obligation to hold its own HSE meetings.
- 12.2 SUB-CONTRACTOR shall also ensure that its appointed supervisor participate in the Tool Box safety meeting (i.e. a five to ten minutes discussion prior to commencement of each work shift). These meetings shall be used to emphasize the need for adherence to safe work practices, the correct use of PPE, good housekeeping and of particular importance, any hazards (routine or unusual) that may be encountered during the work shift.

13.0 SAFETY INSPECTIONS / AUDITS

- 13.1 SUB-CONTRACTOR shall allow WZS MISI SETIA's Representative(s) and/or its designated third party personnel access at any time to plant, equipment, personnel, and records; when requested, to enable WZS MISI SETIA to inspect or audit any aspect of SUB-CONTRACTOR's operations relevant to health, safety and the WORK environment. SUB-CONTRACTOR to take necessary corrective action and respond for any Corrective Action Request (CAR) issued by WZS MISI SETIA to SUB-CONTRACTOR.
- 13.2 Prior to commencement of WORK, SUB-CONTRACTOR is required to inspect the Work Site and equipment involved to ensure that the WORK will be performed under safe conditions. SUB-CONTRACTOR's Representative shall participate in HSE Inspection or Walkabout as per scheduled, if any.

14.0 TOOLS AND EQUIPMENT

SUB-CONTRACTOR shall ensure that all SUB-CONTRACTOR's tools, machinery, equipment, facilities, and other items associated with or utilized in the WORK are maintained in a safe, sound and proper condition, and are capable of performing function for which they are intended, and comply with laws, regulations, and WZS MISI SETIA's requirements.

If any tool or item of equipment is in the judgment of WZS MISI SETIA unsafe or incapable of doing the WORK for which it is intended, SUB-CONTRACTOR shall repair and/or replace such defective tools and equipment used in the WORK at SUB-CONTRACTOR's own expense.

14.1 ABRASIVE WHEELS (PORTABLE GRINDERS)

- a) When changing discs on a portable grinder, it is imperative that a suitable replacement disc is fitted and in the correct manner.
- b) SUB-CONTRACTOR shall ensure that safety protection in the forms of goggles and/or shields are provided and utilized in addition to safety glass by the personnel working with grinding machines and/or abrasive wheels.
- c) SUB-CONTRACTOR shall ensure that only trained and competent personnel are permitted to carry out grinding work and change out discs to portable grinders. SUB-CONTRACTOR shall maintain a complete and current list of such personnel. SUB-CONTRACTOR shall make the list available to WZS MISI SETIA when required.

14.2 GRIT BLASTING

- a) Only competent personnel are allowed to carry out blasting activities and they must be supplied with an approved air-mask and an oil-free air supply.
-



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	9 of 12

- b) Associated workers and any other personnel within the work area must wear approved respiratory protection.
- c) The blasting gun must have a "Dead Man" safety device operated by the blasting operator. Under no circumstances shall the "Dead Man" safety device be tied back.
- d) SUB-CONTRACTOR shall make efforts to minimize the exposure of the blasting grit. Protective shielding shall be erected and notice boards shall be posted in order to prevent exposure of the blasting to others.

14.3 DIESEL ENGINE DRIVEN PUMPS, COMPRESSORS, WELDING SET, ETC

- a) Diesel engine driven pumps, compressors, welding sets and any other diesel engine driven equipment must be located in a safe area and must be fitted with a water cooled exhaust and approved spark arrestor as a minimum requirement.
- b) Any such equipment must be well maintained and in good operational order and prior to use should be inspected by WZS MISI SETIA's Representative.

14.4 ELECTRICALLY POWERED PORTABLE TOOLS AND EQUIPMENT

- a) Only trained and competent personnel shall use portable electrically powered tools and equipment.
- b) Electrically powered portable tools and equipment shall be 110 volts centertapped or 240 volt tools, and shall be equipped with an earth leakage circuit breaker (ELCB/GFI).
- c) The checking and maintenance of portable electrically powered hand tools and equipment shall be in place. Defective electrical tools and equipment shall be immediately prohibited from further use until it has been satisfactorily repaired. Defective items, which are no longer serviceable, shall be removed from storage or use and scrapped. SUB-CONTRACTOR shall maintain accurate records regarding the maintenance and disposal of such equipment. SUB-CONTRACTOR shall appoint a person(s) to be responsible for such maintenance.

