# Best Practice Criteria for SHE Practices

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# OBJECTIVES

**01**
Understand the basic compliance under Occupational Safety and Health Act (OSHA 1994) and its regulations.

**02**
Understand the criteria of the occupational safety and health program (OSH) recommended practices.

**03**
Increase awareness about the importance of occupational safety and health at the workplace for employers and employees

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# Outline of Presentation

- Introduction To Occupational Safety and Health (OSH)
- Impact of Occupational Accidents and Diseases
- Criteria of the OSH Program Recommended Practices
- Workplace Environment Best Practices
- Latest Information

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# INTRODUCTION TO

Occupational Safety and Health (OSH)

# THE IMPORTANCE

Of Occupational Safety and Health (OSH)

***OSH FOR THE WELL BEING OF WORKERS***

- Increased confidence to carry out work productively
- The capability to work
- Improved morale

**QUALITY OF WORKING LIFE**

***OSH FOR THE WELL BEING OF EMPLOYERS***

- Increase in productivity
- Reduced business cost
- Increase in organisational competitiveness

**PRODUCTIVITY**

***OSH CONTRIBUTION TO NATIONAL WELL -BEING***

- Improves the quality of working life
- Raises the quality of life of the people
- Prevents loss to the country due to occupational accidents and diseases
- Support national economic growth
- Protect the human capital of the people
- Country image - Worker's right

**QUALITY OF LIFE**

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# ROLES & JURISDICTION

Of DOSH Towards the National OSH

## CORE BUSINESS

- Standard Setting
- Enforcement
- Promotional Activities

## LEGISLATIONS

- Occupational Safety and Health Act 1994
- Factories and Machinery Act 1967
- Petroleum (Safety Measures) Act 1984

## MASTER PLANS

- Occupational Safety & Health Master Plan 2025
- Small Medium Enterprise Strategic Plan 2020
- Building Construction Strategic Plan 2020

## SAFE AND HEALTHY WORKPLACE

QUALITY OF WORKING LIFE

QUALITY OF LIFE

PRODUCTIVITY

### SAFE AND HEALTHY WORK CULTURE

**OWNERSHIP**

- AWARENESS
- COMMITMENT

**SELF-REGULATION**

- OSH MANAGEMENT
- RISK MANAGEMENT
- KNOWLEDGE
- COMPETENCY

**PREVENTIVE CULTURE**

- WORKER'S RIGHT
- EMPLOYEE INVOLVEMENT
- DUTIES & RESPONSIBILITIES
- PRINCIPLES OF PREVENTION

Over 4 billion people are working

Each year; 2.2 million people die from work - related accidents

Every month; 180,000 die because of work

1 day > 6,000 deaths due to work

Every minute > 4 deaths due to work

# OCCUPATIONAL FATALITY FACTS!

SOURCE:
http://www.ilo.org/public/english/region/eurpro/moscow/areas/safety/statistic.htm

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# IMPACT OF OCCUPATIONAL ACCIDENT AND DISEASES

## HAZARDS

- Physical hazards
- Chemical Hazard
- Biological hazards
- Psychosocial hazards
- Ergonomics hazards

