



اوتوريتي كيشان كسلامتن
 كصيتن دان عالم سكيتر
 Safety, Health and Environment
 National Authority

SAFETY AND HEALTH-RELATED SCOPE OF WORK CHECKLIST FOR WSH OFFICER & CO-ORDINATOR

(in reference to Pages 6 & 7 of Industry Guidance Note (IGN):
 The Requirements of Workplace Safety and Health Officer & Workplace Safety
 and Health Co-Ordinator [2022/IGN/02 (01)])

NO.	JOB SCOPE	YES	NO	N/A
1	Understand the legal requirements associated with the work activities carried out at the workplace.			
2	Review, develop and engage workplace safety and health policies, plans and manuals , according to the work activities			
3	Develop and implement safe work practices and procedures required in the work activities, for example, permit-to-work systems, job hazard analysis, etc.			
4	Develop and execute training programmes for personnel at the worksite as seen relevant to the work activities, for example, safety and health training for specific job activity, safety health training awareness for supervisors and workers, competency training for skilled workers, etc.			
5	Facilitate and participate in group meetings to discuss the safety and health of the work activity, for example, workplace safety and health committee meetings, toolbox talk meetings, safety briefings, management meetings, etc.			
6	Develop and execute procedures for incident reporting, dangerous occurrences and investigation processes in the workplace including incident investigation and root cause analysis.			
7	Develop safety and health in-house rules within the workplace premise, for example, safety signage, observation process and practices to uphold intervention culture, personal protective equipment requirements according to activity, etc.			

8	Promote safety and health culture at the workplace through sharing sessions such as daily toolbox talks, safety and health inductions, safety campaigns, etc.			
9	Conduct safety and health audits/inspections in the workplace.			
10	Develop and execute maintenance regimes for the workplace such as hand tools, plant, machinery and equipment including emergency preparedness equipment schedule, servicing and maintenance procedures as well as records.			
11	Develop and implement a reasonable system for evaluation, selection and control of contractors .			
12	Conduct effective hazard identification and risk management in the workplace including risk assessment and documentation.			
13	Establish onsite and offsite emergency preparedness in the workplace including identification of different emergency situations, emergency plans, the establishment of emergency response personnel, conduct emergency drills/exercises, and first aid programmes.			
14	Manage the control of movement and use of hazardous substances as applicable in the workplace.			
15	Socialise SHENA's Legislation, Approved Code of Practice, Notes to Industry, Industry Guidance Notes and Notices as well as other relevant publications to the workforce.			
16	Implement SHENA self-assessment checklists, for example, the Construction Self-Assessment Checklist, etc. or in-house checklists to ensure legal compliance on safety and health requirements in the workplace.			
17*	Participate in the review of Safety Cases development and verification of its implementation within the COMAH (Control of Major Accident Hazards) facilities [as applicable for WSH Officer who is working within COMAH facilities].			