

STANDARD INDUSTRI PEMBINAAN

(CONSTRUCTION INDUSTRY STANDARD)

CIS 10:2008

SAFETY AND HEALTH ASSESSMENT SYSTEM IN CONSTRUCTION

Descriptors: safety and health assessment, document check, workplace inspection, employee interview, ranking star

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Committee representation

This Construction Industry Standard (CIS) was managed and developed by the Construction Industry Development Board Malaysia with the assistance of the Technical Committee on Safety and Health in Construction which comprises representatives from the following organizations:-

Construction Industry Development Board Malaysia
IJM Corporation Sdn Bhd
Jabatan Kerja Raya Malaysia
Jabatan Kerajaan Tempatan
Jabatan Keselamatan dan Kesihatan Pekerjaan Malaysia
Kesatuan Pekerja-pekerja Dalam Industri Pembinaan
KLIA Consultancy Services Sdn Bhd
Malay Contractors Association of Malaysia
Malaysian Society of Occupational Safety and Health
Master Builders Association Malaysia
National Institute of Occupational Safety and Health
Pertubuhan Akitek Malaysia
Real Estate and Housing Developers Association
Social Security Organization
The Institution of Engineers, Malaysia
Universiti Malaya

FOREWORD

This Construction Industry Standards (CIS) hereby referenced as CIS 10: 2008 was developed as a safety and health assessment system in construction or in short “SHASSIC” by the Technical Committee on Safety and Health in Construction with the assistance of Construction Industry Development Board (CIDB) Malaysia which acted as a moderator and facilitator for the technical committee throughout the development process of this standard.

While this CIS 10: 2008 on Safety and Health Assessment System in Construction adopts several components with reference to Occupational Safety and Health Act and Regulations (OSHA), 1994 (Act 514), Factory and Machinery Act (FMA), 1967 (ACT 139), Occupational Health and Safety Management System, OHSAS 18001: 2007; Occupational Safety and Health Management System, MS: 1722: 2005, it is also dependent on new or updated information and developments concerning this subject area made available through this Technical Committee.

Compliance with this Construction Industry Standard does not of itself confer immunity from legal obligations.

SAFETY AND HEALTH ASSESSMENT SYSTEM IN CONSTRUCTION

1. SECTION 1: GENERAL

1.1 Introduction

Safety and Health Assessment System in Construction or SHASSIC is an independent method to assess and evaluate the safety and health performance of a contractor in construction works/ projects.

1.2 Normative references

The following normative reference is indispensable for the application of this construction industry standard. For dated reference, only the edition cited applies. For undated references, the latest editions of the normative references (including any amendments) apply.

Occupational Safety and Health Act and Regulations (OSHA), 1994 (Act 514)

Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health [USECHH]) Regulations 2000

Occupational Safety and Health (Safety and Health Committee [SHC]) Regulations, 1996

Occupational Safety and Health (Classification, Packing and Labelling of Hazardous Chemicals [CPLHC]) Regulations 1997

Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, occupational poisoning and Occupational Disease [NADOPOD]) Regulations 2004

Department of Occupational Safety and Health (DOSH) – Guidelines for Public Safety and Health at Construction Site, 1994

Factories and Machinery Act (FMA), 1967 (Act 139)

Factories and Machinery (FM) (Building Operations and Works of Engineering Construction [BOWEC]) (Safety) Regulations, 1986

Factories and Machinery (Safety, Health and Welfare [SHW]) Regulations, 1970 (Revised 1988)

Factories and Machinery (Notification, Certificate of Fitness and Inspection NCFAI) Regulations, 1970

Occupational Health and Safety Assessment Series, OHSAS 18001: 2007

Occupational Health and Safety Management System, MS 1722: (Part 1): 2005

Uniform Building By Law (UBBL), 1984

1.3 Terms and definitions

For the purpose of this standard the following definitions apply.

1.3.1 SHASSIC is the acronym for safety and health assessment system in construction.

1.3.2 Workplace

Any physical location in which construction work related activities are performed under the control of the organization.

1.3.3 OHS policy

Overall intentions and direction of an organization related to its OHS performance as formally expressed by top management.

1.3.4 Hazard identification, risk assessment and risk control or determining control (HIRARC)

1.3.5 Hazard

A source, situation or act with a potential for harm in terms of human injury or ill health, or a combination of these.

1.3.6 Hazard identification

The identification of undesired events that lead to the materialisation of the hazard and the mechanism by which those undesired events could occur.

1.3.7 Risk

A combination of the likelihood of an occurrence of a hazardous event with specified period or in specified circumstances and the severity of injury or damage to the health of people, property, environment or any combination of these caused by the event.

1.3.8 Document

Information and its supporting medium.

NOTE. The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.

1.3.9 Record

Document stating results achieved or providing evidence of activities performed.

1.3.10 Occupational health and safety (OHS)

Conditions and factors that affect, or could affect the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors, or any other person in the workplace.

NOTE. Organizations can be subject to legal requirements for the health and safety of persons beyond the immediate workplace, or who are exposed to the workplace activities.

1.3.11 Safety and Health Committee (SHC)

1.3.12 Construction Occupational Safety and Health (COSH)

1.3.13 Construction Safety and Health Officer (CSHO)

1.4 Component

General methodology of assessment is divided into 3 (three) different components:

- a) Document check;
- b) Work site inspection; and
- c) Employee interview.

1.5 Elements

Sub-division of a component, for example OSH policy, OSH organization, HIRARC, OSH training and promotion, machinery and equipment management, materials management, emergency preparedness, accident investigation and reporting, records management and performance monitoring.

1.6 Designated person

“Designated person” as defined in Factories and Machinery (Building Operations and Works of Engineering Construction) (Safety) Regulations 1986.

1.7 Assessor

An assessor shall be the person/ persons who have the qualifications as described in Annex K.

1.8 Objectives of SHASSIC

SHASSIC was designed and developed to enable the user to achieve any or combination of the following objectives:

- a) to benchmark the level of safety and health performance of construction industry in Malaysia;
- b) to have a standard system on safety and health assessment in the construction industry;
- c) to assess safety and health performance of contractor(s) based on this standard;
- d) to evaluate the performance of contractor(s) on the safety and health practices at site;
- e) to improve and to take necessary corrective action on OSH performance and management at site; and
- f) to compile data for statistical analysis.

1.9 Use of SHASSIC for construction activities

SHASSIC is intended to complement the normal contractual requirement and specification in a project. It is not intended to be used independently as working requirement and specification. Unless specified in the project contract, safety and health designated person should not use SHASSIC to decide if the project site or parts of the project site are in accordance with requirement of the relevant Acts and Regulations or OSH Management System. It is still the responsibility of the contractor to ensure that safety and health of the construction site conforms to legislations requirement, approved standards, code of practice, guidelines, specifications and contractual requirements.

Preferably, the assessment shall be carried out when there are different type of activities that are on going at same time (concurrent activities) and many workers of different trades are involved at the site. It is recommended that SHASSIC assessment be carried out when the actual physical work progress had achieved or fall within 25 % to 75 %.

1.10 Scope of SHASSIC

This standard sets out the safety and health management and practices of contractor for various aspects of the construction work activities. SHASSIC cover 3 (three) main components of assessment such as document check, site/ workplace inspection and employees interview and covering components such as OSH policy, OSH organization, HIRARC, OSH training and promotion, machinery and equipment management, materials management, emergency preparedness, accident investigation and reporting and records management and performance monitoring.

Application shall cover COSH management system and practices during construction work activities, particularly work activities covered under Occupational Safety and Health Act, 1994, Factories and Machinery Act, 1967 and regulations made under this act such as Factories and Machinery (Building Operations and Works of Engineering Construction) (Safety) Regulations 1986, and Factories and Machinery (Safety, Health and Welfare) Regulations, 1970.

For the purpose of terms and references, the following Acts, Regulations and OHS management system standards shall take precedence, Occupational Safety and Health Act, 1994 (Act 514) and Regulations, Factories and Machinery Act, 1967 (Act 139) and Regulations and Rules, OHSAS 18001: 2007, MS 1722: 2005 and ILO OHS MS: 2001.