Workers
14.5 M

## PREVENT

42,513
Accident

41,802
Non Fatal

711
Fatal

116
Accident per day

2
Fatality per day

21
Disease and poisoning case per day

## DIRECT IMPACT ! INDIRECT IMPACT

- accident & diseases costs
- Uninsured costs
- miscellaneous costs

PERKESO
SOCSO
Local Workers
RM2.7 B

INSURANCE
Migrant Workers
RM5.1 M

- 4% GDP (ILO)
RM41.6 B

*Source from ***PERKESO***, ***JTK*** and ***JKKP (2018)***

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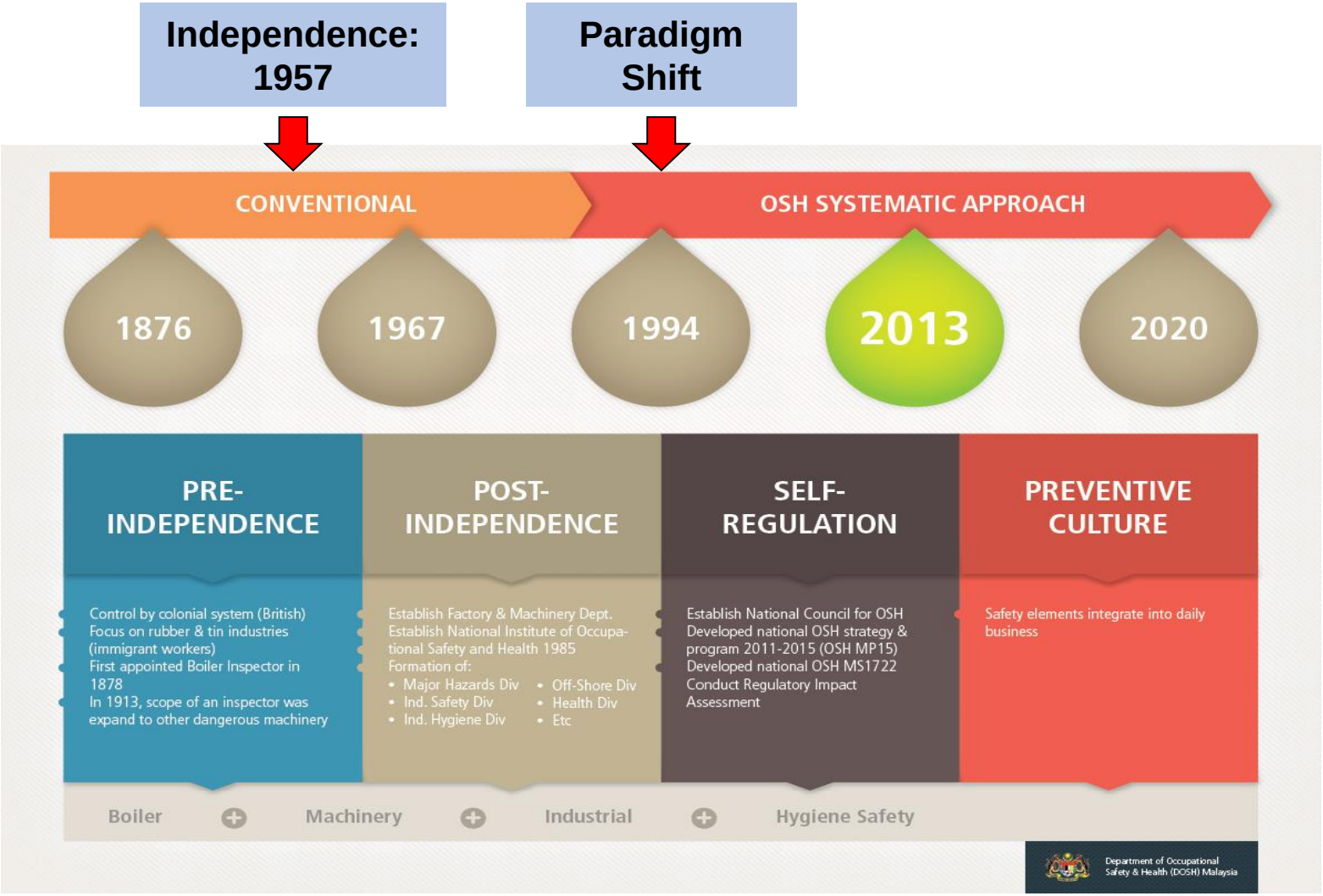
# OSH STRATEGIC
## Milestones 2005-2020



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# LAUNCHING CEREMONY

## of Occupational Safety & Health Master Plan 2021 – 2025 (OSHMP25)

OSH Inclusive : Togetherness & Commitment

## OSHMP25: MISSION AND VISION

**Strengthen safe and healthy workpractices for the prosperity of the country.**

Prospering the country requires measures to strengthen safety and health work practices so that prosperity can be sustained for the long-term benefits of Malaysia. This can ensure that each employment sector contributes to the country's continuous development and is committed to realising the Shared Prosperity Vision 2030 (WKB 2030).

**Strengthen stakeholder strategic relationships in cultivating OSH practices.**

Cultivating OSH practices continuously requires the cooperation of various stakeholders through strengthening work relationships and resource sharing. An in-silo work culture should be transformed into a strategic and systematic work culture across sectors.



