

**JPB's Health Security Safety and Environmental
Guidelines & Rules**

SECTION 2

JPB'S HEALTH SECURITY SAFETY AND ENVIRONMENTAL GUIDELINES & RULES

1. Introduction

In keeping with the responsibility of Johor Port Berhad (“**JPB**”) to ensure a safe and healthy environment of Johor Port premises (the “Port”), JPB has established Health Security Safety And Environmental (“**HSSE**”) related procedures affecting all JPB's employees, contractors, tenants, lessees and all Port User including its workers and sub-contractors.

As certain functions are contracted out to JPB external contractors, there are times when more than one contractor may be working in the Port. Some on short term basis and others on a longer-term contract. Thus, making it imperative that JPB HSSE Guidelines is issued to all contractors, tenants, lessees and all Port User including its workers and sub-contractors (collectively “**Contractor**”) so that occupational safety health can be exercised at all times in the execution of work (that such Contractor are assigned to).

Contractor shall at all time observe the JPB Integrated Quality, Safety, Health and Environment Policy (that has been introduced in October 2012 as may be amended from time to time).

Safety is not only the sole responsibility of JPB. All Contractor must take precautions to protect themselves and others. Knowing how to perform the work safely can prevent damages to property, injury and/loss of life.

Accidents must be prevented at all times. All Contractor are required to wear the minimum standard of Personal Protective Equipment (PPE) at all time within the Port unless otherwise stated.

This document contains HSSE guidelines and rules for the Contractor (“**HSSE Guidelines**”). Please read and ensure to abide by the HSSE Guidelines strictly. You are also required to ensure that all your workers, sub-contractors and any other person connected with the work that you are assigned to in the Port to do likewise.

The local and international law and regulations applicable for this HSSE Guidelines shall consist of (but not limited to) the following:

1. Occupational Safety & Health (Amended) Act 2022
2. Environmental Quality Act (EQA) 1974
3. Uniform Building By-Laws, 1984 (Amended 2021)
4. Fire Services Act, 1988
5. Electricity Supply Act, 1990
6. Malaysian Shipping Ordinance 1952
7. Johor Port By-Law 1979
8. Dangerous Good Regulation (Amended 2024)
9. Petroleum Act 1984 (302)
10. Protected Areas & Protected Places Act 1959

Any other requirements that have not been stipulated in this HSSE Guidelines shall be treated and dealt with the best practices of the port industry.

2. Identification of Workers

- 2.1 To obtain entry passes to the Port, a list consisting of all the names of the workers together with their National Registration Identity Card (“**NRIC**”) or MyKad numbers or other form of legally recognised identification document (for foreign workers) must be submitted to Port Security & Safety Department of JPB (“**PSSD**”).
- 2.2 PSSD will only issue entry permit to foreign workers, if such foreign workers have complied to all requirements and regulations of the Malaysia Immigration. Foreign workers work permit must be accordance to their nature of work sectors.
- 2.3 Such entry passes must be put on and visible at all times whilst working in the Port.

3. User’s Representative

- 3.1 You have to nominate a representative(s) to co-ordinate (with the Work) and liaise with JPB’s personnel at the Port (where applicable).
- 3.2 The said representative(s) shall also be responsible to continuously promote safety awareness amongst all the other workers at all times during the contract execution period. As such, Contractor have to engage a minimum of one (1) dedicated safety officer/OSH Coordinator or a full-time supervisor to organize safety talks, safety training and safety programmes on a regular basis. All expenditures related thereto shall be borne by the Contractor. A monthly HSSE report shall be submitted to Head of Section OSH, PSSD.

4. Workers

- 4.1 All employees of the Contractor must have attained the age of eighteen (18) years on the date of commencement of the work.
- 4.2 Contractor shall be equipped, minimally, with safety shoes, safety helmet complete with chin strap, safety glasses or goggles, long pants, safety vest complete with reflector all the time throughout their work in JPB’s operation areas. Contractor are mandatory to provides long pants, safety vest, t-shirt, jacket, coverall accordance to JPB’s specifications as attached. Other safety equipment such as safety harness, welding shield etc. shall also be provided to the workers based on the hazards and risks exposed to them.
- 4.3 The Contractor shall, at its own expense, supply to all its workers and ensure that its employees are provided with adequate personal protective clothing and equipment, which shall satisfy statutory requirements and accepted by industry standards. These shall include, but not necessarily be limited to, a polycarbonate or fiberglass safety helmet, gloves, relevant safety eye and ear protection, safety shoes or boots, and, where appropriate, safety harness. Such protective equipment shall be supplied to the employees and shall be maintained in good condition by the employees. Such protective equipment shall be worn by the employees on all relevant occasions as indicated by notices, instructions and good sense.

- 4.4 Contractor must take all practicable steps to ensure their own safety at work and that their action or inaction does not caused harm anyone else.
- 4.5 No employees of the Contractor can be compelled to undertake any task in which he/she may be exposed to a dangerous and unnecessary risk.
- 4.6 Contractors must report all accidents and near-miss incidents to the employer and PSSD within 24 hours.
- 4.7 Protective clothing which is provided as a means of minimising an identified hazard must be worn.
- 4.8 The Contractor must ensure that all its employee who does work or uses plant or deals with any substance has been informed of :
 - a) Emergency procedures
 - b) Hazards and risks the employee may be exposed to while at work
 - c) Hazards and risks the employee may create while at work which could harm other people
 - d) How to minimise the likelihood of these hazards becoming a source of harm to others
 - e) The location and correct use of safety equipment.
- 4.9 The Contractor is also required to inform its employees of the results of any health and safety monitoring. In doing so, the privacy of individual employees must be protected.
- 4.10 Contractor are not only responsible for its employees but are also responsible for the health and safety of the other Port User. All practicable steps must be taken to ensure that anything they do or fail to do while at work does not harm any other person.
- 4.11 Where adequate protection against risk of accident, harm or injury (including harm arising from exposure to extremes in temperature) to health cannot be ensured by other means, Contractor must make proper use of such personal protective equipment and protective clothing as is reasonably required for the safe performance of the work.
- 4.12 Contractor are required to take reasonable care of the protective equipment or clothing and must established procedures applicable to all its workers for the provision, maintenance and cleaning of the equipment and clothing.
- 4.13 All personal safety equipment provided must comply with the relevant Malaysian or internationally recognised standard and be replaced at the recommended intervals.

5. Area of Work

Practicable steps that can be taken towards providing a safe place of work includes:

- 5.1 Every workplace must be laid out and operated to ensure (reasonable practicable) the safety of the workers and other people within the Port.
- 5.2 Walkways, roadways and storage areas are to be designed in a manner that provides for safe movement of foot and mechanised traffic throughout the workplace and any changes made to any designated areas must be advised to all Contractor.

- 5.3 All surfaces used for the movement of any lifting machinery, appliance, other cargo-handling equipment, or for vehicle traffic or for the stacking of goods or materials, need to be suitable for the purpose, structurally sound, resilient to damage and properly maintained.
- 5.4 Where goods or materials are stacked, stowed, unstacked or un-stowed, the work shall be done in a safe and orderly manner having regard to the nature of the goods or materials and their packing.
- 5.5 Where goods or materials are stacked, stowed, unstacked or un-stowed, passageways of adequate width should be left to permit the safe use of any lifting machinery, appliance, other cargo-handling equipment and vehicles.
- 5.6 Any obstacle liable to be dangerous to the movement of a lifting machine, appliance, other cargo-handling equipment, vehicle or person which cannot be removed for practical reasons, shall be suitably and conspicuously marked and, where necessary, adequately lighted. All persons likely to be affected by such an obstacle need to be informed of its existence.
- 5.7 Contractor must take all practicable steps to ensure that its workers are not exposed to toxic or harmful substances or agents, or oxygen-deficient or flammable atmospheres.
- 5.8 Contractor must take all practicable steps to ensure that its workers are not required to enter any confined space in which toxic or harmful substances may be present, or in which there may be oxygen deficiency, or in which the temperature of the atmosphere may cause harm.
- 5.9 The Contractor shall ensure that all its workers are not to indulge in practical jokes, boisterous behaviour, horseplay, scuffling and the like and shall not permit the use, possession or sale of alcoholic beverages or illegal drugs while working in the Port.

