

Ref (08) JPB/281-6/1 Vol.11
19th February 2024

To All Valued Customers and Port Users,

Dear Sir/Madam,

MANDATORY REQUIREMENT TO ENTER JPB OPERATION AREAS

In line with the JPB nature of business that involves high risk activities and movement of heavy machinery such as lorry, crane and other machineries, all port users must be aware of JPB safety requirements in order to prevent any accidents or incidents happen. Therefore, a Safety Induction/ Safety Briefing are required for those intense to entering JPB operation areas.

Addition to that, accordance to Part IV-General Duty of Employers and Self-Employed Persons under the Occupational Safety and Health Act (OSHA) 1994, Section 15 (2)(c), Johor Port Berhad (JPB) is obliged to provide safety training to all its Port Users.

This training is designed to provide information on safety and security rules and regulations to any individuals performing activities such as maintenance, service, site visit or construction activity within JPB operation areas which includes wharves, terminals, jetties and DCJ area excluding leased areas and tenant compounds.

In relation to the above, please be informed that all individuals entering and/or working at JPB operation areas as above-mentioned are required to undergo Johor Port Safety Briefing and/or Safety Induction effective by 19th February 2024.

Below are the guidelines for Safety Briefing and Safety Induction arrangements:

SAFETY BRIEFING:

1. Applicable to individuals entering or working for a duration of less than 14 days.
2. The Safety Briefing will be conducted daily except on Public Holidays as follows:
 - i. **Monday to Thursday: 9.00am – 5.00pm** (Lunch Break: 1.00pm – 2.00pm).
 - ii. **Friday: 9.00am – 5.00pm** (Lunch Break: 12.30 pm – 2.30 pm).
 - iii. **Saturday & Sunday: 9.00am – 4.00pm**

***** After 5.00pm, the Safety Briefing will be conducted by Security Team.**

3. Applicants are required to attach and include an official letter from the company detailing the following:
 - i. List of workers (Name, IC/Passport No., Company, Position)
 - ii. Duration and Location of Work
 - iii. Type of Activity
 - iv. Person in charge (Name, Contact No., Email Address)
4. The fee for the Safety Briefing is RM5.00 per person, with a validity period maximum of 14 days. Fee for the VEP is RM1.00 per person per day will be applied.
5. Each session of the Safety Briefing is expected to last approximately 10 minutes.

SAFETY INDUCTION:

1. Applicable to individuals working for a duration of more than 3 months.
2. The Safety Induction will be conducted every week except on Public Holidays as follows:
 - i. **Every Tuesday & Thursday: 9.00am – 11.00am**
3. The fee for the Safety Induction training is RM50.00 per person, and its validity is for 2 years. After this period, applicants will be required to attend Safety Induction again.
4. Applicants are required to attach and include an official letter from the company detailing the following:
 - i. List of workers (Name, IC/Passport no, Company, Position)
 - ii. Location of Work
 - iii. Type of Activity
 - iv. Person in charge (Name, Contact No, Email Address)
5. The Application Form for a Port Entry Permit (PEP) and/or Vehicle Entry Permit (FM-PSSD-218) can be acquired at the Security Service Centre (SSC) / Pass Office / HSE Office. Applicants must complete the form and affix the original company stamp. Subsequently, the OSH officer will verify the form upon submission.
6. The Port Entry Permit (PEP) enables applicants to access the port area for a certain duration with respective fees as follows:
 - i. Fee of RM40.00 for three (3) months, or
 - ii. Fee of RM60.00 for one (1) year
7. Each session of the Safety Induction is expected to last approximately one hour and 30 minutes.

Please be advised that any foreign workers and/or foreign visitors are required to possess a valid work permit indicating the duration, position, and company affiliation. Prior to attending the Safety Briefing and/or Safety Induction, the foreign workers and/or foreign visitors must obtain approval from the designated security officers in charge.

Please kindly find attached flowchart of the Safety Briefing and Safety Induction for your reference.

For further information, please contact Puan Nor Zaini Mohamad (Safety & Health Officer) at 07-2535888 ext. 720 or via email at norzaini@johorport.com.my

Your cooperation is highly appreciated. Thank you.

'Work Safe, Get Home Safe'

With kind regards,
JOHOR PORT BERHAD



JAMALUDIN RAJA MOHAMMAD
Head
Port Security & Safety Department