	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	

OCCUPATIONAL SAFETY & HEALTH POLICY



	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	

Table of Contents

No	Descriptions	Page
1.	Objective	3
2.	Scope	3
3.	Abbreviations	3
4.	Establishment of Committee	4
	4.1 Safety and Health Committee	4
	4.2 Emergency Response Team	4
	4.3 Removal of Safety and Health Committee	4
	4.4 Meetings of Safety and Health Committee	5
5.	Roles and Responsibilities	5
	5.1 Safety and Health Committee	5
	5.2 Emergency Response Team	8
6.	Appendices	10
	6.1 Emergency Response Team Chart	10
	6.2 Directories	10
	6.3 Emergency Response Plan	11
7.	References	12
	7.1 Tips During Emergency	12
	7.2 Approval	14
	7.3 Document History	14

	Company	Hektar Asset Management Sdn Bhd		
	Department	Human Resource & Administration		
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04	
		Version No	01	
Effective Date		01 November 2024		

1. Objective


The objective of this policy is to ensure that the well-being and safety of all employees, visitors and stakeholders across our organization’s operations, fostering a culture of safety, preventing accidents and promoting a healthy work environment in compliance with relevant laws and regulations.

2. Scope

This policy applies to all employees for all categories of employment at HAMSMB. This policy encompasses all aspects of workplace safety and health including hazard identification, risk management, safety procedures, emergency preparedness and employee awareness training.

3. Abbreviations

CEO	Chief Executive Officer
COO	Chief Operating Officer
HOD	Head Of Department
HRA	Human Resource & Administration
HAMSMB	Hektar Asset Management Sdn Bhd
OSH Coordinator	Appointed certified employee by the employer to register under Niosh.
Chairman	Appointed employee by the employer to chair the safety and health committee.
Secretary	Appoint employee by the committee to discharge the duties of secretary of safety and health committee.
Safety and Health Committee	Nominated among the employees to be the committee.
ERT	Emergency Response Team
ERP	Emergency Response Plan

	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	

4. Establishment of Committee

4.1 Safety and Health Committee


- 4.1.1 The company is responsible to establish a Safety and Health committee in a workplace for more than 5 employees.
- 4.1.2 Chairman of the Safety and Health committee is selected from the Management Team of the company.
- 4.1.3 Secretary of the Safety and Health committee is selected among any of the employees.
- 4.1.4 OSH Coordinator is a certified person who have attended the OSH Coordinator training and to be registered with the NIOSH as the competent person.
- 4.1.5 Safety and Health Committee is to be selected among any of the employees.
- 4.1.6 If a vacancy occurs amongst the members of a safety and health committee, the vacancy shall be filled according in the same manner as the previous member of the safety and health committee is appointed.

4.2 Emergency Response Team

- 4.2.1 A safety and health committee may form a sub-committee which comprised of emergency response team to assist the committee in discharging the safety and health function for the company.

4.3 Removal of Safety and Health Committee

- 4.3.1 A safety and health committee may remove a member from the committee based on the following circumstances:
 - 4.3.3.1 He/ she fails to attend three consecutive meetings.
 - 4.3.3.2 He/ she has been found or declared to be of unsound mind.
 - 4.3.3.3 He/ she has been convicted serious misconduct.
 - 4.3.3.4 He/ she is incapable of discharging his duties as a member of the committee.

	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	

4.4 Meetings of Safety and Health Committee


- 4.4.1 The committee shall meet as often as may be necessary commensurate with the risk's attendant on the nature of work at the place of work but shall meet at least once in 3 months.
- 4.4.2 Every member of the committee shall be given reasonable notice (1 week) in writing of any meeting of the committee together with a copy of the agenda for the meeting attached to such notice.
- 4.4.3 The committee shall convene immediately (emergency meeting – without notice) in the event of an accident involving loss of life, serious bodily injury, a dangerous occurrence or any other situation which calls for immediate attention to ensure the health and safety of employees at the place of work.
- 4.4.4 Only matters relating to safety and health at the place of work shall be discussed in the meeting.
- 4.4.5 A copy of the minutes of meetings of every meeting shall be furnished to every member of the committee within 1 month after the meeting has taken place and the minutes shall be maintained for a minimum period of seven (7) years.
- 4.4.6 The minutes of meeting should contain the progress and completion status of any action items brought up during the meetings including from previous meetings. The minutes of meeting should be attached with documented evidence to support the closure of the action item.