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OSH Inclusive

OSHMP 25

**STRATEGIC THRUST (ST)**

- ST 1: Empowerment of OSH in the public sector
- ST 2: Strengthening of Self-Regulation Practice in Workplace
- ST 3: Encouraging OSH Education and Research.
- ST 4: Empowerment of Occupational Health.
- ST 5: Increasing OSH Compliance in the SME Sector.
- ST 6: Strengthening OSH Through Technology
- ST 7: Improving OSH on Work-Related Road Safety (WRRS), Informal Sector and future jobs.

2021 – 2025

## STRATEGY 2 :
## STRENGTHENING SELF-REGULATION PRACTICE IN THE WORKPLACE

Program 1: OSH Ownership and Leadership

Program 2: Systematic Implementation of Self-Regulation

**Program 3: Improving OSH Best Practices through Workplace Interventions**

Program 4: Employee Self -Control Readiness

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*The purpose of these best practice is to provide guidance on how good work practices can be carried out on every activity in the workplace or construction to prevent accident to the workers and public.*

*We hope that this guideline will serve as a standard reference and will be able to significantly boost occupational safety and health to protect the employers, workers at sites and public.*

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# Criteria of the OSH Program recommended practices

- MANAGEMENT LEADERSHIP
- WORKER PARTICIPATION
- RISK ASSESSMENT
- EDUCATION & TRAINING
- PROGRAM EVALUATION & IMPROVEMENT
- WORKSITE COMMUNICATION AND COORDINATION

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# MANAGEMENT LEADERSHIP

## Creates a culture of safety, facilitates trust, and reinforces the core criteria

- Top management demonstrates its commitment to eliminating hazards, continuously improve workplace safety and health, communicates that commitment to workers, and sets management program expectations and responsibilities.
- Managers at all levels make safety and health a core organizational value, establish safety and health goals and objectives, provide adequate resources and support for the program, and set a good example

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# EXAMPLE
## of Safety and Health Policy

EXAMPLE

**KENYATAAN DASAR KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA**

Kerajaan Malaysia, melalui Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan (MNKKP) dengan kerjasama pemegang taruh khususnya pertubuhan majikan dan kesatuan sekerja telah merangka dan mewujudkan Dasar Keselamatan dan Kesihatan Pekerjaan (KKP) Negara.

Matlamat utama Dasar KKP Negara adalah untuk meningkatkan tahap keselamatan dan kesihatan pekerjaan menerusi pengurusan risiko yang mampan di tempat kerja dalam melindungi majikan dan pekerja di Malaysia disamping meningkatkan produktiviti dan daya saing negara.

Kerajaan Malaysia mengiktiraf pekerja sebagai aset terpenting negara dengan memastikan keselamatan dan kesihatan pekerjaan yang merupakan hak asasi pekerja diutamakan bagi mewujudkan persekitaran kerja yang selamat, sihat dan kondusif.

Justeru itu, kerajaan komited untuk:

(i) Meningkatkan tahap KKP Negara melalui pelbagai kaedah serta pendekatan ke arah memantapkan Budaya Pencegahan di tempat kerja;

(ii) Mengawal selia dan menguatkuasakan perundangan KKP di tempat kerja;

(iii) Meningkatkan pengibatan dan kerjasama agensi kerajaan, majikan, pekerja, persatuan dan kesatuan industri, pemegang taruh serta pihak berkepentingan melalui MNKKP sebagai badan 'tripartite' tertinggi negara untuk memantapkan pengurusan dan tadbir urus KKP negara;

(iv) Memantapkan struktur institusi bagi pelaksanaan sistem bersepadu KKP di peringkat nasional yang merangkumi penetapan dasar, penyediaan piawaian, inspektorat KKP nasional serta institusi penyelidikan dan latihan;

(v) Menyedia, menyemak dan mengemaskini profil KKP Negara untuk mendapat gambaran yang menyeluruh dan bagi tujuan penandaarasan;

(vi) Memastikan majikan untuk menyediakan tempat kerja di bawah kawalannya mempunyai sistem kerja yang selamat dan sihat serta menjaga kebajikan pekerjanya semasa bekerja;

(vii) Memastikan pekerja memberikan perhatian bagi keselamatan dan kesihatan dirinya serta orang lain yang mungkin terjejas oleh tindakan atau peninggalannya semasa bekerja;

(viii) Memastikan pihak bertanggungjawab yang merekabentuk, mengilang, mengimport dan membekal produk, bahan dan peralatan bagi kegunaan di tempat kerja bagi memastikan produk yang dibekalkan adalah selamat dan tanpa risiko kesihatan berserta informasi yang tepat dan lengkap; dan

(ix) Menjalin kolaborasi dan kerjasama untuk menangani isu KKP dengan negara luar dan organisasi antarabangsa.