6. Completion of Work

- 6.1 Workplace shall be maintained in a tidy manner after each day's work and on completion of the project.
- 6.2 All debris shall be deposited into the waste containers, or carted away, if requested.
- 6.3 Contractor' workers must leave JPB's premises immediately after their normal working hours or upon completion of work.

7. Hygiene

- 7.1 Food (packet or otherwise), packet drinks, spitting and littering are prohibited inside working/office areas.
- 7.2 Litter shall be deposited into waste bins at all times.

8. Rest Time

- 8.1 The Contractor is responsible to provide a safe rest area for its workers. It is a must for the Contractor to identify a suitable rest area before commencement of the work.
- 8.2 Lying around or sleeping is not allowed at any time within the Port except at the designated rest area.

9. Gambling

All kinds of gambling are prohibited within the Port.

10. Alcohol and Drug

A safe and healthy work environment is of the utmost importance. Meeting this goal requires working safely without the influence of alcohol or drugs. Possession and consuming of alcoholic beverages or illegal drugs are prohibited in the Port.

11. Smoking/Vaping

Smoking or vaping are prohibited while working in areas which are designated as 'no smoking' areas.

12. Harassment

JPB is committed to maintain harassment free environment for everyone working at or visiting the Port. Harassment is defined as "behaviour, words, which offends other individuals on the basis of sex, race, religion, national origin, sexual orientation or other protected basis". Contractor are expected to observe this code of conduct.

13. Vehicles

- 13.1 Only individual with valid driving licence are allowed to drive vehicle within the Port. Foreigners are only allowed to drive personal vehicle and driving commercial vehicle are strictly prohibited. All drivers are only allowed to drive a road worthiness vehicle within the Port, follow the speed limit and switch on the hazard lights while moving at Container Terminal area (JCT). The maximum speed limit at the operation area is 15 km/hr (container block), 25 km/hr (wharf area) and 45 km/hr at the main road within the Port.
- 13.2 No JPB's equipment can be removed without written authorization from JPB.
- 13.3 Vehicles are only allowed for delivery of equipment/materials and should not be parked in the Port unless authorized by JPB's personnel.
- 13.4 At all times to give way to JPB's vehicles as they have the right of way in the Port.
- 13.5 Carpool and shuttle service are highly recommended for Contractor with short – term project in the Port.

14. Equipment

- 14.1 Contractor are to bring their own equipment and be responsible for them. JPB shall not be liable for any loss or damage of equipment within the Port.
- 14.2 It is responsibility of the Contractor to provide good working equipment that meets related National Standards. The equipment must be ready to be inspected by JPB's authorized personnel, when required.
- 14.3 Contractor must inspection the equipment or machinery on daily basis or prior to start work by fill in the Daily Routine Inspection (DRI) and submit summary of machineries on monthly basis to HSE, PSSD.

15. Storeroom (if any)

Storeroom (if any) is provided for keeping the Contractor's equipment and must be kept clean and tidy at all times.

16. Security

All Contractor's workers must have valid entry permit. When exiting the Port and at any time whilst in the Port premises, the Contractor shall be subject to security checks by JPB's security personnel.

17. JPB's Property

Contractor must ensure that when work is in progress; care shall be taken so as not to damage JPB's property or causing the Port to be dirty. Any damage shall be reported to JPB's supervisor-in-charge and the Contractor shall make good and restore JPB's property to its original condition within the period specified by JPB.

18. Safety Documentations (required when working at the Port's operation areas)

The Port's operation areas are identified as the wharves, terminals, jetties including dangerous cargo jetty's (DCJ) areas and any maintenance, service or construction activities inside the Port excluding the Contractor's compound.

- 18.1 The Contractor must ensure to be fully insured against:
 - a) Damage and/or loss to JPB's properties;
 - b) Injury to or death of JPB's personnel and visitors; and
 - c) Relevant public liabilities.
- 18.2 Valid Port Pass throughout the performance of the works in the Port.
- 18.3 List of workers submitted before work commences and any changes from time to time.
- 18.4 Tool box briefing with attendance record.
- 18.5 Job Safety Analysis to be submitted and acknowledge agreed and approved by PSSD.

- 18.6 HIRADC (Hazard Identification, Risk Assessment and Determining Control) to be conducted and undertake the mitigation that needs to be done.
- 18.7 Method of Statement, HSSE Procedures and Manual Instruction to be submitted as a part of the tools used in carrying out the works.
- 18.8 Competencies certificates for personnel and PMA/PMT for machines as regulated by the relevant acts and work requirements to be submitted and acknowledged by JPB.
- 18.9 Valid approval and/or endorsement from related local authorities shall be made available prior to work execution. It is the responsibility of the Contractor to verify the related law and regulations that need to be adhered to.
- 18.10 Support documents to mitigate the safety environment such as Traffic Management Plan, Emergency Response Plan, Safety Checklist and Confined Space Permit to be incorporated and submitted to JPB.

Safety Documentation requirement as above is subject to the works and risk of works carried out based on the applicability as approved by JPB as listed in the 'Permit To Works' ("**PTW**") issued before the commencement of works. Prior to issuance of the PTW, a charge of RM30.00/pax/hour or part thereof will be imposed to the Contractor for a site inspection by PSSD.

Valid PTW shall be displayed or make available all the time at the work areas or site for JPB's inspection from time to time. Charges for PTW is RM16.50 per unit issued. Additional charges applied for firewatcher deployed by PSSD. Charges is RM35.00 per man per hour or part thereof. Contractor shall follow any changes of the charges.

19. Safety – General (required when working at the Port's operation areas)

- 19.1 The Contractor' workers and/or its sub-contractors' workers shall attend the Safety briefing or induction conducted by JPB prior to the commencement of work or any other necessary course that may be introduced from time to time. All Contractor's workers and/or its sub-contractors' must be trained and competent to carry out task given in safe and proper manner.

A copy of certificate of competency (if any) or copy of attendance sheet shall be forwarded to PSSD when required. Charges for JPB Safety Briefing is RM5 per person and JPB Safety Induction is RM50 per person. Contractor shall follow any changes made to the charges.
- 19.2 Contractor, its sub-contractors and their workers shall have a valid "Green Card" issued by Construction Industry Development Board (CIDB) upon the commencement of work and whenever they are on construction site.
- 19.3 Contractor are required to ensure their workers undergo medical checkup prior work commencing at JPB operation areas.
- 19.4 Keep access routes clear at all times.
- 19.5 Do not leave oil spills or leaks and to clean them up as soon as they appear.

- 19.6 Make sure there are no cables or wires running across floors, roads, pavement etc.
- 19.7 Pay attention to demarcated areas which indicate fire-fighting equipment, emergency exits or access to electrical switchboards. All these areas are in "Yellow Lines" which mean KEEP CLEAR.
- 19.8 Obey signage and posters.
- 19.9 Upon hearing the Fire Alarm, stop work and evacuate the building in an orderly manner.
- 19.10 If a fire occurs at your worksite, use the portable fire extinguishers available to extinguish the fire and inform PSSD Command Centre immediately.
- 19.11 Report any unsafe acts, unsafe conditions, accidents or hazards immediately.
- 19.12 Where work is being carried out e.g. in container yard - the area shall be cordoned off using safety signs, lights and boards etc. to warn others.
- 19.13 Do not cause noise or dust pollution while working in JPB's premises.
- 19.14 A copy of SDS (Safety Data Sheet) shall be forwarded to Port Security & Safety Department (PSSD) prior to work execution when involving any chemicals as per USECHH 2000 regulation.
- 19.15 A proper scheduled waste area according to Environment Quality Act (EQA) 1974 shall be established and handled accordingly. No direct spillage to any drainage system etc. are allowed.
- 19.17 A proper oil spill recovery system shall be established for any operation that have the risk of oil spill.
- 19.18 Resident Contractor to adhere minimum safety requirement set by JPB as per memo *Ref(13)JPB/281-6/1 Vol.11* dated 13 March 2024.