5. Roles and Responsibilities

5.1 Safety & Health Committee


The safety and health committee of a place of work shall:

- 5.1.1 Assist in development of safety and health rules and safe systems of work.
- 5.1.2 Review the effectiveness of safety and health programme.
- 5.1.3 Review the safety and health policies at the place of work and make recommendations to the employer for any revision of such policies.
- 5.1.4 Inspect the place of work at least once in every (3) three months to ascertain if there is anything prejudicial to the safety and health of persons employed.
- 5.1.5 The committee shall investigate any complaints received regarding safety and health issue. A comprehensive report should be submitted to the management with details of investigations and recommendations.
- 5.1.6 The committee shall organize a Fire Drill awareness training at least once a year.


	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	

5.1.7 Summary for roles and responsibilities for safety and health committee.

Roles	Responsibilities
a. Chairman	<ul style="list-style-type: none"> b. Provide overall direction and leadership to the committee, ensuring it operates effectively and efficiently. c. Oversee the development, review, and implementation of safety and health policies and procedures within the organization. d. Promote safety training and awareness programs, ensuring that all employees are informed about safety practices and policies. e. Ensure that the organization complies with relevant safety and health regulations and standards, and advocate for necessary changes or improvements. f. Prepare and present reports on the committee's activities, progress, and recommendations to senior management or the board.
a. Secretary	<ul style="list-style-type: none"> a. Schedule and organize committee meetings, ensuring that all members are informed in advance. b. Develop and distribute the agenda prior to meetings, including topics for discussion, updates, and any necessary reports. c. Take detailed minutes during meetings, capturing key discussions, decisions, and action items. Distribute these minutes to members afterward. d. Maintain records of all meetings, reports, and relevant documentation related to safety and health policies and initiatives. e. Help organize training sessions or workshops for staff on safety and health topics.
b. OSH Coordinator	<ul style="list-style-type: none"> a. Assist in developing, implementing, and reviewing safety and health policies and procedures to ensure they meet regulatory standards and organizational needs. b. Conduct regular assessments to identify potential hazards in the workplace and recommend measures to mitigate those risks.

	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	


	<ul style="list-style-type: none"> c. Lead the reporting, investigation, and analysis of workplace incidents and accidents, ensuring that corrective actions are implemented to prevent recurrence. d. Stay updated on local, state, and federal safety regulations and ensure the organization complies with all applicable laws and standards. e. Conduct regular safety inspections and audits to evaluate compliance with safety policies and practices, providing recommendations for improvement. f. Maintain accurate records of safety training, incidents, inspections, and compliance documentation as required by regulations. g. Foster a positive safety culture within the organization by encouraging employee participation in safety programs and initiatives. h. Develop and implement emergency response plans and procedures, ensuring that employees are trained and prepared for potential emergencies. i. Prepare and present regular reports on safety performance, incidents, and compliance status to management and the safety committee. j. Familiarize with the locations of fire protection equipment, especially fire extinguishers.
--	---

	Company	Hektar Asset Management Sdn Bhd		
	Department	Human Resource & Administration		
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04	
		Version No	01	
Effective Date		01 November 2024		