1.11 Assessment approach

The assessment shall be carried out in 3 (three) different approach as follows:

a) Document check

Checking of OSH related documents and records will enable the assessor to determine the compliances of the establishment of safety and health programmes and activities. There are 63 questionnaires identified for this component check and is listed out in Annex A.

b) Site/ workplace inspection

There are 62 items identified for inspection for this component and they are listed out in Annex B. Workplace inspection shall be carried out at 5 (five) highly risk areas within a site. These locations will be determined by the SHASSIC assessor. The assessor may also discuss with the principal contractor prior to selection of these high risk areas for assessment.

This assessment shall provide the assessor with the valuable visual comparison evidence on the OSH programs implemented, enforced and practiced at site/ workplace.

c) Employees interview

Employees shall be randomly selected from all levels and occupation so that they could be interviewed by the assessor using established standard questionnaire. There are 48 questions for this component as listed in Annex C.

The employees in this component are categorised into 3 (three) categories, as spelt out in Annex C. The numbers of employee from each category to be interviewed are as follows:

Category 'A' – 1 (one) employee from management personnel,

Category 'B' – 3 (three) employee from safety and health personnel or OSH Committee members and/or combination of both; and

Category 'C' – 10 (ten) workers from various trades/skills.

SECTION 2: ASSESSMENT

2.1 Weightage

The weightage for safety and health performance are allocated in accordance to 3 (three) components as shown in Table 1.

Table 1. Allocation of weightage for components

Components	Weightage (%)
Document check	40
Workplace inspection	40
Employee interview	20
Total score	100

The weightage system is aimed at making the score quantitative in representing the safety and health performance of the respective contractor.

Basic formulas for respective component weightage are as follows:

- **Document check**

$$\frac{\text{Total Number 'C' Scored}}{(63 - \text{Number of 'NA'})} \times 40 \% = \text{SHASSIC score for Document Check - (A)}$$

- **Workplace Inspection**

$$\frac{\text{Total Number 'C' Scored}}{(62 - \text{Number of 'NA'})} \times 40 \% = \text{SHASSIC score for Workplace Inspection - (B)}$$

- **Employees Interview**

$\frac{\text{Total Number 'C' Scored}}{(330 - \text{Number of 'NA'})} \times 20\% = \text{SHASSIC score for Employees Interview - (C)}$

where,

C is the total number of "Compliance";

NA is the total number of item that is "Not Applicable".

The total SHASSIC score in Document Check (A) plus (+) total SHASSIC score in Workplace Inspection (B) plus (+) the total SHASSIC score in Employees Interview (C) components shall justifying the ranking star or stars. Stars awarded ranges from 1 star to 5 stars as per Table 2.

Table 2. Star Ranking

SHASSIC (Score %)	Star(s) Awarded	Justification
85 to 100	★ ★ ★ ★ ★	Potential and significant workplace high risks/ hazards are managed and documented.
70 to 84	★ ★ ★ ★	Potential and significant workplace high risks/ hazards are managed and documented but there are few low risks work activities are neglected.
55 to 69	★ ★ ★	Potential and significant workplace high risks/ hazards are managed and documented but there are few medium risks work activities are neglected.
40 to 54	★ ★	Potential and significant workplace high risks/ hazards partly managed and not properly documented.
39 and less	★	Potential and significant risks/ hazards poorly managed and not properly documented.

ANNEX A
(Informative)

SHASSIC CHECKLIST – DOCUMENT CHECK

DOCUMENT CHECK					
Item	Checklist	C	NC	NA	Remarks
A	OSH POLICY				
1	There is a written corporate or project OSH Policy Statement.				
2	There is OSH Policy Statement written in Bahasa Malaysia.				
3	There is OSH Policy Statement written in English.				
4	The OSH Policy is signed by the current CEO, COO, MD, PD or PM.				
5	The OSH Policy is visibly displayed.				
6	The OSH Policy is dated.				
B	OSH ORGANIZATION				
1	The OSH responsibilities are clearly stated for all levels.				
2	The OSH responsibilities are effectively communicated to all levels.				
3	The workplace SHC is established.				
4	The committee composition is as per the provision of statutory requirement.				
5	The members of the committee are officially appointed.				

SHASSIC CHECKLIST – DOCUMENT CHECKS *(Continued)*

Item	Checklist	C	NC	NA	Remarks
6	Regular meeting of minimum one in every three months is held.				
7	The SHC minute of meetings are safely retained.				
8	The SHC carrying out site inspection minimum one in every three months.				
9	There is a competent CSHO appointed.				
10	There is a Site Safety Supervisor appointed.				
11	Designated Persons are assigned for respective work or job.				
C	HIRARC				
1	The HIRARC procedure is available.				
2	The HIRARC covers all work activities.				
3	The HIRARC are continuously updated and maintained.				
4	The HIRARC are incorporated in Safety Induction Training module.				
5	The workplace SHC is involved in the development of HIRARC.				
D	TRAINING AND PROMOTION				
1	The availability of OSH Training Program.				
2	There is OSH Induction Training conducted.				

SHASSIC CHECKLIST – DOCUMENT CHECKS *(Continued)*

Item	Checklist	C	NC	NA	Remarks
3	Safe work practices incorporated in the site OSH Training Program.				
4	The Tool Box meetings conducted regularly.				
5	The promotion of OSH by audio and video is being practiced.				
6	There is safety and health campaign held by the management.				
7	The work place SHC is involved as the key player in OSH promotion program.				
8	The OSH competition and incentive are considered as one of the tools in OSH Promotional activities.				
E	MACHINERY MANAGEMENT				
1	The availability of valid Certificate of Fitness.				
2	The operators are adequately trained.				
3	The schedule inspection of machineries and equipments is conducted.				
4	The machinery and equipment servicing and maintenance records available.				
5	The owner/ operation manual or specifications are kept.				
6	The Safe Operation Procedures (SOP) available.				
7	The competency certificates for crane operators are available.				

SHASSIC CHECKLIST – DOCUMENT CHECKS *(Continued)*

Item	Checklist	C	NC	NA	Remarks
F	MATERIAL MANAGEMENT				
1	The availability of Hazardous Materials Register List.				
2	The availability of Non-Hazardous Materials Register List.				
3	The availability of MSDS/ CSDS.				
4	The availability of Hazardous Materials Safe Handling, Storage and Transportation Procedure.				
5	Availability of waste management procedures.				
G	EMERGENCY RESPONSE PLAN (ERP)				
1	The availability of ERP.				
2	The availability of Fire Prevention and Protection Plan.				
3	The availability of Emergency Response Plan in regard to chemical spillage emergency.				
4	The availability of Emergency Recovery Plan.				
H	ACCIDENT INVESTIGATION AND REPORTING				
1	The availability of Accident Investigation and Reporting Procedure.				
2	The responsibilities of those involved in accident investigation and reporting are clearly stated.				
3	The team has been trained for Accident Investigation and Reporting.				

SHASSIC CHECKLIST – DOCUMENT CHECKS *(Continued)*

Item	Checklist	C	NC	NA	Remarks
4	The accident investigation was performed by a competent team/ person.				
5	All accident investigations are carried out and documented.				
6	The recommended corrective and preventive measures are implemented accordingly.				
7	All kinds of incidents are reported and recorded accordingly.				
8	All reportable incidents are accordingly reported to the nearest Department of Occupational Safety and Health (DOSH) Malaysia office by the fastest means available.				
I	RECORDS MANAGEMENT AND PERFORMANCE MONITORING				
1	There is a written OSH Record Management Procedure available.				
2	A responsible person is assigned to manage OSH records and documentations.				
3	There is a master register/ list of current OSH related records available and maintained at site and office.				
4	The relevant OSH records are maintained.				
5	The circulation and movement of these records are controlled by responsible person.				
6	The OSH records are securely stored.				