20. Electrical Safety

- 20.1 Before tapping electrical supply, permission shall be obtained from JPB's authorized staff.
- 20.2 Contractors' electrical equipment and all jobs shall conform to Suruhanjaya Tenaga and Tenaga Nasional Berhad's Safety Regulations. Equipment is to be inspected by JPB's charge man before use.
- 20.3 All connections to JPB's supply shall use SIRIM's approved plugs. Broken plugs, switches and sockets shall not be used.
- 20.4 Make good damaged cables. Extension cable shall be properly and securely done e.g. with proper cable gland.
- 20.5 All electrical faults shall be reported immediately to JPB's charge man. Do not attempt to repair or adjust electrical equipment.
- 20.6 Work shall be carried out by competent qualified personnel only.

- 20.7 Lock-off switch boards (distribution boards) when under repair.
- 20.8 Weatherproof connections shall be used in outdoor areas and cable should not be left lying on the ground where vehicle could run over.
- 20.9 Use wooden ladders or metal ladders with insulated legs for all electrical works.
- 20.10 Work area shall be marked and cordoned off with warning signs.

21. Safety in Welding, Cutting & Grinding

- 21.1 Handle cylinders properly. Do not roll the cylinders. During welding, cylinders must be equipped with flashback arrestor and shall be properly secure upright on cylinder trolley.
- 21.2 Store the various types of gasses safely. Oxygen and acetylene shall be stored in separate locations. Empty cylinders shall be stored separately from filled cylinders. Store them under cover and not under direct rays of the sun.
- 21.3 Keep cylinders away from electrical welding tools and red hot metals.
- 21.4 Never lubricate cylinder valve or any fittings with oil grease. High-pressure oxygen reacts violently with oil or grease and may result in explosion.
- 21.5 Never use white or red lead, joining compound and joining tapes for cylinder valve or fittings.
- 21.6 Always check your equipment before commencing any job and ensure that they are in order.
- 21.7 PTW is required from JPB before commencing such work. This is applicable when working at JPB's operation areas only. A fire watcher is required to be available at work site at all time during any hot work activities. PSSD shall deploy at least a fire watcher for any hot work or dangerous activities such as on-board confined space entry. Charges applicable is RM35.00/pax/hour or part thereof. Contractor shall follow any changes of the charges
- 21.8 Fire extinguishers should be readily available and all workers should be able to operate them.
- 21.9 Fume hazards can occasionally exist in some flame/welding process, ensure fresh air within welding areas or wear an approved respirator.
- 21.10 Always use a spark lighter to ignite gas – NEVER USE NAKED FLAME.
- 21.11 Worker shall use proper goggles, welding shields and gloves.
- 21.12 Cordon off area with warning signs.
- 21.13 Clean-up and check areas upon completion of work.
- 21.14 Gas leak test shall be performed prior to gas cylinder usage.

22. Safe Use of Hand Tools (E.g. Hammer, Chisel, Spanners etc.)

- 22.1 Damaged tools such as files without handles, broken and cracked handles, mushroomed chisels and punches, worn screwdrivers, loose hammer heads or electrical tools with peeled or cracked insulation shall not be used.
- 22.2 Use only the correct tool for every job.
- 22.3 Regularly check your tools for damage due to wear and tear.
- 22.4 Store tools properly in a tool box when not in use. Never leave tools lying around when you have completed a job.

23. Safe Working with Ladders, Scaffoldings, Walkway & Platform

- 23.1 Portable ladders shall be checked for safety before use. Ensure rungs are not loosen or broken.
- 23.2 Portable ladders should be properly angled at 75 degrees; secured at the top or bottom and stabilizers used, if possible.
- 23.3 Aluminium ladders shall be fitted with non-slip/insulated footing.
- 23.4 Stepladders are to be prevented from spreading by means of strays, chains or cords. These should be of sufficient strength, equal length and kept in good order.
- 23.5 The top tread of a stepladder shall not be used for foot support unless there is an extension above the top to provide a handhold.
- 23.6 Do not carry heavy load on a ladder.
- 23.7 When working aloft on ladder, scaffolding or a platform, all tools shall be secured as they can cause serious accident if they fall. The area below shall be roped off and warning notices posted.
- 23.8 Workers shall be securely anchored when working above 2 metres from ground and shall wear safety harness or belt.
- 23.9 Scaffold shall be provided if a job is performed above 4 metres. Unless by specific suppliers' instructions, constructed height of portable scaffolding is calculated by the following formula i.e.:
 - Maximum height = 3 x minimum base width of the scaffolding
- 23.10 When using personnel lift, ensure that the stabilizers are properly anchored. Follow manufacturer's instruction attached with the lift.
- 23.11 All workers shall use fall protection such as life lines and railings when working within 2 meters of open side roofs, ledges, catwalks or when parapets are less than 39 inches high.

It is the responsibility of the Contractor to meet all legal requirements (i.e., use of railings, fall restraint devices, safety harnesses and lanyards)

when their workers shall perform work that exposes them to a potential fall of 2 meters and greater (measured from the bottom of the worker's feet). The Contractor shall provide safety nets, full body harnesses, lifelines, barricades and delineator. In addition, approved full body harnesses (not belts) shall be worn when a worker may be exposed to a potential fall of 2 meters or greater (measured from the bottom of the feet).

- 23.12 The utilization of man lift tools or equipment shall subject to the compliance of Amended OSHA 2022.

24. Safety and Protection Equipment

- 24.1 Proper gloves shall be worn for cleaning work, welding jobs and chemical work.
- 24.2 Wear proper goggles to protect the eyes.
- 24.3 Use the appropriate types of welding, grinding and chipping to prevent eye injuries.
- 24.4 Long hair should be covered up or tied back to prevent from being caught in machinery parts.
- 24.5 Do not wear loose belts, open jackets, loose cuffs or items of jewellery while at work.
- 24.6 For high noise areas, protect your ears by wearing plugs of muffs and keep them clean.
- 24.7 Safe working areas and Safe Protection Equipment to be prepared and supplied all the time as precaution to the hazard and accident's mitigation.

25. Blasting and Spray Painting

- 25.1 Blasting and asbestos removal activities can only be conducted with the approval from Department of Occupational Safety & Health ("**DOSH**"). A copy of the approval letter shall be submitted to PSSD prior to work execution (applicable for work at the Port's operation areas only).
- 25.2 Spray painting is allowed only on approval from JPB's authorized personnel (applicable for work at the Port's operation areas only).
- 25.3 Paints, thinner and other chemicals used are not to be kept in large quantity at worksite. Such materials shall be removed and kept in store after the day's work.
- 25.4 Machines, floors and other equipment shall be covered when painting is in progress.
- 25.6 Only competent and well trained workers are allowed to perform spray painting works at the Port.
- 25.7 Any disposal of schedules waste materials shall adhere to the Environment Quality Act (EQA), 1974 accordingly.
- 25.8 PTW shall be applied by the Contractor at PSSD prior to work execution, (applicable for work at the Port's operation areas only).

26. Working with Compressed Air

- 26.1 Do not use compressed air unless you are authorized to do so.
- 26.2 Never play with compressed air. Wear safety glasses/goggles.
- 26.3 Contractor shall follow the manufacturer's instruction for handling compressed air.

27. Working with Lifting Equipment

- 27.1 Always check lifting equipment before using it.
 - Anchor points are secured
 - There is no physical damage
 - There is no equipment stress
 - No wire damage e.g. rusted, fraying or broken strands
 - Hooks are fitted with clips
 - Wire slings and fabric slings are in good condition
- 27.2 Handle lifting equipment carefully.
- 27.3 Never overload lifting equipment.
- 27.4 Cordon off area(s) with warning signs/boards. Delineator shall be used.
- 27.5 Use mechanical aids when necessary.
- 27.6 Only competent and well trained workers are allowed to involve in lifting activities.
- 27.7 Dedicated signalman shall be made available at all times during lifting operation.
- 27.8 Proper communication between the signalman, crane operator etc. shall be established to ensure safety of work.

