

SS INNOVATIONS SDN BHD - HSE PLAN

No.	Description	Action Party	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1.0	Leadership & Commitment												
	Senior Management HSE Visits/Inspection	MD, PM, Safety Officer			X			X			X		
	Senior Management HSE Meeting	MD, PM, TM, Safety Officer			X			X			X		
	Staff HSE Meeting & Cascading	PM, TE, Staff	X	X	X	X	X	X	X	X	X	X	X
	Management HSE Cascade	TE, Supervisor			X			X			X		
2.0	Policy & Strategic Objectives												
	Cascade Policies & Commitment to all staff	Safety Officer						X					
	Review HSE critical related tasks	TE, Safety Officer					X						
3.0	Organization, Responsibilities, Resources, Standards & Documentation												
	Set HSE Roles in Task & Target. Individual cascade of Task & Target	TE, Safety Officer	** Planned 1st quarter **										
	Review individual task & targets and issues	Management/Safety Officer				X				X			
	HSE target plan - cascade		** Planned 1st quarter **										
	HSE Training plan	TE, Safety Officer	X	X	X	X	X	X	X	X	X	X	X
	Safety / Improvement scheme	Safety Officer/All employees			X			X			X		
	Review Personnel Medical Health Record	Safety Officer							X				
	HSE Induction to new employee	Safety Officer	X	X	X	X	X	X	X	X	X	X	X
	Review HSE training program/Requirements	Safety Officer				X					X		
	Refresher Training		As required										
	HSE legislation												
	Review legal requirement	Management	** Planned 1st quarter **										
	Sub contractor												
	Selection of Sub contractor	Management	** Planned 1st quarter **										
	Tool box talks	Supervisory personnel	Daily prior start work and also include with hazards and risks										
	HSE Standards												
	Acquisition of HSE standards	Safety Officer/PM	** Planned 1st quarter **										
	Implementation of HSE standards	Safety Officer/PM	** Ongoing process **										
4.0	Hazard & Effect Management												
	Evaluation of Hazards	Safety Officer/PM	** Ongoing process to all personnel **										
	Training in handling hazards	Safety Officer/Training	** Planned 1st quarter (Conducted as and when required) or prior commissioning of works **										
	Provision of PPE												
	PPE requirements identified	Safety Officer/PM	** Ongoing process to all personnel **										
	Acquisition of approval PPE	Procurement	** Ongoing process with initial Purchase **										
	PPE register updates	Admin	** Ongoing process **										
	PPE training	Safety Officer	** Ongoing (Staff induction as and when required) **										
	Issue of PPE	Safety Officer	** Ongoing process (As per Company procedure) **										

5.0	Planning & Procedures													
	HSE Procedures/Emergency response													
	Procedure review & re-issue	Safety Officer/PM												
	Occupation Health													
	Health Hazards Monitoring	Site Location	** Ongoing process **											
	Medical checks	Safety Officer	** Prior commissioning of works or annually **											
	Procedure review	PM						X						
	Land Transport													
	Inspect vehicles in line with the standard			X		X		X		X		X		
	HSE Equipment & Inspection													
	Compile equipment register/inspection register	Safety Officer/Engineering	** Planned 1st quarter **											
6.0	Implementation & Performance Monitoring													
	HSE Performance													
	Performance review	Hse/Management	**Ongoing (To be discussed at HSE meetings) **											
	Incident Investigation								X					
	Review Reported Incidents and Near Misses	TE/Safety Officer	X	X	X	X	X	X	X	X	X	X	X	X
7.0	Inspection, Audit & Review													
	HSE-MS Audit		** Upon award **											
8.0	Management Review													
	PPE Inspection		X	X	X	X	X	X	X	X	X	X	X	X
	HSE-MS review									X				

MD: Managing Director
PM: Project Manager
TM: Technical Manager
TE: Technical Engineer