5.2 Emergency Response Team


5.2.1 Summary for roles and responsibilities for emergency and response team.

Roles	Responsibilities
a. Floor Manager	<ul style="list-style-type: none"> a. Be frontline personnel to handle accidents or emergencies at office and provide direction to Emergency Response Team. b. Overall control of the emergency incident, being present at the assembly point. c. Update employees of the emergency incident and make the announcements (to evacuate & re-entry the building). d. Co-ordinate with Evacuation Controller for headcount checking and verify missing employees, if any. e. Liaise with Building Management & Bomba and Police Department. f. Co-ordinate with Search and Rescue & First Aider (if there are any injured employees).
b. First Aider	<ul style="list-style-type: none"> a. Evaluate the condition of the injured or ill person by checking for responsiveness, breathing, and any visible injuries. b. Provide appropriate first aid, such as CPR, controlling bleeding, or treating burns and wounds, based on the situation. c. Call for professional medical help if necessary and provide clear information about the situation. d. Record details of the incident and the care provided to the patient. e. Monitor the casualty's condition until professional help arrives, being prepared to perform further first aid if their condition changes.
c. Evacuation Controller	<ul style="list-style-type: none"> a. Lead the Floor Warden and report to Floor manager. b. Assist in the evacuation route during the emergency. c. Gather employees at assembly point. d. Co-ordinate with Floor Warden for headcount checking and verify missing employees, if any.

	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	

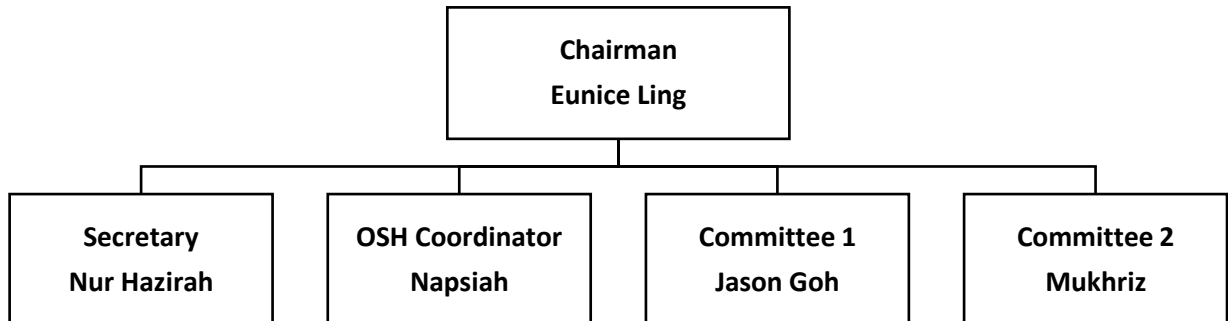
d. Floor Warden	<ul style="list-style-type: none"> a. Lead the employees through the exit staircase to the assembly point. b. As the last person to leave the floor. Check washrooms & rest areas before leaving the floor and close all doors as you leave. c. The employee list needs to be kept updated from time to time. d. Queue employees up for the headcount checking at the assembly point and inform the Evacuation Controller of missing employees, if any.
e. Fire Fighting	<ul style="list-style-type: none"> a. Familiarize with the locations of fire protection equipment, especially fire extinguishers. b. Protecting life and property in the event of fires happening. c. Extinguishing fire (only if small fire).
f. Search and Rescue	<ul style="list-style-type: none"> a. Rescuing and protecting employees in the event of traffic collision. b. Report to First Aider if there are any injured employees during the headcount checking/ roll call.

5.2.2 In case of an emergency, please notify the **Floor Manager** immediately for further guidance and next steps. If the Floor Manager is unavailable, kindly contact **Fire Fighting** immediately for assistance and instructions on the next course of action.

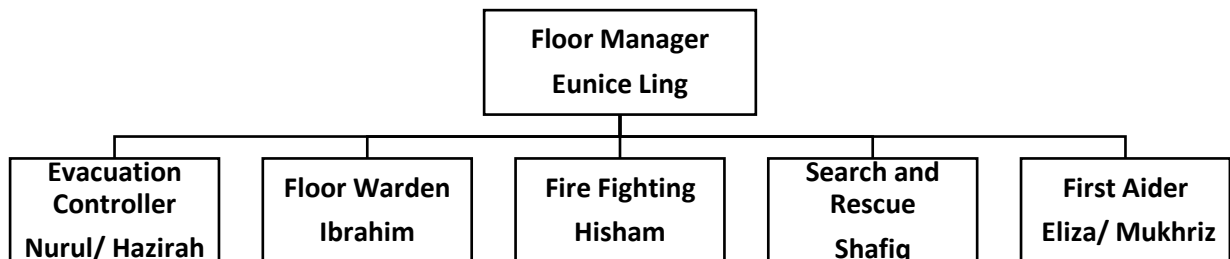
	Company	Hektar Asset Management Sdn Bhd		
	Department	Human Resource & Administration		
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04	
		Version No	01	
Effective Date		01 November 2024		