28. Roof Work & Work in Water Tanks or Confined Underground Spaces

- 28.1 Safety harness and crawling boards shall be used when working on rooftop, water tank and underground.
- 28.2 Before entering water tank or underground, ensure sufficient supply of oxygen.
- 28.3 A minimum of 2 workers to form a team, with 1 worker outside holding a rope tied to the person working inside. Safety harness shall also be worn by the person who is inside. A mode of communication shall be worked out between the 2 workers before one of them enters the tank or go underground.
- 28.4 Cordon off the area with warning signs or boards. Delineator shall be used.
- 28.5 Contractor shall follow Industry Code of Practice For Safe Working In A Confined Space 2010 while working in confined space.

29. Hearing Protection

Any work with decibel A-weighted (DBA) levels greater than 85 require hearing protection. Contractor are required to wear hearing protection in areas marked "Hearing Protection Zone" and are responsible for recognizing areas that may require hearing protection. The Contractor shall also evaluate their own noise producing operations to determine if hearing protection is required and post warning signs, if appropriate. The Contractor shall comply with requirements as stipulated in OSH (Noise Exposure) Regulations 2019.

30. Overhead Work

When work is being done above any people, another exposed level or an open floor, the area below the work shall be cordoned off with "Do Not Enter" tape and appropriate signs. Personnel working below shall be protected and hard hats shall be worn by those who work in the potential hazard area. All Contractor shall follow all other area-specific protocol or safety measures for overhead work. All Contractor to ensure no person working under suspended load at all time.

31. Underwater Activities (applicable when working at JPB's operation areas only)

Any underwater activities shall have the approval from Department of Marine Malaysia prior to PTW's application at PSSD, (applicable for work at the Port's operation areas only).

Only competent and well trained workers are allowed to perform the activities. The competency shall be recognized by related local authorities or international certification bodies. A copy of competency certificate shall be forwarded to PSSD prior to work execution.

32. Bunkering Activities

Any bunkering activities shall have the approval from Department of Marine Malaysia prior to PTW application at PSSD. Stand-by personnel from PSSD is compulsory for every bunkering activity done. The Contractor shall apply PTW at PSSD prior to work execution. Charges of RM35.00 per man per hour or part thereof is applied.

33. Scheduled Waste Activities

Any scheduled waste disposal activities from vessel shall have the approval from Department of Marine Malaysia and DOE prior to PTW's application at PSSD. Stand-by personnel from PSSD is compulsory for every scheduled waste bunkering activity. The Contractor shall ensure that only Department of Environment's ("DOE") registered contractor are appointed to handle scheduled waste disposal. The Contractor shall apply PSSD prior to work execution.

The Contractor shall ensure that schedule waste are segregated with general waste at all time.

34. Confined Space and Hot Work Activities (applicable for work at the Port's operation areas only)

Any confined space and hot work activities in vessel shall have the approval from Department of Marine Malaysia prior to PTW's application at PSSD.

The Contractor shall ensure gas free tests are done by Jabatan Kimia Malaysia prior to hot work or confined space activities in a vessel. A copy of the endorsed gas free certificate shall be forwarded to PSSD during the PTW's application. Any confined space activities shall adhere to the Confined Space Entry Code of Practice by DOSH.

The Contractor shall ensure a DOSH registered AGT perform the gas test prior to entry into a confined space. Continuous gas test shall be done and the result of each test shall be displayed. The frequency of monitoring and gas testing shall be decided by PSSD based on the risk and severity involves.

The Contractor shall ensure proper communication - entry supervisor and stand-by person are available at all time. The Contractor shall display a confined space board with name of entry personnel are available at the entry point. Safety signage and signboards shall be made available to alert others.

35. Fumigation (applicable for work at the Ports operation areas only)

The Contractor shall obtain the approval/endorsement from Veterinary Department of Johor for fumigation activities.

A copy of competent personnel's certificate and approval document from Veterinary Department of Johor shall be forwarded to PSSD during the PTW's application.

36. Safety Signs and Barricades

Work areas shall be properly barricaded and marked. The Contractor shall be responsible for providing all safety signs, barricades, stanchions, safety cones or safety taping as required to isolate the Contractor's work area from pedestrian traffic and to prevent unauthorized access to the area. Barricades of any kind, whether made of wood, ribbon, tape or other materials shall not be violated.

The Contractor shall remove all signs and barricades when the potential hazard no longer exists.

The following are barricade materials and safety sign information that are approved for use by JPB :

- Delineator
- Water barrier
- Chain - plastic or metal
- Cones
- Flashing lamps
- Barricade tape

37. Storage

37.1 Take all reasonable steps to ensure that all goods, materials, substances and equipment in the workplace are stacked, stored, secured and kept that:

- a) they do not constitute a danger to persons in their vicinity; and

b) they cannot, whether of their own accord, or by virtue of any external force (intentionally applied or otherwise), so flow, move, roll, or collapse, as to constitute a danger to persons in their vicinity.

37.2 As far as reasonably practicable, all storage containers, pallets and like equipment used for handling, transporting or storing materials must be maintained free from sharp edges, projections or rough surfaces that are likely to injure any person working near or passing them.

37.3 Pallets and similar devices containing or supporting loads must be of sound construction, of adequate strength and free from visible defects liable to affect their safe use.

37.4 Where it is practical to make use of marked aisles or walkways to maintain safe movement about any stored goods or materials, they should be used.

38. Hazardous Substances

38.1 Any dangerous cargo shall be packed, marked and labelled, handled, stored and stowed in accordance with the relevant requirements of the IMDG code applying to the transport of dangerous goods by water and those dealing specifically with the handling of dangerous goods in the Port.

38.2 Handling, storing and stowing hazardous substances must be done in accordance with the controls placed on those substances by regulations made under the applicable local and international regulations.

38.3 When containers or packages of hazardous substances are broken or damaged, the person having control of the premises or ship upon such containers, packages or substances are stored will stop all work in the area concerned, and all employees will be removed to a safe place depending on size of spillage. The area is to be fully isolated as to prevent any access into the affected area until the danger has been removed.

39. Transport

39.1 When employees have to be transported to or from a place of work on land or ship, the employer will take all practicable steps to ensure any means of transport provided by the employer is safe.

39.2 When employees have to be transported to or from a ship other place by water, adequate measures to be taken to ensure their safe embarking, transport and disembarking. No personal is allowed to be in the Port's operation areas without wearing the appropriate PPE.

40. Parking Allocation

40.1 The Contractor are not allowed to park their vehicle other than at the designated parking allocation. Shuttle service and pooling are highly recommended for all the Contractor. Reverse parking is mandatory in the Port. JPB deserves the rights to take action i.e. fine, clamping for any violation made herein.

41. Access to Ships' Holds, Cargo Decks and Cranes

- 41.1 Access to a ship :
- a) When a ship is being loaded or unloaded alongside a quay or another ship, adequate and safe means of access to the ship is required, properly installed, secured and adjusted to suit tidal conditions.
 - b) From a wharf (quay) access to the ship must be by means of a gangway with nets slung from the ship's side to the opposite side of the gangway, or an enclosed solid structure, or by other means that will prevent a person falling from the gangway and landing on the wharf or in the water. Contractor to ensure workers applies three points of contact while ascending and descending gangway.
- 41.2 Access to a ship's hold, cargo deck or crane may be means of :
- a) A fixed stairway, or where this is not practicable, a fixed ladder or cleats or cups of suitable dimensions, of adequate strength and proper construction. In no case shall any straight ladder exceed 6 metres in length without a landing or rest point.
 - b) Alternative means of access such as certified man cages, which may be supported by a spreader.
- 41.3 So far, as is reasonably practicable, the means of access will be separate from the hatchway opening.
- 41.4 Only a competent person is to be permitted to open or close power-operated hatch covers. The hatch covers are not to be opened or closed while any person is liable to be injured by the operation of the covers.
- 41.5 Before loading or unloading takes place, any hatch cover or beam that is not adequately secured against displacement is to be removed.
- 41.6 Hatch covers and beams not to be removed or replaced while work is in progress in the hold under the hatchway.
- 41.7 The provisions of this section will apply, with appropriate modification and application, to power-operated ship's equipment such as door in the hull of a ship, a ramp, a retractable deck or similar equipment.
- 41.8 A safe means of escape must always be available.