SHASSIC CHECKLIST – DOCUMENT CHECKS *(Concluded)*

Item	Checklist	C	NC	NA	Remarks
7	The OSH records such as HIRARC records, audit reports, work place inspection reports, safe work procedures/ instructions, minutes of meeting, machinery's manufacturer-fitness certificate; corrective actions register etc. are easily accessible.				
8	The OSH Performance Measurement Monitoring Procedure established and maintained.				
9	The performance measurement monitoring report and findings are reviewed by the Senior Management.				

ANNEX B
(Informative)

SHASSIC CHECKLIST – WORKPLACE INSPECTION

Item	Checklist	Location/ Area 1			Location/ Area 2			Location/ Area 3			Location/ Area 4			Location/ Area 5			Remarks
		C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	
A	MACHINERY																
1	Fitness Certificate (PMA)																
2	Fitness Certificate (PMT)																
3	Machinery maintenance tagging.																
4	Condition of machinery																
B	SCAFFOLD																
1	Sitting on firm ground																
2	Horizontal braces																
3	Diagonal braces																
4	Cross braces																
5	Wall ties																
6	Access																
7	Stepladder hand railings																
8	Catwalk/ Working platform																
9	Toe board																
10	Scaffold tag																
11	Condition of scaffold																
C	SIGNAGES COLOUR CODE																
1	Mandatory																
2	Prohibition																
3	Warning																
4	Safe																
D	NOTICES																
1	ER Safe escape route																
2	Assembly Point																
3	Emergency contact numbers																
4	Project sign board																

SHASSIC CHECKLIST – WORKPLACE INSPECTION (Continued)

Item	Checklist	Location/ Area 1			Location/ Area 2			Location/ Area 3			Location/ Area 4			Location/ Area 5			Remarks
		C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	
E	VENTILATION																
F	HOUSE KEEPING																
1	Site cleanliness																
2	Materials arrangement orderly																
3	Rubbish bins																
G	ILLUMINATION/ LIGHTING																
H	FIRE PROTECTION																
1	Portable fire extinguisher																
2	Dry riser																
I	PERSONAL PROTECTIVE EQUIPMENTS																
1	Safety hard hat/ Safety helmet																
2	Safety foot gears																
3	Hand protection/ hand gloves																
4	Eye protection such as safety glasses/ goggle																
5	Fall arresters																
6	SCBA																
7	Face shield																
8	Hearing protection																
9	Protective clothing (chemical)																
10	Respirator																
11	Dust mask																
J	BARRICADES FOR HAZARD AREAS																
1	Floor/ Wall opening																
2	Edges																
3	Trench/ pits																
K	ACCESS/ EGRESS (Free from obstruction)																

SHASSIC CHECKLIST – WORKPLACE INSPECTION (Concluded)

ITEM	CHECKLIST	LOCATION/ AREA 1			LOCATION/ AREA 2			LOCATION/ AREA 3			LOCATION/ AREA 4			LOCATION/ AREA 5			REMARKS
		C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	
L	SUITABLE WORKING TOOLS/ EQUIPMENTS																
M	ELECTRICAL SAFETY																
1	Unsafe act																
2	Unsafe condition																
N	PREVENTION OF FALLING OBJECTS																
1	Catch platform																
2	Safety net																
3	Perimeter net																
O	HAZARDOUS SUBSTANCES																
1	Labelling																
2	Storage																
P	SAFETY POLICY																
Q	PERIMETER HOARDING																
R	VEHICULAR TRAFFIC MANAGEMENT																
1	Advanced warning sign																
2	Channellizing device																
3	Flag man																
S	TOILET																
T	FIRST AID BOX																
U	DESIGNATED REST AREA																
V	WATER PONDING																
TOTAL SCORE																	

ANNEX C
(Informative)

SHASSIC QUESTIONAIERS – EMPLOYEES INTERVIEW CATEGORY ‘A’
(MANAGEMENT PERSONNEL)

ITEM	QUESTIONNAIRES	MANAGEMENT			REMARKS
		C	NC	NA	
A	OSH POLICY				
1	Do you know what OSH Policy statement is?				
2	What OSH management system do your organization use?				
B	OSH ORGANIZATION				
1	Who is the Secretary of the workplace SHC?				
2	Do you have your designated person?				
C	HIRARC				
1	What do you know about HIRARC?				
2	Have you ever got involved in HIRARC exercise?				
3	What are the most hazardous activities in this project?				
D	TRAINING AND PROMOTION				
1	Have you attended any formal safety training?				
E	MATERIAL MANAGEMENT				
1	What do know you about USECHH Regulation?				
2	What do you know about CPLHC Regulations?				
F	EMERGENCY PREPAREDNESS				
1	What is Emergency Response Plan?				
G	ACCIDENT INVESTIGATION AND REPORTING				
1	Do you know what to comply under NADOPOD Regulations?				
TOTAL SCORE					

ANNEX D
(Informative)

SHASSIC QUESTIONNAIRES – EMPLOYEES INTERVIEW CATEGORY ‘B’
(SAFETY AND HEALTH PERSONNEL OR SAFETY AND HEALTH COMMITTEE MEMBERS)

ITEM	QUESTIONNAIRES	EMPLOYEE 1			EMPLOYEE 2			EMPLOYEE 3			REMARKS
		C	NC	NA	C	NC	NA	C	NC	NA	
A	OSH POLICY										
1	Who signed the OSH Policy?										
B	OSH ORGANIZATION										
1	How often is the SHC meeting conducted?										
2	Who is the Chairman of the committee?										
C	TRAINING AND PROMOTION										
1	Have you attended CSHO Training?										
2	Have you attended Site Safety Supervisor Training?										
D	EMERGENCY PREPAREDNESS										
1	Have you received your training on emergency response at this site?										
TOTAL SCORE											

ANNEX E
(Informative)

SHASSIC QUESTIONAIERS – EMPLOYEES INTERVIEW CATEGORY ‘C’

(WORKERS)

ITEM	QUESTIONNAIRES	EMPLOYEE 1/6/11			EMPLOYEE 2/7/12			EMPLOYEE 3/8/13			EMPLOYEE 4/9/14			EMPLOYEE 5/10/15			REMARKS
		C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	
A	OSH POLICY																
1	Have you seen one? Where?																
2	Is it written in English?																
3	Is it written in Bahasa Malaysia?																
4	Do you understand the content of the policy?																
B	OSH ORGANIZATION																
1	Do you know who a Safety and Health Officer is?																
2	If you face any OSH problem, who would you refer to?																
3	Have you ever heard about workplace SHC?																
4	How often does your Safety and Health Officer visit the site?																
5	Can you identify your Safety Officer/ Supervisor?																
6	Are you aware of your OSH responsibility?																
C	HIRARC																
1	What is/are your work potential hazards?																
2	How to address the potential hazards?																

SHASSIC QUESTIONNAIRES – EMPLOYEES INTERVIEW CATEGORY ‘C’ (Continued)

(WORKERS)

ITEM	QUESTIONNAIRES	EMPLOYEE 1/6/11			EMPLOYEE 2/7/12			EMPLOYEE 3/8/13			EMPLOYEE 4/9/14			EMPLOYEE 5/10/15			REMARKS
		C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	
D	TRAINING AND PROMOTION																
1	Do you hold CIDB Green Card?																
2	Have you undergone specific workplace induction course e.g. NIOSH passport?																
3	Have you ever attended tool box meeting?																
4	Have you participated in any Safety Campaign?																
E	MACHINERY AND EQUIPMENT																
1	Are you the competent operator with valid license to operate this machinery/ equipment/ vehicle?																
2	Have you received training on this machinery operation that you are operating with?																
3	Is there safety checklist for you to complete prior to operate the machinery?																
F	MATERIALS MANAGEMENT																
1	Do you know what hazardous and non hazardous substances are?																
2	Do you know what is MSDS or CSDS?																