Dasar ini terpakai kepada semua tempat kerja, majikan dan pekerja yang tertakluk di bawah Akta Keselamatan dan Kesihatan Pekerjaan 1994 (Akta 514) dan perlu disemak semula secara berkala.

PERDANA MENTERI
MALAYSIA
(15 Januari 2019)

EXAMPLE

JKR

JABATAN KERJA RAYA
MALAYSIA

**POLISI**
**KESELAMATAN DAN KESIHATAN PEKERJAAN**

Jabatan Kerja Raya Malaysia Komited untuk memenuhi peruntukan Seksyen 16, Akta Keselamatan dan Kesihatan Pekerjaan 1994 (Akta 514):-

- Menyedia, menyenggara serta mengekalkan persekitaran tempat kerja yang selamat, tanpa risiko kesihatan kepada warga JKR dan pihak-pihak lain.
- Menyediakan sumber kewangan, informasi, program dan latihan yang berterusan, serta memastikan penerapan budaya kerja selamat dan sihat melalui amalan perkongsian tanggungjawab semua warga JKR bagi mematuhi keperluan perundangan.
- Memastikan Sistem Keselamatan Dan Kesihatan Pekerjaan dilaksanakan serta penambahbaikan berterusan selaras dengan misi dan visi jabatan.

Polisi ini akan sentiasa dipantau dan disemak seiring dengan keperluan perundangan dan organisasi untuk direalisasi melalui komitmen semua pihak.

.....
(DATO' Ir. HJ.MOHD NOOR BIN YAACOB)
Ketua Pengarah Kerja Raya Malaysia
Tarikh : 29 Julai 2011



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Main entrance to construction site

Workers enter the construction site

Notice board and safety sign at entrance

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Security post and entrance of workers

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Assembled wall (fence)

Hording

Hording around construction areas

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Access to workplace

material loading platform

Cantilever bracket

Hard barricade for edges protection

Additionally provided outrigger support

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Provided platforms for every levels

Scaffold access and egress

Provided platforms for scaffold

Installed horizontal bracing for scaffold

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# WORKER PARTICIPATION

## Results in better design, implementation and evaluation

- To be effective, any safety and health program needs the meaningful participation of workers and their representatives
- Worker participation means that workers are involved in establishing, operating, evaluation and improving the safety and health program
- In an effective safety and health program, all workers are encouraged to participate in the program and feel comfortable providing input and reporting safety and health concerns.

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workplace inspection

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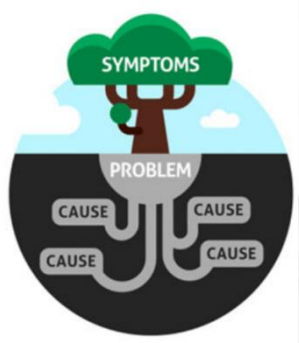
# RISK ASSESSMENT

'Identifies and documents all known and suspected hazards'
'Prevents injuries using hierarchy of control'




- One of the 'rood causes' of workplace injuries, illnesses and incidents is the failure to identify or recognize hazards that are present, or that could have been anticipated
- A critical element of any effective safety and health program is a proactive, ongoing process to identify and assess such hazards.
- Effective controls protect workers from workplace hazards, help avoid injuries, illnesses, and incidents; minimize or eliminate safety and health risks and help employers provide workers with safe and healthful working conditions.
- To effectively control and prevent hazards, employers should Involve workers, they often have the best understanding of the conditions that create hazards and insights into how they can be controlled.