42. Holds and Cargo Decks

- 42.1 All practicable steps are to be taken to ensure the safety of all workers required to be in the hold or on the cargo deck of a ship.
- 42.2 The industry recognises that the least number of staff involved in the hold of a ship while loading takes place is the safest option.
- 42.3 Loads are not to be raised or lowered unless slung or otherwise attached to the lifting machine or appliance in a safe manner.
- 42.4 Adequate ventilation is to be provided by the circulation of fresh air to prevent risk of injury to the health arising from any fume or dust emitted by the cargo being handled, or by any internal combustion engine or any other source.

- 42.5 Where a fall of more than 2 metres is possible, means must be provided to prevent a fall.
- 42.6 Adequate measures are to be taken to protect any opening in or on a deck where employees are required to work, through which opening employees, machinery, or other articles, materials or equipment are liable to fall.
- 42.7 Every hatchway not fitted with a common 900 mm minimum height and adequate strength shall be closed or its guard replaced when the hatchway is no longer in use, except during short interruptions of work, and a responsible person should be charged with ensuring that these measures are carried out.
- 42.8 Adequate arrangements, including safe means of escape, must be made for the safety of persons when dry bulk cargo is being loaded or unloaded in any hold or cargo deck, or when the worker is required to work in a bin or hopper.
- 42.9 Suitable personal protective clothing and equipment is to be provided, including the provision of a suitable life line and harness for worker required to work in a bin or hopper, which must be attended by another worker at all times so that emergency assistance can be given if necessary.
- 42.10 All necessary measures must be taken to ensure the safety of worker required to work in any place in which the temperature of the atmosphere is likely to cause harm.
- 42.11 In the case of ships carrying containers, all practicable steps must be taken for ensuring the safety of worker and people surrounding lashing or unlashings the containers.
- 42.12 No person is to be conveyed to, nor be supported at, an elevated workplace by any self-propelled elevated work platform, or any device lifted by a crane or forklift, unless it has been certified for the carriage of personnel.

43. Crane Operations

- 43.1 No crane operator shall move a load when such action places others at risk.
- 43.2 Where the operator / driver make a move which does not have a clear and unrestricted view of those parts of the hold and wharf where work is being carried on, or other personnel are working in such a position that a potential hazard exists, a clear means of signalling is required.

44. Machinery Guards

- 44.1 All dangerous parts of machinery are to be effectively guarded, unless they are in such a position or of such construction as to be as safe as they would be if effectively guarded.
- 44.2 Only an authorised person is to be permitted to:
 - a) Remove any guard where this is necessary for the purpose of the work being carried out;
 - b) Remove a safety device or make it inoperative for the purpose of cleaning, adjustment or repair.

- 44.3 If any guard is removed, adequate precautions must be taken, and the guard shall be replaced as soon as practicable.
- 44.4 If any safety device is removed or made inoperative, the device will be replaced or its operation restored as soon as practicable and measures taken to ensure that the relevant equipment cannot be used or inadvertently started until the safety device has been replaced or its operation restored.
- 44.5 Effective means are needed for promptly cutting off the power to any machinery in an emergency.

45. Mobile Plant

- 45.1 All mobile plant will be thoroughly examined by a competent person at least once every 6 months.
- 45.2 Any defects found on examination will be repaired.
- 45.3 A record is to be kept of all such examinations.
- 45.4 All mobile plant must be fitted with a roll over, fall on or other overhead protective structure as required by legislation or dictated by the identified hazardous situation. Any such structure must be constructed to an appropriate standard.
- 45.5 No internal combustion engine is to be used in any refrigerated hold, space or cargo deck.

46. Cleaning and Maintenance

- 46.1 When any cleaning, maintenance or repair work that would expose any person to danger has to be undertaken on machinery, stop the machinery before work is begun and take adequate measures to ensure that the machinery cannot be restarted until the work has been completed.
- 46.2 Control devices are to be secured in the inoperative position by the use of locks or lockout procedures or other equally effective means. Provided that a responsible person who is following a procedure established for carrying out of cleaning, maintenance or repair in a safe manner may restart the machinery for the purpose of any testing or adjustment which cannot be carried out while machinery is at rest.

47. Electrical

- 47.1 All shore-based electrical equipment, appliances and installations are to be constructed, installed, operated and maintained as to prevent danger and comply with the requirements of the Electricity Supply Act 1990 and all relevant statutory regulations.
- 47.2 Electrical equipment on board a ship will be in accordance with classification society and international standards for marine electrical systems.

48. Lifting Machinery, Appliances and Loose Gear

- 48.1 Every lifting machine or appliance, every item of loose gear and every sling or other lifting device forming an integral part of a load must be of good design and construction, of adequate strength for the purpose for which it is used or intended to be used, and maintained in good repair and working order.
- 48.2 Shore-based lifting appliances and gear must comply with requirements of the approved Code of Practice for Cranes and the Code of Practice for Load Lifting Rigging.
- 48.3 Ship-based lifting appliances and loose cargo gear used with the ship's lifting appliances must comply with the requirements of Part 49 of the maritime rules Ships' Lifting Appliances.
- 48.4 Lifting machinery, appliances and loose gear must be used in a safe and proper manner and, in particular, not loaded beyond their safe working load or loads.
- 48.5 No lifting machinery, appliances or loose gear is to be used unless it has a relevant and valid certificate of inspection or current and valid certificate of test, as the case may be.
- 48.6 Every lifting machine, appliance and every item of loose gear is to be visually examined before use, supplemented if necessary by other suitable means or measures in order to arrive at reliable conclusion as to the safety of the machine, appliance or item of loose gear examined.
- 48.7 Expandable or disposable slings are for single trips only.
- 48.9 In case of pre-slung cargoes, the slings need to be inspected at regular intervals. An inspection means a visual inspection by a responsible person for the purposes of determining whether the gear or sling is safe for continued use.
- 48.10 Where safe and practicable, quick-release mechanisms are the preferred work practice.

49. Records and registers of Lifting Machinery, Appliances and Loose Gears

- 49.1 A register of all lifting machines and appliances and items of loose gears needs to be kept by the owner (or ship's master) specifying the safe working load and the dates and results of the tests, thorough examinations and inspections referred to in this section.
- 49.2 Particulars of all tests, examinations and inspections and any heat treatment, maintenance, repair or replace of loose cargo gear must be recorded in the register of equipment.
- 49.3 A register of equipment may be kept in any convenient form, provided each entry is authenticated by a responsible person. The register of equipment shall be available for inspection by officers of JPB.
- 49.4 Every ship shall carry rigging plans and any other relevant information necessary to permit the safe rigging of its derricks and accessory gears.
- 49.5 Every lifting machines and appliances and items of loose gear needs to have clear identification / tagging.

- 49.6 Load test are required to be performed by competent person to ensure related lifting gears such as sling wire, webbing sling, spreader bar, shackles etc. A copy of test results shall be forwarded to PSSD when required.

50. Instruction and Training of the Contractor

- 50.1 Workers are not to be employed in any work unless they have been given adequate and suitable instruction or training as to the potential risks attached to the work, precautions to be taken against them, and safe performance of the tasks to be undertaken.
- 50.2 The Contractor must ensure that their workers are either sufficiently experienced to do their work safely or are supervised by an experienced person.
- 50.3 The Contractors need to instruct on the effective use of personal protective clothing and equipment.
- 50.4 All persons required to operate a lifting machine, appliance or other cargo-handling appliance will be provided with proper and adequate training and be the subject of continuous supervision, until proved competent, by a person experienced and competent in the operation of such machines and appliances.
- 50.5 The Contractor must ensure that their workers maintain records of training, together with copies of certificates from recognised training establishments or individuals.