SHASSIC QUESTIONNAIRES – EMPLOYEES INTERVIEW CATEGORY ‘C’ (Concluded)

(WORKERS)

ITEM	QUESTIONNAIRES	EMPLOYEE 1/6/11			EMPLOYEE 2/7/12			EMPLOYEE 3/8/13			EMPLOYEE 4/9/14			EMPLOYEE 5/10/15			REMARKS
		C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	C	NC	NA	
G	EMERGENCY PREPAREDNESS																
1	Have you undergo any emergency drill?																
2	Do you know what to do during an emergency?																
3	Can you show me where the assembly point is?																
4	Can you identify your First Aider																
5	Can show me the nearest First Aid Box																
6	Do you know the emergency contact numbers?																
7	Where is the nearest Fire Extinguisher																
H	ACCIDENT INVESTIGATION AND REPORTING																
1	What are you suppose to do in the event of an accident?																
2	What would you do If you witness somebody is injured?																
	TOTAL SCORE																

SECTION 3: SHASSIC ASSESSOR GUIDE

ANNEX F (Informative)

SHASSIC ASSESSOR GUIDE - DOCUMENT CHECK

DOCUMENT CHECK		
Item	Checklist	Guides
A	OSH POLICY	Applicable only to organization with more than five (5) employees. (OSHA 1994).
1	There is a corporate or project written OSH Policy statement.	To confirm availability of OSH Policy statement during inspection. (OSHA 1994, Section 16)
2	There is OSH policy statement written in Bahasa Malaysia.	To confirm availability of policy statement written in Bahasa Malaysia.
3	There is OSH policy statement written in English.	To confirm availability of policy statement written in English.
4	The OSH Policy is signed by the current CEO; COO; MD; PD or PM.	To check the Policy is signed by current Chief Executive Officer (CEO); Chief Operating Officer (COO); Managing Director (MD); Project Director (PD) or Project Manager (PM) and the name written on it.
5	The OSH Policy is visibly displayed.	To visually observe for hard copy of OSH Policy statement displayed at site/ office.
6	The OSH Policy is dated.	To check for date printed on the OSH Policy statement.
B	OSH ORGANIZATION	Document check.
1	The OSH responsibilities are clearly stated for all levels.	To check and confirm with Safety and Health Plan or Manual. (OSHA 1994, Section 15)
2	The OSH responsibilities are effectively communicated to all levels.	To confirm that the OSH responsibilities are incorporated in Safety Induction Training Module. (OSHA 1994, Section 15/ MS:1722: Part 1: 2005, Clause 3.2.1)

SHASSIC ASSESSOR GUIDE - DOCUMENT CHECK *(Continued)*

Item	Checklist	Guides
3	The workplace SHC is established.	To confirm with Committee Organization Chart, minutes of meeting and meeting attendance name list. (OSHA 1994, Section 30]
4	The Committee composition is as per the provision of statutory requirement.	To check for composition of the committee is complying with OSH [SHC] Regulations 1996.
5	The members of the committee are officially appointed.	To check with availability of appointment letters of the committee composition. (OSHA 1994, Section 30)
6	A regular meeting of minimum one in every three months held.	To confirm with attendance list and minutes of meeting (OSH [SHC] Regulations 1996)
7	The SHC minute of meetings are safely retained.	To observe minutes of meeting are properly filed, kept and easily traceable. (OSH [SHC] Regulations 1996 - minimum 7 years)
8	The SHC carrying out site inspection minimum one in every three months.	To check availability of Site inspection Checklist or Finding Reports and Attendance Name List (OSH [SHC] Regulations 1996)
9	There is a Competent CSHO appointed.	To check and confirm with Organization Chart and/ or appointment letter of CSHO for projects with contract value of more than RM 20M. (OSHA 1994)
10	There is a Site Safety Supervisor (SSS) appointed.	To check and confirm with Organization Chart and appointment letter of SSS. (FMA [BOWEC] Regulations 1986 Regulation 25)
11	Designated Persons are assigned for respective work or job.	To confirm the responsible persons as per form JKPP 103 submitted to DOSH. (FMA [BOWEC] Regulations 1986)
C	HIRARC	Document check
1	The HIRARC procedure is available.	To confirm availability of the HIRARC procedure during inspection. (OSHA 1994)
2	The HIRARC covers all work activities.	To check scope and application of HIRARC procedure covers all work activities mentioned in the contract document/ specification of Conditions Of Contract (COC). (OSHA 1994)

SHASSIC ASSESSOR GUIDE - DOCUMENT CHECK *(Continued)*

Item	Checklist	Guides
3	The HIRARC are continuously updated and maintained.	To confirm that HIRARC document is consistently updated and recorded. (OSHA 1994)
4	The HIRARC are incorporated in Safety Induction Training module.	To check HIRARC of the respective work activities are explained to respective work team during the induction program. This statement shall be supported by Induction hand out notes (OSHA 1994)
5	The workplace SHC is involved in the development of HIRARC.	To check and confirm attendance name list/ discussion note/ minutes of meeting (OSH [SHC] Regulations 1996)
D	TRAINING AND PROMOTION	Document check
1	The availability of OSH Training Program.	To check availability of training program/ schedule (OSHA 1994, Section 15)
2	There is OSH Induction Training conducted	To confirm availability of training module/ handout and training attendance name list. (OSHA 1994, Section 15)
3	Safe work practices incorporated in the site OSH Training Program	To check for hand out notes on safe work practices and training schedule (OSHA 1994, Section 15)
4	Tool Box meetings conducted regularly.	To confirm with the availability of tool box attendance name list or talk checklist/ written text. (OSHA 1994, Section 15)
5	The promotion of OSH by audio and video is being practiced.	To check for availability of OSH related VCD, video tapes and TV as training aids.
6	There is safety and health campaign held by the management.	To check for Safety and Health Campaign records, photograph, minutes of meeting, program book etc. (OSHA 1994)
7	The work place SHC is involved as a key player in OSH promotion program.	To check for availability of minutes of meetings, invitation letters/ notes etc. on OSH promotion program (OSH [SHC] Regulations 1996)
8	The OSH competition and incentive are considered as one of the tools in OSH Promotional activities.	To check availability of memos, letters or minutes of meeting etc.

SHASSIC ASSESSOR GUIDE - DOCUMENT CHECK *(Continued)*

Item	Checklist	Guides
E	MACHINERY MANAGEMENT	Document check.
1	The availability of valid Certificate of Fitness.	To check validity on the original Certificate of Fitness (CF) for PMA, PMT and NCFAI. (Factory and Machinery Act (FMA), Notification, Certificate of Fitness and Inspection (NCFAI) Regulations 1970, Regulation 10)
2	The operators are adequately trained.	To check availability of training certificates. (FMA 1967, Section 29/ OSHA 1994, Section 15)
3	The schedule inspection of machineries and equipments is conducted.	To check availability of inspection record and schedule. (FMA (NCFAI) Regulations 1970, Regulations 13.)
4	The machinery and equipment servicing and maintenance records available.	To check availability of records during inspection. (FMA (NCFAI) Regulations 1970, Regulation 12)
5	The owner/ operation manual or specifications are kept.	To check availability of owner/ operational records during inspection.
6	The Safe Operation Procedures (SOP) available.	To check availability of records during inspection (OSHA 1994, Section 15)
7	The competency certificates for crane operators are available.	To check for availability of original certificates/ records during inspection. (FMA 1967, Section 29/ OSHA 1994, Section 15)
F	MATERIAL MANAGEMENT	Document check.
1	The availability of Hazardous Materials Register List	To check for copy of register available during inspection. (OSH [Use and Standard of Exposure of Chemical Hazardous to Health (USECHH)] Regulations 2000, Regulation 5)
2	The availability of Non-Hazardous Materials Register List	To check for copy of register available during inspection. (OSHA 1994, Section 15)
3	The availability of MSDS/ CSDS	To check for hard copies of Material Safety Data Sheet (MSDS)/ Chemical Safety Data Sheet (CSDS) are available during inspection. (OSH [Classification, Packaging and Labelling of Hazardous Chemical (CPLHC)] Regulations 1997, Regulation 9)