6. Appendices

6.1 Safety and Health Committee




6.2 Emergency Response Team Chart



6.3 Directories

6.2.1 Emergency Response Team

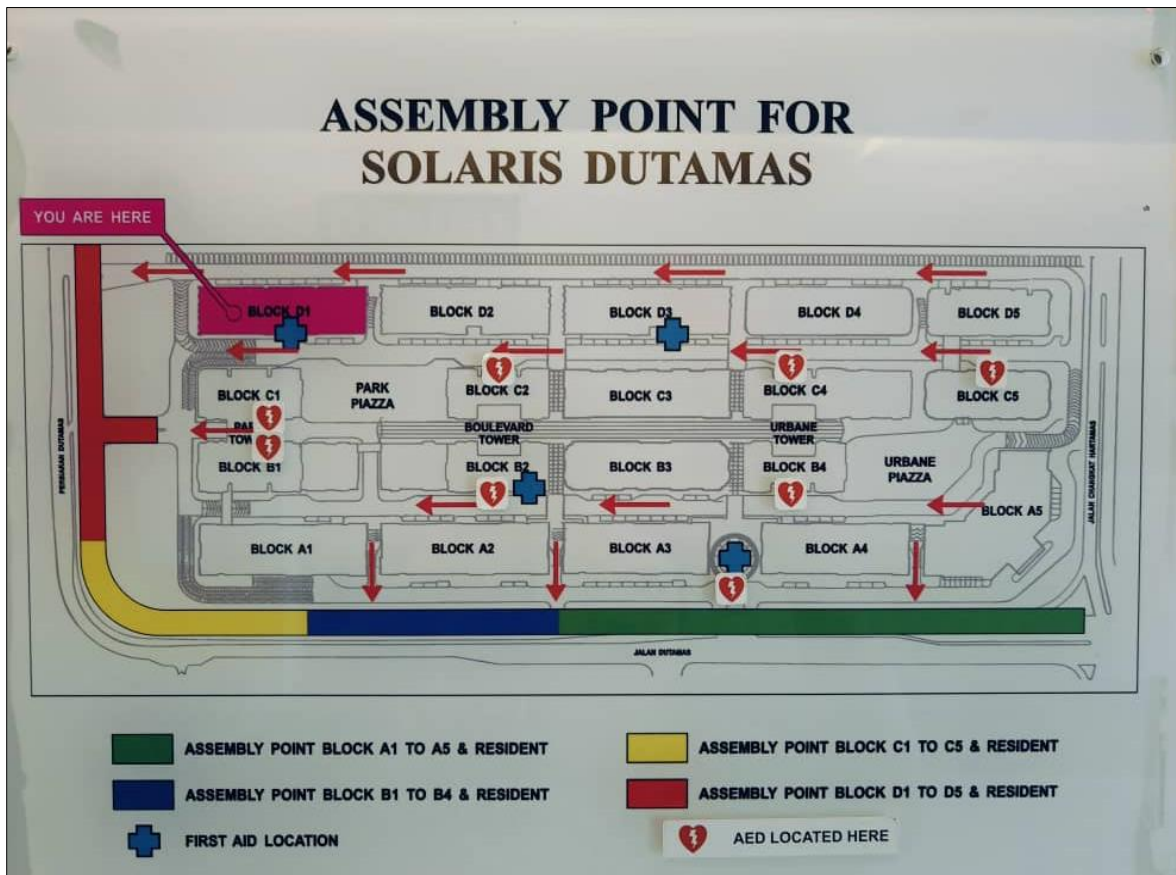
Roles	Name	Contact Number
Floor Manager	Ms. Eunice Ling	018-311 2926
Evacuation Controller	Puan Nurul	018-467 5393
Evacuation Controller	Puan Nur Hazirah	017-877 0129
Floor Warden	Encik Ibrahim	017-289 5900
Fire Fighting	Encik Hisham	017-282 4558
Search and Rescue	Encik Shafiq	018-295 0087
First Aider 1	Ms. Eliza Tan	016-257 5375
First Aider 2	Encik Mukhriz	014-737 6317