51. Noise

- 51.1 The Contractor must ensure that their workers are not exposed to noise of a level which is likely to, or may, cause damage to their hearing.
- 51.2 All practicable steps must be taken to protect the workers against the harmful effects of excessive noise at any place of work by the elimination or isolation of the noise source.
- 51.3 Provided that where it is not practicable to eliminate or isolate the noise at source by engineering or other means, ear protectors of a suitable class and proper fit to protect the exposed employees' hearing from harm must be provided, on an individual basis, to each worker so exposed.
- 51.4 The protectors need to be hygienically cleaned on a regular basis to prevent the spread of infections.
- 51.5 Care must be taken to ensure that hearing protection devices do not limit the effectiveness of any auditory communication or communication system.

52. Work-Related Stress

- 52.1 The industry recognizes that work-related stress as defined in the Act is a potential hazard which must be considered when systematically identifying hazards, and where a significant hazard exists, all practical steps must be taken to manage this hazard.

53. Hazard Management

- 53.1 The Contractor must identify hazards in the place of work (previously existing, new and potential) and regularly review them to determine whether they are significant hazards and require further action.
- 53.2 Where there occurs any accident or harm in respect of which the Contractor is required to record particulars, the Act requires the Contractor to take all practicable steps to ensure that the occurrence is so investigated as to determine whether it was caused by or arose from a significant hazard.
- 53.3 Where the hazard is significant, the Act sets out an employer must take :
- a) Where practicable, the hazard must be eliminated
 - b) If elimination is not practicable, the hazard must be isolated
 - c) If it is impracticable to eliminate or isolate the hazard completely, then the employer must minimise the hazard to employees

In addition, the Contractor must, where appropriate :

- a) Ensure the protective clothing and equipment is provided, accessible and used
- b) Monitor the workers' exposure to the hazard
- c) Seek the consent of employees to monitor their health, and
- d) With informed consent, monitor employees' health

In addition to any other identified hazards, the industry recognises the following as hazards (but not limited to) relevant to the port working environment :

- a) Melanoma
- b) Fumes
- c) Dust
- d) Excessive cold or heat
- e) High winds
- f) Excessive rain
- g) Harmful substances or agents
- h) Oxygen-deficient or flammable atmospheres
- i) Falling objects
- j) Asbestos
- k) Excessive noise
- l) Working at heights
- m) Manual handling

When elimination is not practicable, the hazard must be monitored to ensure no harm comes to the workers from the hazard.

54. Ships' Hazards

- 54.1 As every ship presents a different set of hazards, an inspection needs to be carried out by a competent person prior to the commencement of work.
- 54.2 Any defects are to be reported to the appropriate person who has the authority to initiate the necessary action.

55. Emergencies

- 55.1 The Contractor, together with their workers, must develop emergency plans suitable for their workplaces. These plans will cover such matters as :
- a) Fire

- b) Earthquake
- c) Evacuation procedure
- d) Responsibilities for contacting emergency services
- e) Frequent of practice drills
- f) Chemical spills

- 55.2 Emergency procedures need to take into account all persons in the workplace.
- 55.3 In the event that a place of work has become unsafe, or there is a risk of serious harm, no further work is to be carried out until that place has been made safe.
- 55.4 Effective, temporary measures to protect the workers and others include fencing, flagging or other suitable means which discourage access to the place of work has been made safe again.
- 55.5 Suitable and adequate means for fighting fire are to be provided and kept available for use where port work is carried out.

56. First Aid

- 56.1 Suitable first aid facilities and personnel need to be available at each workplace to provide immediate treatment of injury.
- 56.2 Suitable personnel will be trained in the principles for first aid treatment for injured persons and in methods of rescuing injured persons.
- 56.3 Ensure that adequate numbers of such personnel are available during each working shift for the purposes of providing first aid and rescue services.
- 56.4 To ensure accident and emergency services are promptly directed to the scene of any accident, mishap or other emergencies, directions and instructions need to be displayed in conspicuous area.

57. Accidents and Serious Harm

- 57.1 Accident is defined as work-related event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could have occurred. It may also involve any harm to property or environment. An incident where no injury, ill health, or fatality occurs may also be referred to as a “near-miss”, “near-hit”, “close call”.
- 57.2 Every Contractor is required to maintain a register of accidents and serious harm, and to be record particulars pertaining to :
 - a) Every accident that harmed (or, as the case maybe, might have harmed) its worker at work, or any person in a place of work controlled by the Contractors.
 - b) Every occurrence of serious harm to workers at work, or as a result of any hazard to which the worker was exposed while at work, in the employment of the Contractor.
- 57.3 All accidents, incidents, serious harm and harm must be the subject of full and proper investigation by the Contractors. The results of such

investigation must be recorded in the register. Contractors shall also forward a copy of the investigation report to PSSD when requested.

- 57.4 The Contractors shall notify the nearest occupational safety and health office of any accident, dangerous occurrence, occupational poisoning or occupational disease which has occurred or is likely to occur at the place of work as per NADOOPOD Regulations 2004. For any fatality or lost time injury (LTI) cases, the Contractors is required to notify the authority immediately.
- 57.5 Where a person is seriously harmed while at work, no person may, unless authorised to do so, remove or in any way, interfere with or disturb any wreckage, article, or thing related to the incident except to the extent necessary:
- a) To save the life of, prevent harm to, or relieve the suffering of, any person; or
 - b) To maintain the access of the general public to an essential service or utility; or
 - c) To prevent serious damage to or serious loss of property.

58. Maintenance of Pipelines, Storage Tanks and Other Cargo Handling Facilities

- 58.1 The Contractor shall take all necessary measures to ensure that all pipelines, storage tanks and other cargo handling facilities and systems are well-maintained and in safe operating conditions at all time. Periodic inspection and scheduled maintenance are required to ensure that the pipelines, storage tanks and other cargo handling facilities are in safe operating conditions.
- 58.2 The Contractor shall conduct the periodic integrity test for the pipelines and storage tanks as per the manufacturer or the applicable ASME or equivalent standard and code. This is to gauge the degradation from internal and external corrosion and stress due to climate and settling and also to ensure their continued reliability. A copy of report summary to be submitted to PSSD accordingly.

59. Safety Data Sheet (SDS)

- 59.1 All chemicals used, stored and handled in the Port are required to have Safety Data Sheet (SDS) as per USECHH Regulation 2000. A copy of SDS required to be forwarded to PSSD for reference.

60. Notification to Respective Authority

The Contractor are required to update and notify the relevant Authorities on such compliance with Occupational Safety & Health (Amended) Act 2022 based on the project type or nature of work.

61. Penalty (applicable when working at JPB's operation areas only)

Any Contractor who breached the JPB SHE Guidelines shall be liable to a Penalty as per in JPB Penalty System (Contractor/Other Port User) (attached herewith).

62. Acceptance by the Contractor

We hereby declare that :

- (a) We shall abide by the SHE rules and regulations currently enforced in JPB (JPB SHE Guidelines), Department of Occupational Safety and Health (DOSH) and other regulatory or governing bodies including Suruhanjaya Tenaga, Department of Environment (DOE), etc.;
- (b) We shall also extend the above declaration to include our appointed sub-contractors, agents, and other people engaged by us in the carrying out of our services;
- (c) We shall arrange and ensure that our personnel, agents, and other people engaged by us in the carrying out of our services are covered with the relevant insurance and workmen compensation insurance; and
- (d) Our personnel, sub-contractors, agents and people engaged by us for this work have been trained in terms of safety.

We hereby agree to indemnify JPB against any damage or loss to property, injuries or death to persons that may occur in the event such rules and regulations are not observed by our servants, workers, employees, sub-contractors, agents or other people engaged by us in the carrying out of our works.