SHASSIC ASSESSOR GUIDE - DOCUMENT CHECK *(Continued)*

Item	Checklist	Guides
4	The availability of Hazardous Materials Safe Handling, Storage and Transportation Procedure.	To check on the availability of the procedure during inspection. (OSHA 1994, Section 15)
5	Availability of waste management procedures.	To check on the availability of waste management procedure during inspection. Category of waste e.g. chemical waste, rubbish waste, debris waste, solid, liquid, gas etc. (OSHA 1994, Section 15)
G	EMERGENCY RESPONSE PLAN (ERP)	Document check.
1	The availability of ERP.	To check for copy of ERP available during inspection. (OSHA 1994, Section 15[2a]/ OHSAS 18001: 2007, Clause 4.4.7)
2	The availability of Fire Prevention and Protection Plan.	To check for copy of the plan available during inspection. (OSHA 1994 Section 15[2a]/ OHSAS 18001: 2007, Clause 4.4.7)
3	The availability of Emergency Response Plan in regard to chemical spillage emergency	To check copy of ERP available during inspection. (OSHA 1994, Section 15[2a]/ OHSAS 18001: 2007, Clause 4.4.7)
4	The availability of Emergency Recovery Plan	To check for copy of the plan available during inspection. (OSHA 1994, Section 15[2a]/ OHSAS 18001: 2007, Clause 4.4.7)
H	ACCIDENT INVESTIGATION AND REPORTING	Document check.
1	The availability of Accident Investigation and Reporting Procedure	To check for availability of the procedure. (OSH [NADOPOD] Regulations 2004/ OHSAS 18001:2007, Clause 4.5.1)
2	The responsibilities of those involved in accident investigation and reporting are clearly stated.	To confirm with records on the names and responsibilities clearly stated on the procedure. (OHSAS 18001: 2007, Clause 4.4.1/ OHS MS:1722: Part 1: 2005, Clause 3.2.1)
3	The team has been trained for Accident Investigation and Reporting.	To check availability of Training certificates/ letter (OSHA 1994, Section 15)
4	The accident investigation was performed by a competent team/ person.	To check Accident Report to confirm the investigator. (OHSAS 18001: 2007, Clause 4.4.2)

SHASSIC ASSESSOR GUIDE - DOCUMENT CHECK *(Continued)*

Item	Checklist	Guides
5	All accident investigations are carried out and documented.	To check availability of accident/ incident report. (OSH (NADOPOD) Regulations 2004, Regulation 10(1a)/ OHS MS: 1722: Part 1: 2005, Clause 3.4.2.)
6	The recommended corrective and preventive measures are implemented accordingly.	To check with instruction records, letter/ memo from management for implementation. (OSHA 1994, Section 15)
7	All kinds of incidents are reported and recorded accordingly.	To check on availability of hard copy of accident register and reports (Internally). (OSH (NADOPOD) 2004 Regulations, Regulation 10[1a]
8	All reportable incidents are accordingly reported to the nearest Department of Occupational Safety and Health (DOSH) Malaysia office by the fastest means available.	To check for reportable incidents such as death, serious bodily injury, Lost Time Injury (LTI) not more than 4 days and dangerous occurrence reported (External). OSH (NADOPOD) 2004 Regulations, Regulation 5(1aa)
I	RECORDS MANAGEMENT AND PERFORMANCE MONITORING	Document check.
1	There is a written OSH Record Management Procedure available.	To check for the availability of the said procedure. (OSHA 1994, Section 15 and OHSAS 18001: 2007, Clauses 4.5.1 and 4.5.3)
2	A responsible person is assigned to manage OSH records and documentations.	To check against available procedure. (OHS MS:1722: Part 1, Clause 3.2.1)
3	There is a master register/ list of current OSH related records available and maintained at site and office.	To check for availability of the said records during inspection. (OHSAS 18001: 2007, Clause 4.4.5)
4	The relevant OSH records are maintained.	To check the relevant OSH records are available during inspection. (OHSAS 18001: 2007, Clause 4.4.5)
5	The circulation and movement of these records are controlled by responsible person.	To check for the vailability of circulation memo/ register. (OHSAS 18001: 2007, Clause 4.4.5)
6	The OSH records are securely stored.	To confirm OSH records are securely stored. (OHSAS 18001: 2007, Clause 4.4.5)

SHASSIC ASSESSOR GUIDE - DOCUMENT CHECK *(Concluded)*

Item	Checklist	Guides
7	The OSH records such as HIRARC records, audit reports, workplace inspection reports, safe work procedures/ instructions, minutes of meeting, machinery's manufacturer-fitness certificate; corrective actions register etc. are easily accessible.	To check if records are available with document controller and are easily accessible. (OSHA 1994, Section 15/ OHSAS 18001: 2007, Clause 4.4.5)
8	The OSH Performance Measurement Monitoring Procedure established and maintained.	To confirm availability of OSH Performance Measurement Monitoring Procedure available during the inspection. (OHSAS 18001: 2007, Clause 4.5.1)
9	The performance measurement monitoring report and findings are reviewed by the Senior Management.	To check reports and findings are available and reviewed by the Senior Management. (OHSAS 18001: 2007, Clause 4.5.1)

ANNEX G
(Informative)

SHASSIC ASSESSOR GUIDE - WORKPLACE INSPECTION

WORKPLACE INSPECTION		
Item	Checklist	Guides
A	MACHINERY	Visual inspection.
1	Fitness Certificate (PMA)?	To check for availability of original and valid “Perakuan Kelayakan Mesin Angkat” (PMA) and is visibly displayed on/ at the machinery. (FMA [NCFAI] Regulations 1970, Regulation 10)
2	Fitness Certificate (PMT)	To check for availability of original and valid “Perakuan Kelayakan Mesin Tekanan” (PMT) and is visibly displayed on/ at the machinery such as compressor, boilers, chillers, heat exchangers etc. (FMA [NCFAI] Regulations 1970, Regulation 10)
3	Machinery maintenance tagging	To check for the availability of warning/ safety notice/ tagging on the machinery during maintenance and servicing. (FMA 1967, Section 18 and OSHA 1994, Section 15)
4	Condition of machinery	To check if the physical condition of the machinery is in good operating condition. (No visual defect or damages observed and no abnormality for sound/ noise etc.) (FMA 1967, Section 14 and OSHA 1994, Section 15)
B	SCAFFOLD	Visual inspection.
1	Sitting on firm ground	To check on the scaffold footings rest on adjustable jack base plates, nailed to sole plates and sitting on level firm ground/ foundation. (FMA [BOWEC] Regulations 1986, Part X)
2	Horizontal braces	To check the braces are fixed and shows no sign of damage. (FMA [BOWEC] Regulations 1986, Part X)
3	Diagonal braces	To check diagonal braces are fixed and shows no sign of damage. (FMA [BOWEC] Regulations 1986, Part X)
4	Cross braces	To check cross braces are fixed and shows no sign of damage. (FMA [BOWEC] Regulations 1986, Part X)

SHASSIC ASSESSOR GUIDE - WORKPLACE INSPECTION *(Continued)*

Item	Checklist	Guides
5	Wall ties	To check all ties are anchored to the wall. (FMA [BOWEC] Regulations 1986, Part X)
6	Access	To check Stepladders/ ladders are available for access and no obstruction. (FMA [BOWEC] Regulations 1986, Part X)
7	Stepladder/ hand railings	To check if hand rails (hands hold) are available. (FMA [BOWEC] Regulations 1986, Part X)
8	Catwalk/ Working platform	To check if availability of them and are secured. (FMA [BOWEC] Regulations 1986, Part X)
9	Toe board	To check if toes boards are fixed and secured along the edges of the working platform. (FMA [BOWEC] Regulations 1986, Part X)
10	Scaffold tag	To confirm the availability of tags such as red for unsafe to use, Green for safe to use and inspection records by competent scaffolder indicated at the back of the tags. Confirm inspection is carried out weekly. (FMA [BOWEC] Regulations 1986, Part X)
11	Condition of scaffold	To visually observe the overall conditions of the scaffolds are in good condition. (FMA [BOWEC] Regulations 1986, Part X)
C	COLOUR CODE FOR SIGNAGES	Visual inspection to check appropriate usage of international colour codes for signage.
1	Mandatory	Blue - e.g. signage for PPE compliances etc. (OSHA 1994, Section 15 and OSH (CPLHC) Regulations 1997)
2	Prohibition	Red - e.g. signage for no smoking etc. (OSHA 1994 Section 15 and OSH (CPLHC) Regulations 1997)
3	Warning	Yellow - e.g. signage for hazards existence etc. (OSHA 1994 Section 15 and OSH (CPLHC) Regulations 1997)
4	Safe	Green - e.g. first aid room, safe escape routes etc. (OSHA 1994 Section 15 and OSH (CPLHC) Regulations 1997)
D	NOTICES	Visual inspection.
1	ER Safe escape route	The availability of indicator/ marker/ demarcation or signage for emergency event, e.g. EXIT, SAFE ESCAPE ROUTES etc. (FMA 1967, Section 13)