14.5 HANDTOOLS

- a) SUB-CONTRACTOR shall ensure that all tools supplied are in good condition and fit for their intended use.
- b) Damaged tools which are unfit for use must be removed from WORKSITE immediately and if they cannot be repaired, they must be scrapped.
- c) SUB-CONTRACTOR's employees must be fully instructed regarding the use of a correct tool for a particular job.

15.0 LIFTING APPLIANCES

- 15.1 Only approved certified equipment supplied by the original manufacturer is allowed to be used in the WORK.
 - 15.2 SUB-CONTRACTOR shall ensure that any lifting appliances supplied by SUB-CONTRACTOR shall, in addition to inspection before use, be subjected to 1 year for inspection with SWL certificate by Inspector is available. Inspection shall be done by an approved certifying agency or by a person trained and competent to inspect lifting appliances. SUB-CONTRACTOR shall note its responsibilities to ensure the safety of the lifting appliances for the duration of the CONTRACT and all lifting tackles must be accompanied with valid inspection certificate and tagged.
 - 15.3 A color coding system shall be used to ensure that the six (6) monthly/quarterly Inspection Color Coding have been carried out. Any color coding system used must be compatible with current color coding requirements as specified by WZS MISI SETIA / CLIENT.
-



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	10 of 12

16.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 16.1 SUB-CONTRACTOR shall at its own expense be responsible for providing its personnel with approved PPE suitable for the task being carried out.
- 16.2 SUB-CONTRACTOR shall ensure that its employees who are assigned to the performance of the WORK wear the following minimum PPE when engaged in WORK or when in an on-site area where such gear / equipment is required:
- 1) Coveralls (one-piece long sleeve) according to job requirement.
 - 2) Safety footwear with steel toe cap
 - 3) Safety helmet
- 16.3 Other PPE that is required, depending on the nature of the job to be carried out, the likely hazards encountered in certain work environments, and those recommended in the manufacturer's " Safety Data Sheet" (SDS), may include but not limited to:
- 1) Ear muff/plugs
 - 2) Hand gloves
 - 3) Safety glasses or Safety Goggles
 - 4) Face shield/visor
 - 5) Respiratory protection (respirators)
 - 6) Fall protection devices e.g. full body harness, safety belt
 - 7) Chemical handling PPE e.g. goggles, face shield, chemical suit

17.0 ENVIRONMENTAL PROTECTION

- 17.1 SUB-CONTRACTOR shall pay due regard to the environment by acting to protect air, water, animal and plant life from adverse effects of SUB-CONTRACTOR's activities, and to minimize any adverse effects which may arise from such operations in accordance with government and WZS MISI SETIA's environmental policies.
- 17.2 SUB-CONTRACTOR shall adhere to existing national statutory regulations concerning discharges resulting from the performance of the WORK.
- 17.3 SUB-CONTRACTOR shall not, under any circumstances dump, throw or dispose of any refuse, oily wastes, toxic substance, debris or garbage into the sea/not permitted area. SUB-CONTRACTOR shall provide containers in which all refuse is to be placed and shall dispose of such refuse in accordance with existing laws and regulations and at no additional cost to WZS MISI SETIA.
- 17.4 SUB-CONTRACTOR shall ensure that its employees are fully aware of the above and shall enforce such regulations to the satisfaction of WZS MISI SETIA.
- 17.5 SUB-CONTRACTOR shall ensure that if there is usage of chemical at WORKSITE, the following shall be adhered to :
- a register of all hazardous chemicals and their SDS records shall be handed to WZS MISI SETIA Safety representative.
 - requirements specified in the SDS must be fully complied with when using, handling and storing the chemicals. Only SDS according to CLASS 2013 Regulations can be accepted to be used.
 - Safety briefings to be done to those handling hazardous chemicals with reference to their properties, use and storage. Records of such briefings shall be maintained at site.
 - A designated person, well versed in the properties of the chemicals, shall be responsible for the storage and issue of all hazardous chemicals.