Attachment for Item No. 19.18

*Circular Minimum Safety Requirements for Residence
Contractors*

Ref (13) JPB/281-6/1 Vol.11

13 March 2024

To All Residence Contractors

Dear Sirs/Madam,

MINIMUM SAFETY REQUIREMENTS FOR RESIDENCE CONTRACTORS

As you are all fully aware that we are the ISO 45001 International Standard certified organization, which requires us to maintain and continuously improve on occupational health, safety and environment (HSE) management system by providing safe working environment to all port users.

The health and safety of our employees and contractors is a paramount importance to us. In line with the nature of our environment, all port users are exposed to a range of health and safety risks, such as hazardous environments, exposure to accidents as well as heavy machinery and equipment. Workplace injuries and incidents can lead to severe impacts for both our business and stakeholders. Therefore, JPB has come out with new Minimum Safety Requirements for all residence contractors in order to both parties are practicing the safety culture and maintain wellness of port users within our premises at all time.

In relation to the above and based on Engagement Session between JPB and Residence Contractors on 29th January 2024, all residence contractors shall follow all safety requirements effective on 1st May 2024. The details of the Minimum Safety Requirements are as follows:

1.0 Medical Check-up

All JPB's residence contractors are required to undergo health screening and submit medical report including letter of recommendation from medical officer to JPB before submission of application for safety induction or briefing or issuance of JPB pass.

1.1 Medical check-up based on age range:

- i. 17-60 years old (Every 2 years)
- ii. Above 61 years old (Annually)

2.0 Standardization of PPE

All JPB's residence contractors are required to comply with standardization of work uniform that set up by JPB. The standardization of all work uniform is based on international standards (EN ISO 20471). Residence contractors may choose whether to apply safety jacket, safety vest, T-shirt or coverall based on current working environment.

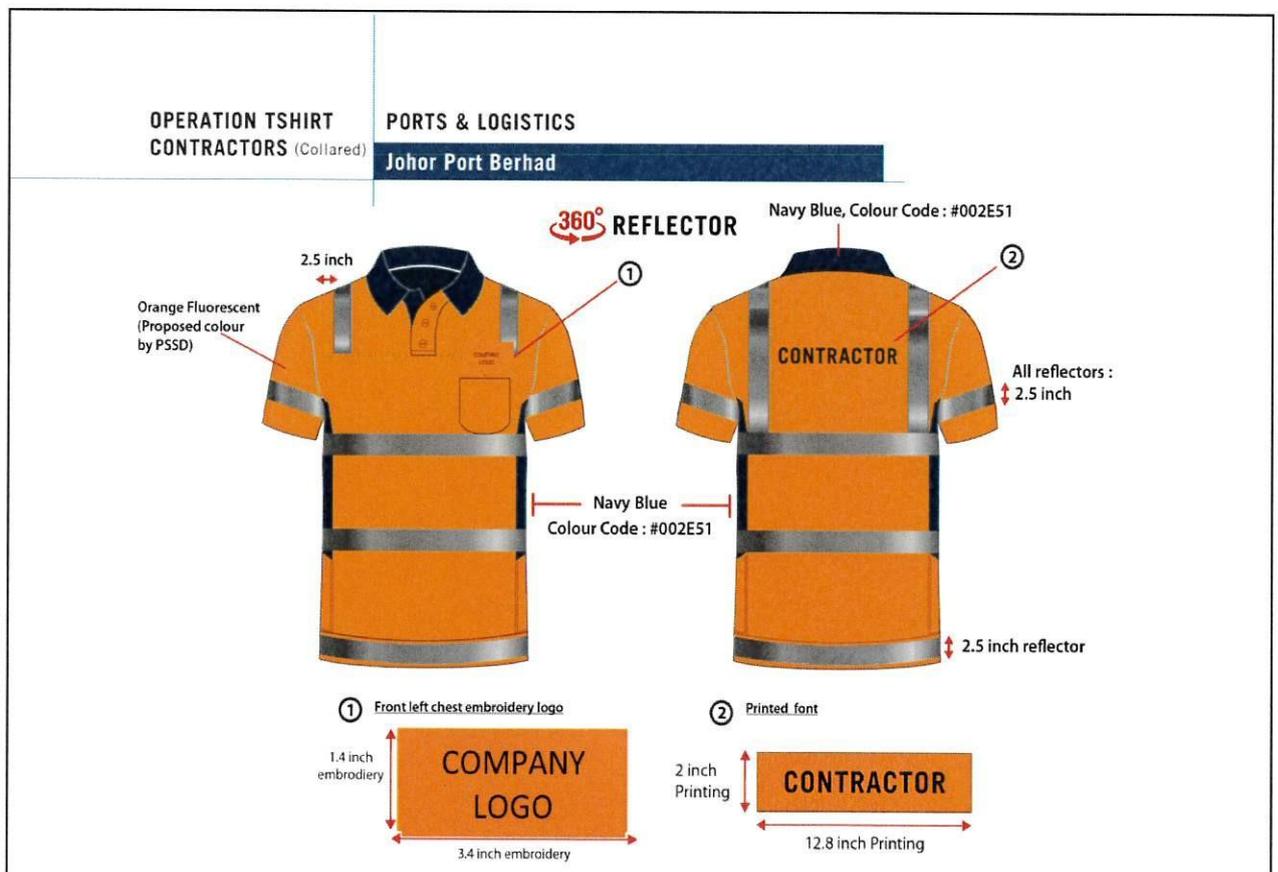
The objectives of standardization of uniform are to increased visibility of employees during the day and night as well as the higher visual contrast for workplace background especially those are working at dusty area.

Please be informed that JPB has decided the color of PPE uniform for residence contractors is fluorescent orange. Below is the design of PPE:

2.1 Safety Vest



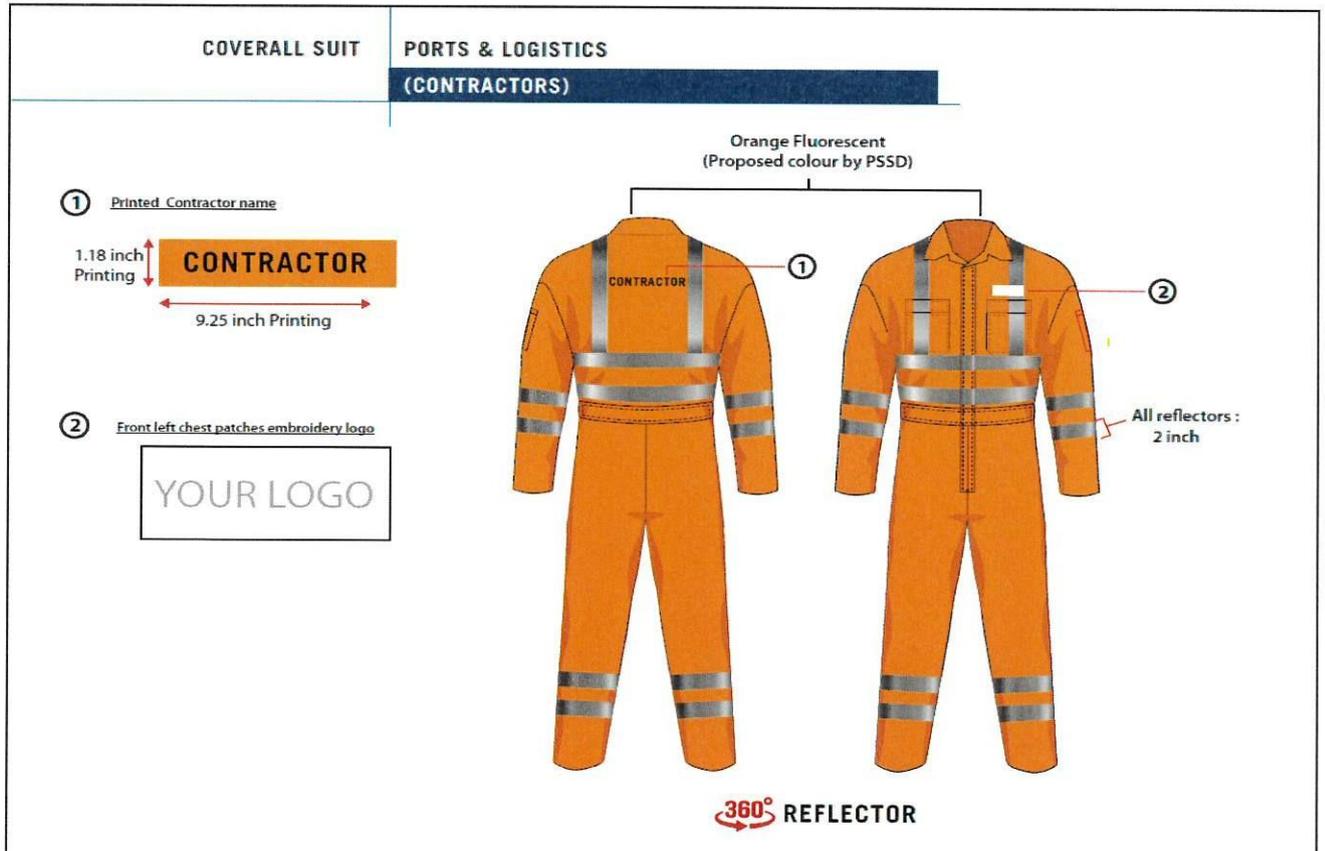
2.2 Operation T-shirt



2.3 Operation Jacket



2.4 Operation Coverall



3.0 Prime Mover & Lifting Equipment Refresher Training

Every 2 years, contractors shall liaise with JPB training center which is JPSC for refresher training course such as Forklift, Prime Mover and Hyster. Company is required to ensure all crane operators are competent and have completed certified training whether from JPSC or any outsider training provider. Furthermore, minimum requirement for candidates to attend Prime Mover Training is 'D' license.

4.0 Safety Signage

Contractors that carry out construction works or any other operation works such as lifting are required to place safety signage based on JKR standard. Signage should be fixed/mounted as close as practicable to the observer's line of sight in the vertical plane.

5.0 High Risk Job

5.1 Trimming Work

- i. Company to ensure that worker must have at least 3 months experience at port operation area while for new workers that has experience less than 3 months are required to apply buddy system with experience worker.
- ii. All trimming workers are required to apply respiratory mask at dusty area.
- iii. Company to provide safety harness and lifeline for trimming workers that involved in height job operation.

5.2 Stevedore

- i. Company to ensure that worker must have at least 3 months experience at port operation area while for new workers that has experience less than 3 months are required to apply buddy system with experience worker.
- ii. All workers are required to apply respiratory mask at dusty area.
- iii. Company to ensure that stevedore workers are certified or trained for breakbulk cargo handling such as rigging and slinging.
- iv. Company to provide safety harness and lifeline for workers that involved in height job operation.

5.3 Lashing and Unlashing

- i. Company to ensure all lashing gang are maintain proper housekeeping especially lashing gears.
- ii. Company to provide gloves with good grip during unlashing and stowage of turnbuckles.
- iii. Company to provide proper helmet when there is the potential for objects to fall on their head from above.

6.0 Machinerics Checklist

All residence contractors are required to ensure worker that involved on equipment or machinery are performing daily inspections by fill in Daily Routine Inspection (DRI) before start work. Company also responsible to submit summary of machinery/equipment and man hours report on monthly basis to HSE, PSSD.

We also pleased to be informed that enforcement will be start on May 2024. Failure to follow all the requirements, JPB has right to stop work and do the necessary action based on current penalty matrix. Below is the Gantt Chart for your references:

No	Task/s	JAN'24				FEB'24				MAR'24				APR'24				MAY'24			
		Week				Week				Week				Week				Week			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Engagement session with contractors																				
2	Man Hours & Summary of Equipment Report (Continuously submission on monthly basis)																				
3	PPE Standardization																				
4	Forklift Refresher Training																				
5	Submission of Medical Check-up Report																				
6	Enforcement																				

Should you have any enquiries, please do not hesitate to contact Pn. Nor Zaini binti Mohamad (Safety & Health Officer) at 07-2535888 ext. 720 or email at norzaini@johorport.com.my

Your co-operation is highly appreciated. Thank you.

'Work Safe, Get Home Safe'

With kind regards,
JOHOR PORT BERHAD



JAMALUDIN RAJA MOHAMMAD
Head
Port Security & Safety Department

Attachment for Item No. 61

*Category of Offences & JPB Penalty System
(Contractor / Other Port User)*

Category of Offences

Major Offences	Minor Offences
<ol style="list-style-type: none"> 1. Not wearing basic mandatory PPE. 2. Not wearing special PPE (Life jacket, body harness, ear plug/muff, respirator and etc.) 3. Sleeping at site. 4. Smoking at non-designated area. 5. No Safety signboard/signage. 6. No/Invalid PTW. 7. No/Invalid PMA/PMT. 8. Invalid/Expired entry permit. 9. Invalid or expired license/training certificate. 10. Improper heavy lifting. 11. Improper storage of chemicals/flammable materials i.e storage of chemical not comply with OSHA 1994. 12. Damaged to JPB property (fire fighting equipment/port facilities) total loss cost more than RM10,000. 13. Loss Time Injury (LTI) due to negligence 14. Disposal/mishandling of contaminated materials into water, land and/or non designated areas (chemicals/scheduled waste/oil/emulsion/sewage/domestic waste). 15. Open burning without approval/authorization. 16. Traffic offences. 17. Failure to notify/report major industrial accident - Property damage more than RM10k/Lost Time Injury (MC>4day). 18. Any other major health, safety , security & environment offences. 	<ol style="list-style-type: none"> 1. Improper PPE i.e. Worn out safety vest, safety helmet w/o chin strap and etc. 2. Not wearing additional PPE (Safety glass, dusk mask and etc.) 3. Poor housekeeping. 4. Improper storage of chemicals/flammable materials i.e improper labelling, etc. 5. Improper handling, disposal and storage of scheduled waste. 6. Improper safety signboard/signage. 7. Horseplay. 8. Failure to display PTW for high risk activity. 9. Littering at work place or within JPB premises. 10. Damaged to JPB property (fire fighting equipment/port facilities) total loss cost less than RM10,000. 11. Failure to notify/report minor industrial accident - Property damage less than RM10k / Frist Aid / Medical Treatment cases. 12. Any other minor health, safety, security & environment offences.

JPB Penalty System (CONTRACTOR / OTHER PORT USER)

	1 st Offence		2 nd Offence		3 rd Offence	
	Minor	Major	Minor	Major	Minor	Major
Contractor (Individual)	<ul style="list-style-type: none"> Re-sit Induction / Competency Training Blacklisted 1 Week Grounded 1 Week (Accident) 	<ul style="list-style-type: none"> Re-sit Induction / Competency Training Blacklisted 1 Month Grounded 1 Month (Accident) 	<ul style="list-style-type: none"> Re-sit Induction / Competency Training Blacklisted 1 Month Grounded 1 Month (Accident) 	<ul style="list-style-type: none"> Re-sit Induction / Competency Training Blacklisted 3 Months Grounded 3 Months (Accident) 	<ul style="list-style-type: none"> Re-sit Induction / Competency Training Blacklisted 3 Months Grounded 3 Months (Accident) 	Permanent Blacklisted
Company (Resident Contractor)	First Warning / NOC **Not Applicable to accident offences	Final Warning **Not Applicable to accident offences	Final Warning **Not Applicable to accident offences	Fine RM150 **Not Applicable to accident offences	Fine RM150 **Not Applicable to accident offences	Fine RM300 **Not Applicable to accident offences
Others/ External Haulier/ Tenants (Individual)	Blacklisted 3 days	Blacklisted 1 week		Blacklisted 2 weeks		Permanent Blacklisted

* Payment of RM50 will be imposed for re-sit induction