SHASSIC ASSESSOR GUIDE - WORKPLACE INSPECTION *(Continued)*

Item	Checklist	Guides
2	Assembly point	To confirm that there is/ are safe area designated as assembly area and it's marked/ indicated. (OSHA 1994, Section 15)
3	Emergency contact numbers	To observe for project/ workplace key personnel and Authority Emergency Agency contact numbers are visibly displayed. (OSHA 1994, Section 15)
4	Project sign board	To confirm project sign board is visibly erected and maintained. (OSHA 1994, Section 15)
E	VENTILATION	Visual inspection.
1	Ventilation	To check there are adequate natural/ mechanical ventilation provided at the required workplace. (FMA 1967, Section 22 and FMA [Safety, Health and Welfare (SHW)] Regulations 1970, Regulation 25 and 26)
F	HOUSE KEEPING	Visual inspection.
1	Site cleanliness	To visualise the overall workplace is clean and tidy, free from unwanted materials, combustible/ flammable materials, dust etc. (FMA 1967, Section 22 and FMA [SHW] Regulations 1970, Regulation 23 and FMA [BOWEC] Regulations 1986, Regulation 22)
2	Materials arrangement	To observe the materials are stored in orderly manner and do not obstruct access/ egress and do not initiate potential tripping hazard etc. (FMA [SHW] Regulation 1970, Regulations 20 and 23, and FMA [BOWEC] Regulations 1986, Regulation 21).
3	Rubbish bins	To visually observe that there are rubbish bins provided and maintained at the workplace. (FMA [SHW] Regulations 1970, Regulation 23 and FMA [BOWEC] Regulations 1986, Regulation 22)
G	ILLUMINATION/ LIGHTING	Visual inspection.
1	Illumination and lighting	To visually observe that there are sufficient light (natural or powered) at the working vicinity. (FMA 1967, Section 22 and FMA [SHW] Regulations 1970, Regulation 29)

SHASSIC ASSESSOR GUIDE - WORKPLACE INSPECTION *(Continued)*

Item	Checklist	Guides
H	FIRE PROTECTION	Visual inspection.
1	Portable fire extinguisher	To visually observe that there are fire extinguishers available and easily accessible. (FMA [SHW] Regulations 1970, Regulations 21 and 22]
2	Dry riser	To visually observe for dry risers installed. (For high rise project or building above 5 storeys high.) (FMA [SHW] Regulations 1970, Regulations 21 and 22]
I	PERSONAL PROTECTIVE EQUIPMENT (PPE)	Visual inspection.
1	Safety hard hat/ safety helmet	To visually observe all workers are wearing safety helmet. (FMA [SHW] Regulations 1970, Regulation 32 / FMA [BOWEC] Regulations 1986, Regulation 24)
2	Safety foot gears	To visually observe that all workers are wearing proper foot gears. (FMA [SHW] Regulations 1970, Regulation 32/ FMA [BOWEC] Regulations 1986, Regulation 15)
3	Hand protection/hand gloves	To visually observe that all respective workers are wearing hand gloves (as for their job requirement respectively). (FMA [SHW] Regulation 1970, Regulation 32/ FMA [BOWEC] Regulations 1986, Regulations 15)
4	Eye protection such as safety glasses/ goggle	To visually observe that all respective workers are wearing goggles (as for their job requirement respectively). (FMA [SHW] Regulations 1970, Regulation 32/ FMA [BOWEC] Regulations 1986, Regulation 15)
5	Fall arresters	To visually observe that all respective workers are wearing fall arresters (as for their job requirement respectively). (FMA [SHW] Regulations 1970, Regulation 32)
6	SCBA	To check for provisions of Self Contained Breathing Apparatus (SCBA) e.g. for confined space work/ entry). (FMA [SHW] Regulations 1970, Regulation 32)
7	Face shield	To visually observe that all respective workers are wearing face shield (as for their job requirement respectively). (FMA [SHW] Regulations 1970, Regulation 32)

SHASSIC ASSESSOR GUIDE - WORKPLACE INSPECTION *(Continued)*

Item	Checklist	Guides
8	Hearing protection	To visually observe that all respective workers are wearing hearing protection (as their job requirement respectively). (FMA [SHW] Regulations 1970, Regulation 32)
9	Protective clothing (chemical)	To visually observe all respective workers are wearing protective clothing (as for their job requirement respectively). (FMA [SHW] Regulations 1970, Regulation 32)
10	Respirator	To visually observe that all respective workers are wearing respirators (as for their job requirement respectively) (FMA [SHW] Regulations 1970, Regulation 32)
11	Dust mask	To visually observe that all respective workers are wearing dust mask (as for their job requirement respectively). (FMA [SHW] Regulations 1970, Regulation 32)
J	BARRICATION FOR HAZARD AREA	Visual inspection.
1	Floor/ wall opening	To check all openings are protected or covered (e.g. fencing or railing). (OSHA 1994, Section 15/ FMA 1967, Section 10/ FMA [SHW] Regulations 1970, Regulations 7and 8)
2	Edges	To check edges are protected with railings and fencings. (OSHA 1994, Section 15/ FMA 1967, Section 10/ FMA [SHW] Regulations 1970, Regulations 7and 8)
3	Trench/ pits	To check trenches/ pits are protected/ covered/ barricaded. (OSHA 1994 Section15/ FMA 1967, Section 10/ FMA [SHW] Regulations 1970, Regulations 7 and 8)
K	ACCESS/ EGRESS	Visual inspection.
1	Access/ egress	To observe for provision of access/ egress and they are maintained and is free from any obstructions. (OSHA 1994, Section 15/ FMA [BOWEC] Regulations 1986, Regulation 10/ FMA [SHW] Regulation 1970, Regulations 7and 8)

SHASSIC ASSESSOR GUIDE - WORKPLACE INSPECTION *(Continued)*

Item	Checklist	Guides
L	SUITABLE WORKING TOOLS/ EQUIPMENTS	Visual inspection.
1	Suitable working tools/ equipments	To check tools/ equipments used by workers are of the right tools for job. (FMA 1967, Sections 14 and 21/ FMA [BOWEC] Regulations 1986, Part XVI)
M	ELECTRICAL SAFETY	Visual inspection.
1	Unsafe act	To observe workers, working with defective electrical hand tools, entering electrical switch gears room with or without PTW etc. (OSHA 1994, Section 24/ FMA 1967, Section 20)
2	Unsafe condition	To observe unsafe condition such as, electrical cords/ cables running/ soaked in water, electrical cords/ cables/ tools insulator damaged, damaged electrical appliances, tools etc. (FMA 1967 Sections 14 and 21/ OSHA 1994, Section 15/ FMA [BOWEC] Regulations 1986, Regulation 16)
N	PREVENTION OF FALLING OBJECTS	Visual inspection.
1	Catch platform	To check there are catch platforms erected and maintained. (For high rise construction works) (FMA [BOWEC] Regulations 1986, Part VI)
2	Safety net	To check for safety nets provided and maintained as per requirement of FMA [BOWEC] Regulations 1986, Part VII.
3	Peripheral netting	To observe visually for peripheral netting (green netting) fixed along the building perimeters. (DOSH-Guidelines for Public Safety and Health at Construction Site 1994)
O	HAZARDOUS SUBSTANCES	Visual inspection.
1	Labelling	To visually observe all hazardous substances such as Toluene, MEK, Petrol, Thinner and Solvents etc. are labelled. (OSH [USECHH] Regulations 2000, Regulations 20 and 21)