18.0 RIGHT TO STOP WORK



SUB-CONTRACTOR HSE REQUIREMENTS

Doc No.	MS-OA-TC-01
Rev.	00
Date	1 August 2019
Page	11 of 12

- 18.1 WZS MISI SETIA representative or his designated representatives shall have the right to prohibit commencement of WORKS or stop any WORKS in progress if the equipment, machinery, personnel or work conditions are considered to be unsafe or not to be in compliance with any applicable rules, regulations and/or procedures.
- 18.2 WZS MISI SETIA also reserves the right to prohibit SUB-CONTRACTOR from proceeding with work activities as a result of near miss or unsafe acts/ conditions which have the potential to incidents, injury or harm to the environment. The Stop Work period shall include the time for proper investigation to be conducted to determine the root causes of the incidents, near misses, unsafe acts or conditions.
- 18.3 Stoppage of the work shall be at SUB-CONTRACTOR's expense until SUB-CONTRACTOR has satisfactorily rectified such unsafe acts and condition. In the event of serious or repeated infringements, WZS MISI SETIA may terminate the contract without compensation.


19.0 HOUSEKEEPING







- 19.1 SUB-CONTRACTOR shall ensure that its personnel keep and maintain good housekeeping practices at the WORKSITE to eliminate all hazards or control hazardous conditions in order to avoid injury to workers throughout the duration of the WORK. SUB-CONTRACTOR shall know what the hazards are and how to guard against the hazards, the kind of which shall include unsafe acts and unsafe conditions.
- 19.2 In order to reduce the risk of fire, waste materials and garbage shall not be allowed to accumulate and as a minimum, must be disposed of on a daily basis and in an appropriate manner.
- 19.3 In order to minimize site hazards (such as trips, slips, falls etc.), access ways must be kept clear of electrical cables, wires, metal pipes, scaffold boards and other materials and equipment.
- 19.4 All gaps such as that caused by the removal of gratings must be adequately roped off and the grating stored so that it does not become an "obstruction and trip hazard".

20.0 WZS MISI SETIA SAFETY CULTURE

- 20.1 SUB-CONTRACTOR shall always adhere to WZS MISI SETIA safety motto 'SAFETY IS OUR WORK CULTURE'.
- 20.2 In addition, WZS MISI SETIA also established its Safety Focus (refer to Appendix I), which are rules that are deemed to be safety critical and for which there will be zero tolerance for violations.
- Wear appropriate PPE
 - Obtain authorization before operating equipment
 - Work with valid work permit required by the job
 - All incidents shall be reported immediately
 - Do not position yourself under a suspension load
 - Drug and alcohol are strictly prohibited at all WZS MISI SETIA premise
- 20.3 SUB-CONTRACTOR shall adopt this safety motto and Safety Focus to ensure ongoing focus on those protective measures most important for avoiding serious injuries.

APPENDIX I : WZS MISI SETIA SAFETY FOCUS



	<p>Wear appropriate Personal Protective Equipment (PPE) which correctly fitted the Job.</p> <p>Pakai Peralatan Perlindungan Diri (PPE) yang bersesuaian dengan kerja yang dilakukan.</p>		<p>Obtain authorization before operating equipment.</p> <p>Dapatkan kebenaran sebelum mengendalikan peralatan.</p>
	<p>Work with valid work permit (PTW) required by the Job.</p> <p>Bekerja dengan permit kerja (PTW) yang sah untuk kerja yang diperlukan.</p>		<p>All incidents shall be reported immediately.</p> <p>Semua insiden perlu dilaporkan dengan segera.</p>
	<p>Do not position yourselves under a suspended load.</p> <p>Jangan berada dibawah muatan tergantung.</p>		<p>Drug & Alcohol are strictly prohibited at all MSOG's premises.</p> <p>Dadah & Alkohol adalah dilarang sama sekali disemua premis MSOG.</p>

SAFETY IS OUR WORK CULTURE