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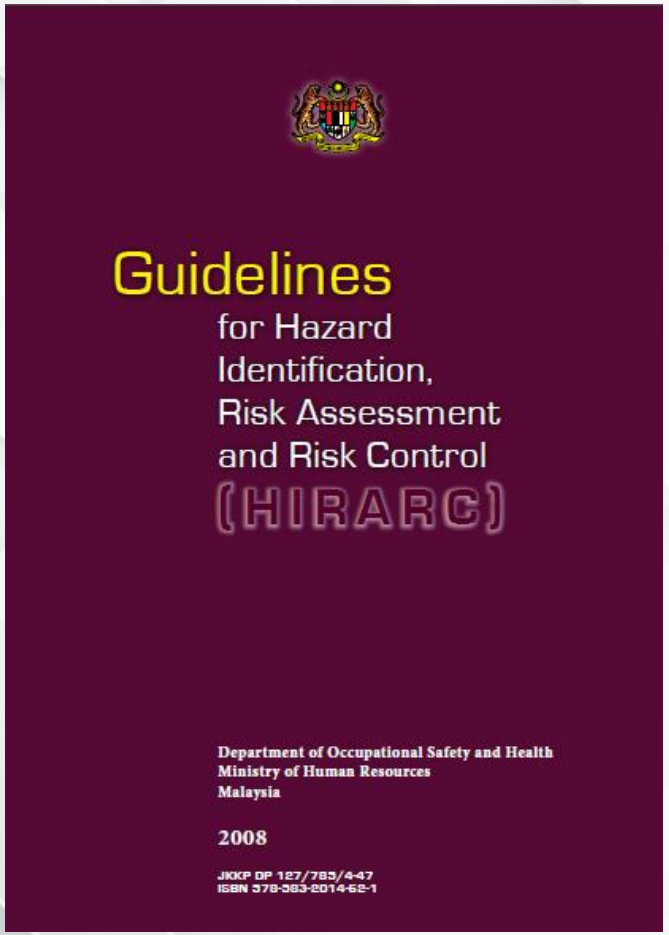


2008 - Guideline

2020 – Risk Management Regulation 20XX

2020 – Risk Management Industrial Code of Practice

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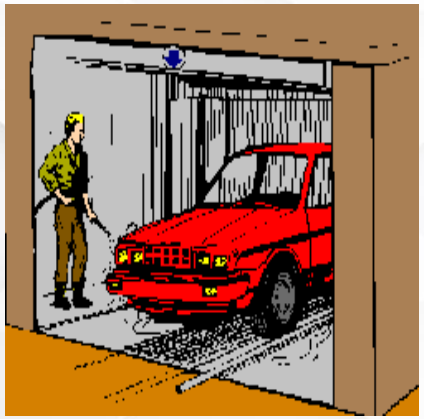
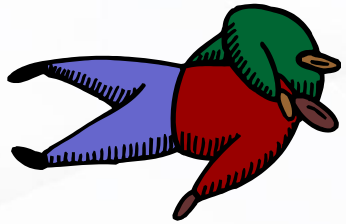
# EXAMPLE IDENTIFYING HAZARDS

| ACTIVITY | HAZARD (HI) | RISK (RA) | RISK CONTROL (RC) |
|---|---|---|---|
|  | |  | |
| Washing the car | Slippery Floor (OSH HAZARD) | Fall (OSH RISK) | Placed signage or barricade |

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# Sustaining Risk Assessment - OSH Innovation

Buffalo Assisting & Mechanise Fruit Bunch Collection

Risk control :

- Engineering control → Reduced Ergonomic Hazard

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# Sustaining Risk Assessment - OSH Innovation

Manual pick loose fruit → Scavanger

Risk control :

- Engineering control → Reduced Ergonomic Hazard

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# Sustaining Risk Assessment - OSH Innovation

Manual loading 150 fresh fruit bunch daily (~2.5 tonne / day) → grabber

Risk control :

- Engineering control → Reduced Ergonomic Hazard

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# Sustaining Risk Assessment - OSH Innovation

Pressure up tyre, risk of bursting → tyre cage / stopper /

Risk control :

- Engineering control → Reduced safety (bursting) impact

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# Sustaining Risk Assessment - OSH Innovation

Handling clean water etc → Special container & label.

Risk control :

- Administrative control (hygiene practices) → Reduced potential or error of misuse

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# Sustaining Risk Assessment - OSH Innovation

Handling insecticide for spraying of the day → small container with code user.

Risk control :

- Engineering control → Reduced exposure (handling / spillage)

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# Sustaining Risk Assessment - OSH Innovation

Instruction → signage

Risk control :

- Administrative control → supervision

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# EDUCATION & TRAINING

Ensure all workers understand safe work practice, are familiar with hazards, and know how to participate

- Education and training are important tools for informing workers and managers about workplace hazards and controls so they can work more safely and be more productive.
- Effective training and education can be provided outside a formal classroom setting.
- Peer-to-peer training, on-the-job training, and worksite demonstrations can be effective in conveying safety concepts, ensuring understanding of hazards and their controls, and promoting good work practices.