SHASSIC ASSESSOR GUIDE - WORKPLACE INSPECTION *(Continued)*

Item	Checklist	Guides
2	Storage	To visually observe for safety warning signage/ fence are visibly displayed in storage area and presence of fire extinguishers. (OSHA 1994, Section 15 and OSH [USECHH] Regulations 2000/ FMA [SHW] Regulations 1970, Regulation 20)
P	SAFETY POLICY	Visual inspection.
	Safety policy	To visually observe if safety policy statement visibly displayed. (OSHA 1994, Section 16)
Q	PERIMETER HOARDING	Visual inspection.
	Perimeter hoarding	To visually observe that there is perimeter hoardings erected. (UBBL 1984, Part VI-Section 98/ DOSH-Guidelines for Public Safety and Health at Construction Site 1994)
R	VEHICULAR TRAFFIC MANAGEMENT	Visual inspection.
1	Advanced warning sign	To visually observe for the use of safe warning signage's such as speed limit signage, detour, direction arrows, reflectors, digital visual displays etc. (FMA [BOWEC] Regulations 1986, Regulation 18)
2	Channellizing device	To visually observe, there are traffic barrier cones, JC barriers, traffic controller, luminous flags/ reflectors etc. used. (FMA [BOWEC] Regulations 1986, Regulation 18)
3	Flag man	To see if flag man is available with proper attires and flag/ luminous traffic batons etc. (FMA [BOWEC] Regulations 1986, Regulation18)
S	SANITATION	Visual inspection.
1	Toilets	To check for the availability of toilet/ sanitary conveniences provided for man and woman employees/ workers. (FMA 1967 Section 22/ FMA [SHW] Regulations 1970, Regulation 37)
T	FIRST AID BOX	Visual inspection.
1	First aid box	To check there is/ are First aid box/ boxes provided and with its contents. (FMA [SHW] Regulations 1970, Regulation 38)

SHASSIC ASSESSOR GUIDE - WORKPLACE INSPECTION *(Continued)*

Item	Checklist	Guides
U	DESIGNATED REST AREA	Visual inspection.
1	Amenities	To check canteen, eating area, smoking booth, praying room etc. are available and in good condition. (OSHA 1994, Section 15)
V	WATER PONDING	Visual inspection.
1	Collection of water/ pools of water	To observe for availability of pools of water / inclusive of all potential mosquitoes breeding point/ area such as junction boxes, empty and unused container, unused tyres, flower pots etc. at the site. (OSHA 1994 Section 15)

ANNEX H
(Informative)

SHASSIC ASSESSOR GUIDE – EMPLOYEES INTERVIEW CATEGORY ‘A’
(MANAGEMENT PERSONNEL)

EMPLOYEE INTERVIEW - CATEGORY ‘A’ Note. Assessor shall determine accordingly the employees to be interviewed.		
Item	Questions	Guides
A	OSH POLICY	Assessor to obtain a copy of OSH policy prior to interview session.
1	Do you know what an OSH Policy statement is?	To check response with OSH Policy. Employee should be able to describe such as “statement of intent by top management expressing their obligation towards OSH matters”.
2	What OSH management system does your organization use?	To confirm response with to the type of system adopted by the organisation such as, OHSAS 18001, OSH MS 1722, ILO OSH MS 2001, ASNZS 4801:2002 OHS MS
B	OSH ORGANIZATION	Assessor to obtain a copy of an Organization Chart prior to interview session.
1	Who is the Secretary of the workplace Safety and Health Committee?	To confirm the response with Safety and Health Committee Organization Chart. It has to be the CSHO or person that is nominated by the Committee's Chairman.
2	Do you have your a designated person?	To confirm the response with Form JKPP 103 (Obtained a hard copy of Form JKPP 103 prior to interview.)
C	HIRARC	Assessor to obtain a copy of HIRARC procedure prior to interview session.
1	What do you know about HIRARC?	Employee should be able to describe HIRARC e.g. Basic processes to Risk Management.
2	Have you ever got involved in HIRARC exercise?	To confirm with HIRARC preparation records such as minutes of meeting, discussion notes, HIRARC meeting attendance list etc.
3	What are the most hazardous activities in this project site?	Reply describing the nature of work such as working at height, confined space, hot works, electrical works, excavation of more than 1.2 meters deep, chemicals handling, lifting/ hoisting operation etc. are acceptable.

CATEGORY 'A' (MANAGEMENT PERSONNEL) (Concluded)

Item	Questions	Guides
D	TRAINING AND PROMOTION	Assessor to obtain a copy of Training and Promotion Procedure prior to interview session.
1	Have you attended any formal safety training?	To confirmed answer with attendance certificate or training attendance list or other records.
E	MATERIAL MANAGEMENT	Assessor to obtain a copy of Material Management records prior to interview session.
1	What do you know about USECHH Regulations?	Employee should be able to describe about Regulations under OSHA 1994 - pertaining to USECHH.
2	What do you know about CPLHC Regulation?	Employee should be able to describe about Regulations under OSHA 1994 - pertaining to CPLHC.
F	EMERGENCY PREPAREDNESS	Assessor to obtain a copy of Emergency Response Procedure (ERP) prior to interview session.
1	What is Emergency Response Plan?	Employee should be able to describe for e.g. what they are suppose to do in the event of emergency/ what actions are to be taken in the event of an emergency.
G	ACCIDENT INVESTIGATION AND REPORTING	Assessor to obtain a copy of Accident Investigation and Reporting procedure prior to interview session.
1	Do you know what to comply under NADOPOD Regulation?	Employee should be able to describe the reporting/ notification to JKPP/ DOSH of an accident, dangerous occurrence, occupational poisoning and occupational disease. (Regulations that relate to accident investigation and reporting in regards to Occupational Accident (LTI no more than 4 days, bodily injury accident, dangerous occurrence, occupational poisoning and occupational disease.)

ANNEX I
(Informative)

SHASSIC ASSESSOR GUIDE – EMPLOYEES INTERVIEW CATEGORY ‘B’
(SAFETY AND HEALTH PERSONNEL)

EMPLOYEE INTERVIEW-CATEGORY ‘B’ Note. Assessor shall determine accordingly the employees to be interviewed		
Item	Questions	Guides (Acceptable reply)
A	OSH POLICY	Assessor to obtain a copy of OSH Policy prior to interview session.
1	Who signed the OSH Policy?	The employee is able to inform the name of the person or such as CEO, COO, MD, PD or PM.
B	OSH ORGANIZATION	Assessor to obtain a copy of workplace SHC Organization Chart prior to interview session.
1	How often is the SHC meeting conducted?	Employee to inform the frequency of the meeting such as monthly or once in every 3 months etc. Assessor to obtain 2 copies of different number of committee minute of meeting prior to interview to confirm.
2	Who is the chairman of the committee?	Employee to inform the name of the Chairman or such as CEO/ COO/ MD/ PD/ PM or any authorised manager.
C	TRAINING AND PROMOTION	Assessor to obtain a hard copy of Training and Promotion Procedure prior to interview session.
1	Have you attended CSHO Training?	To confirm reply with official attendance certificate.
2	Have you attended Site Safety Supervisor Training?	To confirmed reply with official attendance certificate.
D	EMERGENCY PREPAREDNESS	Assessor to obtain a hard copy of Emergency Preparedness Procedure prior to interview session.
1	Have you received any training on emergency response at this site?	To confirm response with certificate of attendance or training attendance list, letter/ memo in regard.