	Company	Hektar Asset Management Sdn Bhd		
	Department	Human Resource & Administration		
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04	
		Version No	01	
		Effective Date	01 November 2024	

6.2.2 External Support

External Support	Contact Number	Operating Hours
Solaris Dutamas Management Office	03-6207 9153	9.00 am – 5.30 pm
Polis Bantuan UEM Sunrise	03-2718 7788	8.30 am – 5.30 pm
Balai Bomba dan Penyelamat	03-6203 2071	24/7 basis
Balai Polis, Desa Sri Hartamas	03-6201 9222	24/7 basis
Global Doctors Hospital	03-2303 9911	24/7 basis
Hospital Kuala Lumpur	03-2615 5555	24/7 basis
Angkatan Pertahanan Awam Malaysia	03-6201 0704	8.00 am – 5.00 pm

6.3 Emergency Response Plan



	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	

7. References

7.1 Tips During Emergency

1. When Discovering a Fire


1. Help People in Immediate Danger.
2. Warn Others: Shout “Fire, Fire, Fire!” and raise the alarm if it’s not already sounding.
3. Assess the Situation: Decide if you can safely put out the fire. If unsure, do not attempt to extinguish it.
4. Use of Fire Extinguishers: Only use if you have received proper instruction.
5. Evacuate: If unable to put out the fire, evacuate the building.
6. Inform Management Office: Provide details about the fire’s location to the Management Office.

2. Preparing to Evacuate

1. Switch Off Equipment: Turn off all computers, printers, and electrical appliances.
2. Close Windows and Doors.
3. Gather Personal Belongings for immediate evacuation.
4. Assist Others: Help those around you prepare to leave.

3. Evacuating the Building

1. Move Quickly: Walk, do not run.
2. Stay Calm: DO NOT PANIC.
3. Closed Doors: Feel the door for heat.
4. Check for smoke under the door.
5. Open slowly and check for fire.
6. If safe, proceed and close the door behind you.
7. DO NOT USE LIFTS: Use fire escape staircases.
8. Crawling: If smoke is thick, crawl to stay below it.
9. Report to Assembly Area: Notify your emergency personnel if you or anyone else is trapped.

	Company	Hektar Asset Management Sdn Bhd	
	Department	Human Resource & Administration	
	Occupational Safety & Health Policy	Ref No	HAM/HR/POL/04
		Version No	01
Effective Date		01 November 2024	

4. Assisting Those in Panic

1. Constant Monitoring: Keep an eye on them.
2. Do Not Hit Them: This will only escalate panic.
3. Guide Them: Take their hand and lead them to safety.
4. If They Resist: Evacuate yourself and inform your emergency personnel.

5. If Trapped in a Room

1. Exit through Window: If on the ground floor.
2. If Above Ground Floor: Close the door.
3. Go to the window.
4. Open it slightly for fresh air if needed; do not fully open it.
5. Attract Attention: Use paper to signal or call out.
6. Stay Low: Keep close to the ground to avoid smoke.
7. Wait for Rescue: Remain until help arrives.

6. Important Reminders

1. Fires Spread Quickly: Be decisive and act fast.
2. Smoke is Dangerous: Thick smoke can cause suffocation.
3. Stay Low for Fresh Air: The best air is near the floor.
4. Think and Decide: Take 10-30 seconds to plan your escape.

7. Assisting Mobility-Impaired Persons

1. Provide Assistance: Help those with mobility issues.
2. Use Respite Areas: If unable to evacuate, place them in respite areas.
3. Inform Emergency Personnel: Tell them where to find these individuals.
4. Leave Aids Behind: Mobility aids can be claimed later through insurance.