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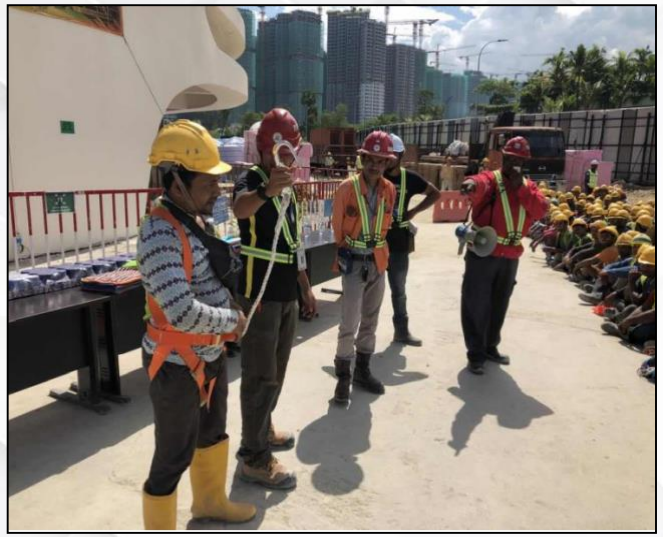

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# PROGRAM EVALUATION & IMPROVEMENT

Assesses program effectiveness and modifications needed

- Control measures are periodically evaluated for effectiveness.
- Once a safety and health program is established, it should be evaluated initially to verify that it is being implemented as intended.
- After that, employers should periodically, and at least annually, step back and assess what is working and what is not, and whether the program is on track to achieve its goals.

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# WORKSITE COMMUNICATION AND COORDINATION

## Ensure communication and coordination to protect all workers onsite

- Main contractors and sub contractors commit to providing the same level of safety and health protection to all employees.
- All stakeholders communicate the hazards present at the worksite and the hazards that work of contract workers may create on site.
- Failure to take these steps may undermine safety programs.
- Effective communication and coordination among such employers means that before coming on site, contractors and their workers are aware of the types of hazards that may be present.

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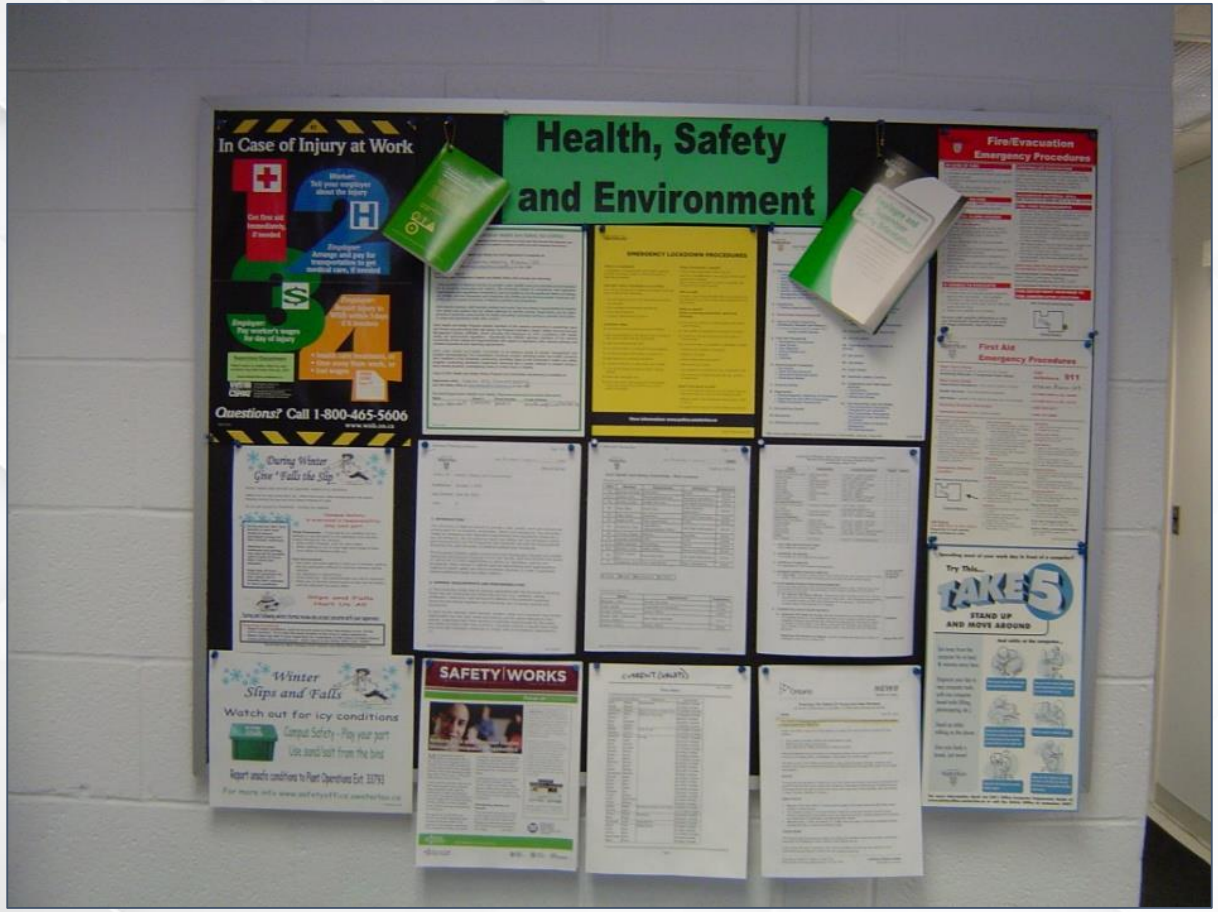


