CONVENTION & EXHIBITION (PUTRAJAYA) SDN. BHD.

HSE PERFORMANCE MONITORING AND MEASUREMENT

Co-X/QHS/SOP13

Revision No: 02
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PREPARED BY
Name: TEOH WAI YEE
Position: ASSISTANT MANAGER, QUALITY, HEALTH, SAFETY & ENVIRONMENT

REVIEWED BY
Name: MOHD NAZRI MOHVTAR
Position: MANAGER, QUALITY, HEALTH, SAFETY & ENVIRONMENT

APPROVED BY
Name: TUAN SYAMSANI BIN TUAN MANSOR
Position: RETUA PEGAWAI OPERASI

(Putrajaya International Convention Centre Sdn Bhd)
(Precinct 5, 62000, W.P. PUTRAJAYA)

(Putrajaya International Convention Centre Sdn Bhd)
(Precinct 5, 62000, W.P. PUTRAJAYA)
## HSE Performance Monitoring and Measurement

**Department:** Quality, Health, Safety & Environment  
**Date:** 1st November 2017  
**Revision No.:** 2.0  
**Reference No.:** Co-X/QHS/SOP13  
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### Revision History

<table>
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<th>Rev. No.</th>
<th>DCN No.</th>
<th>Description of Changes</th>
<th>Effective Date</th>
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<tr>
<td>01</td>
<td>--</td>
<td>Initial Release</td>
<td>01/06/16</td>
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</table>
| 02       | 122/17  | 1. Changed company logo from ‘PICC’ to ‘Co-X’  
          |          | 2. Additional Clause 3.0 Definition  
          |          | 3. Changed format from bullet to numbering | 01/11/17 |
1.0 OBJECTIVE

The objective of this procedure is to establish and maintain a system for measuring and monitoring of Health, Safety and Environmental (HSE) performances.

2.0 SCOPE

This procedure covers the monitoring and measuring activities of HSE performances in Co-X.

3.0 DEFINITION

3.2 PICC : Putrajaya International Convention Centre
3.3 HSE : Safety, Health & Environment
3.4 MRM : Management Review Meeting
3.5 QHSE : Quality, Health, Safety & Environment
3.6 OSH : Occupational, Safety & Health
3.7 HOD : Head of Department
3.8 NCAR : Nonconformance and Corrective Action Request

4.0 RESPONSIBILITIES

4.1 It is the responsibility of the QHSE HOD to:
   4.1.1 Plan the health and safety monitoring program, select competent personnel to perform monitoring and measurement compliance to legislations and requirements.
   4.1.2 Summarize and communicate the result and recommendations of monitoring and measurement and conduct evaluation of compliance.

4.2 It is the responsibility of respective HOD to take corrective action based on monitoring and measurement recommendations.

5.0 REFERENCE

5.1 ISO 14001:2015 Clause 9.1 Monitoring, measurement, analysis and evaluation.
5.2 OHSAS 18001:2007 Clause 4.5.1 Performance measurement and monitoring
6.0 PROCEDURE

6.1 Proactive and Reactive Monitoring

6.1.1 Co-X has incorporated both proactive and reactive monitoring of HSE management system for performances in PICC.

6.1.1.1 Proactive Monitoring
Proactive monitoring is used to check compliance with the HSE program, operational control and applicable legislation and regulatory requirements, e.g. medical surveillance, chemical exposure.

6.1.1.2 Reactive Monitoring
Reactive monitoring is used to investigate, analyze and record environmental and OSH failures – including accidents, near misses, ill health.

6.2 Measurement and Monitoring

6.2.1 To measure and monitor HSE performances, Co-X has established the following (where required):

6.2.1.1 Environment / OSH objectives, targets and program.
6.2.1.2 Discharge to the effluent.
6.2.1.3 Reusable / non-reusable waste (if any).
6.2.1.4 Environmental / OSH Non-conformance.
6.2.1.5 Medical Surveillance.
6.2.1.6 Incident (accident and near miss).
6.2.1.7 Safety / Workplace Inspection.
6.2.1.8 Training and awareness.
6.2.1.9 Legal compliance, etc.

6.2.2 QHSE / Relevant HOD may work with the external parties (supplier / sub-contractor) to conduct the monitoring and measurement where required. Refer to the Appendix A – HSE Monitoring and Measurement Matrix.

6.2.3 QHSE / Relevant HOD shall review and evaluate the reports received or given by the external laboratory / supplier / sub-contractor and make necessary arrangement to initiate corrective or preventive action and improvement program where area did not comply with the environmental / OSH regulations / legislation or requirements.

6.2.4 After review and evaluation of the reports, the reports shall be filed for reference purpose according to the retention period identified.
6.2.5 QHSE HOD shall present the monitoring and measurement data during MRM.

6.3 Calibration Control

6.3.1 QHSE HOD shall ensure that all measuring equipment use to assess environment or safety condition is subject to calibration control with accuracy of measurement and monitoring.

6.3.2 All calibration processes are monitored and carried out by Facility Management Department. Measuring equipment that does not meet calibrated shall not be used.

6.3.3 All certificates for the calibration of measuring equipment shall be filed for reference purpose.

6.3.4 QHSE HOD shall ensure all the measuring equipment use to assess environment or safety condition, whether owned by Co-X / External Laboratory / Supplier / Sub-contractor / Clients are timely calibrated before usage.

6.4 Nonconformance and Corrective Action

6.4.1 In the event of non-conformity or potential non-conformity is detected, QHSE HOD shall initiate NCAR and submit to the respective HOD for further action.

6.4.2 The corrective and preventive action and evaluation results shall be compiled and if required under the legal and regulatory requirement to submit a copy of measurement results to the relevant authority on regular basis.

7.0 RECORDS

7.1 N/A

8.0 APPENDIX / ATTACHMENT

8.1 HSE Monitoring and Measurement Matrix [Appendix A]
## Appendix A – HSE Monitoring and Measurement Matrix

<table>
<thead>
<tr>
<th>No</th>
<th>Type of Measurement / Monitoring</th>
<th>Frequency of Monitoring</th>
<th>Test Method</th>
<th>Person / Department Responsible</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Medical check up</td>
<td>Newly joined employee</td>
<td>Determine by HCA</td>
<td>HCA</td>
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<tr>
<td>2</td>
<td>Objectives, targets and management programs</td>
<td>Monthly</td>
<td>-</td>
<td>Respective HOD</td>
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<tr>
<td>3</td>
<td>Maintenance of emergency equipment</td>
<td>Monthly / Yearly</td>
<td>Visual inspection</td>
<td>Facility</td>
</tr>
<tr>
<td>4</td>
<td>Maintenance of PPE</td>
<td>Monthly / Yearly</td>
<td>Visual Inspection</td>
<td>Facility</td>
</tr>
<tr>
<td>5</td>
<td>Maintenance of lifting equipment</td>
<td>Monthly and Yearly</td>
<td>Visual Inspection and External Test Inspection Report</td>
<td>Facility</td>
</tr>
<tr>
<td>6</td>
<td>Incidents trend</td>
<td>Quarterly</td>
<td>-</td>
<td>QHSE</td>
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<tr>
<td>7</td>
<td>HSE Meeting</td>
<td>Quarterly</td>
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<td>HSE Committees</td>
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<tr>
<td>8</td>
<td>Internal Audit</td>
<td>Yearly</td>
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<td>QHSE</td>
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<tr>
<td>9</td>
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<td>Yearly</td>
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<td>Account &amp; Finance</td>
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