ANNEX J
(Informative)

SHASSIC ASSESSOR GUIDE – EMPLOYEES INTERVIEW CATEGORY ‘C’
(WORKERS)

EMPLOYEE INTERVIEW-CATEGORY ‘C’ Note. Assessor shall determine accordingly the employees to be interviewed		
Item	Questions	Guides
A	OSH POLICY	Assessor to obtain a hard copy of policy prior to interview session.
1	Have you seen an OSH Policy at this site? Where?	To confirm with the response of the employee.
2	Is it written in English?	To confirm with the response of the employee.
3	Is it written in Bahasa Malaysia?	To confirm with the response of the employee.
4	Do you understand the content of the policy?	Employee to explain about commitment of the top management toward OSH, OSH target, objective and arrangements as stated in the policy.
B	OSH ORGANIZATION	Assessor to obtain a hard copy of the Organization Chart prior to interview session.
1	Do you know who a “Safety and Health Officer” is?	Employee to explain about the person, who has been appointed to oversee the safety at site, visits the workplace to conduct safety and health trainings and weekly tool box talk.
2	If you face any OSH problem, who would you refer to?	Employee to inform the person to meet e.g. SHO/ Site Safety Supervisor/.name of person specifically identified.
3	Have you ever heard about workplace SHC?	Employee to explain the activities carried out by the committee such as “the committee that is responsible to oversee OSH matter at the work site”.
4	How often do your Safety and Health Officer visit the site?	Employee to notify the frequency of the visit made by the officer e.g. every day/ almost every day/ once a week etc.
5	Can you identify your Safety and Health Officer/ Supervisor?	Employee to identify and describe who the officer is by either telling their name or such as the person who is wearing some specific uniform/ tag etc.

CATEGORY 'C' (WORKERS) *(Continued)*

Item	Questions	Guides
6	Are you aware of your OSH responsibility?	Employee to inform that he had been made aware of OSH responsibility during the Safety and Health Induction Training.
C	HIRARC	Assessor to obtain a hard copy of the HIRARC procedure prior to interview session.
1	What is/ are your work potential hazards?	Employee to describe the potential hazards and assessor to confirm with workplace identified hazards in HIRARC records.
2	How to address the potential hazard?	Employee to describe how to overcome the potential hazard. Assessor to refer to workplace control measures stated in HIRARC.
D	TRAINING AND PROMOTION	Assessor to obtain a hard copy of the Training and Promotion Procedure prior to interview session.
1	Do you hold a CIDB Green Card?	To request the employee to show the CIDB Green Card. Assessor to check and confirm the validity of the Green Card.
2	Have you undergone a specific workplace induction course e.g. NIOSH passport?	Employee to explain when he under went the course as these works may require to under go specific safety course prior to commencing with the work at site. Assessor to obtain a hard copy of Safety and Health Induction records prior to interview and confirm the attendance.
3	Have you attended any Tool Box meeting at this site?	To confirm the attendance of the employee by checking the copy of the past Tool Box Talk attendance list. (Assessor to obtain a copy of the Tool Box Talk attendance list.)
4	Have you participated in any Safety Campaign?	Employee to explain the campaign which he had attended. (Assessor to obtain Safety Campaign Records prior to interview.)
E	MACHINERY AND EQUIPMENT	Assessor to obtain a hard copy of the Machinery and Equipment Management Procedure prior to interview session.
1	Are you the competent operator with valid license to operate this machinery/ equipment/ vehicle?	Employee to show any document to confirm his competency. Assessor to obtain a hard copy of all valid license or permission permit/ letters prior to interview of personal operating machineries such as crane, sky lift etc.

CATEGORY 'C' (WORKERS) *(Continued)*

Item	Questions	Guides
2	Have you receive training on this machinery operation that you are operating with?	To confirm reply with training records. Assessor to obtain a hard copy of training records prior to interview, such as forklift, gondola, passenger hoist operator etc.
3	Is there a safety checklist for you to complete prior to operating the machinery?	To confirm reply with safety check list. Assessor to obtain safety checklist records prior to interview.
F	MATERIALS MANAGEMENT	Assessor to obtain a hard copy of the Materials Management Procedure prior to Interview session
1	Do you know what hazardous and non-hazardous substances are?	Employee to explain about hazardous and non – hazardous substance and the danger that can arise to health.
2	Do you know what is MSDS or CSDS?	To interview only those who handle with chemicals. Employee to describe about the hazard of the chemical, preventive actions, first aid requirements, counter measure and PPE to be used as described MSDS/ CSDS. Assessor to obtain a hard copy of relevant MSDS/ CSDS prior to interview.
G	EMERGENCY PREPAREDNESS	Assessor to obtain a hard copy of the Emergency Preparedness Procedure (EPP) prior to interview session.
1	Have you undergone any emergency drill?	To confirm reply with emergency drill record.
2	Do you know what to do during an emergency?	Employee to describe what he needs to do during an emergency which is described in the EPP. To confirm the response with EPP – Emergency Action Flow Chart.
3	Can you show me where the assembly point is?	Employee to show the nearest assembly point Assessor to confirm with EPP for location of assembly point.
4	Can you identify your First Aider?	Employee to identify the First Aider. Assessor to confirm with EPP.
5	Can you show me the nearest First Aid Box?	Employee to show the nearest location of the first Aid Box. To confirm location with EPP.
6	Do you know the emergency contact numbers?	Employee to quote at least one identified contact number. Assessor to confirm with EPP.
7	Where is the nearest Fire Extinguisher?	Employee to show the nearest Fire Extinguisher. Assessor to confirm with EPP.

CATEGORY 'C' (WORKERS) *(Concluded)*

H	ACCIDENT INVESTIGATION AND REPORTING	Assessor to obtain a hard copy of the Accident Investigation and Reporting Procedure (AI & RP) prior to interview session.
1	What are you suppose to do in the event of an accident?	Employee to explain what he needs to do in the event of an accident. Assessor to confirm with AI & RP.
2	What would you do if you witness somebody is injured?	Employee to explain his actions when he witnesses someone who is injured. Assessor to confirm the response with AI &RP.

ANNEX K
(Informative)

QUALIFICATIONS OF A SHASSIC ASSESSOR

1. Has successfully attended and passed one day course organised by CIDB and has a minimum of 5 years working experience in the construction industry; or
2. Has successfully attended and passed OHSAS 18001 Lead Auditor Course and has a minimum of 3 years working experience in the construction industry (construction site). (Exempted from attending 1 day course conducted by CIDB); or
3. A Construction Safety and Health Officer (CSHO) with 2 years experience in the construction industry. (Exempted from attending 1 day course conducted by CIDB)

ACKNOWLEDGEMENTS

The committee which developed this Construction Industry Standard consists of the following representatives:

Ir M Ramuseren (Chairman)	Construction Industry Development Board
Puan Nor Hamiza Binti Zahar (Secretary)	Construction Industry Development Board
Encik Hari Sundar R Hari Dass (Secretary)	Construction Industry Development Board
Ar Ng Chin Heng	Pertubuhan Akitek Malaysia
Encik Ahmad Nazmi Mohamed Ali	IJM Corporation Sdn Bhd
Encik Harun Bin Bakar	Social Security Organization
Encik Hashdi Bin Abdul Muid	Real Estate and Housing Developer Association Malaysia
Encik Khairuddin Bin Hairan	Persatuan Keselamatan dan Kesihatan Pekerjaan Malaysia
Encik Koh Mee Leow	Master Builders Association Malaysia
Encik Nazrul Hizam Bin Sulaiman	Kesatuan Pekerja-pekerja Dalam Industri Pembinaan
Encik Omar Bin Mat Piah	Jabatan Keselamatan dan Kesihatan Pekerjaan
Encik Sahrul Azizi Bin Sulaiman	Jabatan Kerja Raya Malaysia
Hajjah Maimunah Binti Hj Khalid	National Institute of Occupational Safety and Health
Ir Hj Jamaludin Non	Malay Contractors Association of Malaysia (PKMM)
Ir Kamarulzaman Bin Hj Musa/	
Encik Mazlan Bin Ismail	KLIA Premier Holdings Sdn Bhd
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