SHE corner

Safety and health committee meeting

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# Others Workplace Environment Best Practices

Lighting fixtures at night

Distribution cabinet electrical configuration

Temporary wiring at site

Electrical cable hanging to avoid soaking in the water and tripping hazard

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# Others Workplace Environment Best Practices

- Safety mirror should be treated as a self-check tool for reminding personal protective equipment correctly donned prior to entry into site
- The mirror shall install at the entrance of the site and the mirror should cover full body height

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# Others Workplace Environment Best Practices

Toilet

Bathroom

Storage medicine cabinet

Health care room

Rest area

Car park area

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# Others Workplace Environment Best Practices

**Others :**

**Clinic**

**Town Hall**

**Family Day**

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# LATEST INFORMATIONS

## Amendment of OSHA 1994 (Bill DR 13)

**01**
Penalty: RM500k

**02**
Repeal FMA 1967

**03**
Trained Person :
OSH-Coordinator

**04**
Workers right
(ILO C155)

**05**
Risk Assessment



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# BEM - ECP for Safety, Health and Environment Excellence Award ( BESHEXA )

Road To BESHEXA 2022

**1 — Judge**

Appointment and briefing of independent panel judges

**2 — Guideline**

BESHEXA guidelines to participants

**3 — Invitation**

BESHEXA invitation to ECP members via website and email to those submitted SHE surveys

**4 — Report**

Receipt of entry form, executive report with evidence

**5 — Evaluation**

Evaluation and scoring of executive reports according to criteria

**6 — Assessment**

Physical assessment and documentation at the top 5 ECP offices

**7 — Verification**

Presentation to the BESHEXA committee

**8 — Approval**

Recommendation of BESHEXA winner results to PPC for approval

**9 — Awards**

BESHEXA awards ceremony

**10 — Post-Mortem**

BESHEXA awards Post-Mortem for Continuous Improvement

# Conclusions

**01**

OSH can help organizations in various aspects if implemented properly and consistently.

**02**

Best practices and OSH programs help businesses:

- **Prevent** workplace injuries and illnesses
- **Improve** compliance with laws and regulations
- **Reduce** costs, including significant reductions in workers' compensation premiums
- **Engage** workers
- **Enhance** their social responsibility goals
- **Increase** productivity and enhance overall business operations

# THANK YOU

Committed to Engineering Excellence

BOARD OF ENGINEERS MALAYSIA
Tingkat 11 & 17, Blok F Ibu Pejabat JKR
Jalan Sultan Salahuddin, 50580 Kuala Lumpur, Malaysia
http://www.bem.org.my
enquiry@bem.org.my or complaint@bem.org.my.
Tel: 03-26912090; 03-26107095/96 Fax: 03-26925017

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