





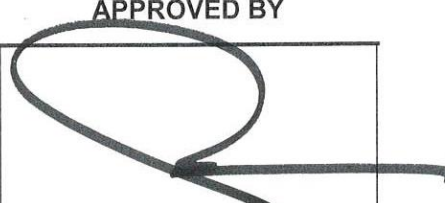
CONVENTION & EXHIBITION (PUTRAJAYA) SDN. BHD.


HSE PERFORMANCE MONITORING AND MEASUREMENT

Co-X/QHS/SOP13

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	DEPARTMENT	QUALITY, HEALTH, SAFETY & ENVIRONMENT	DATE	3 RD SEPTEMBER 2019
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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


- 3.1 Co-X : Convention & Exhibition (Putrajaya) Sdn. Bhd.
- 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
- 3.9 N/A : Not Applicable

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 ISO 45001:2018 Clause 9.1 Monitoring, measurement, analysis and performance evaluation

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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.

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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

N/A

8.0 APPENDIX / ATTACHMENT

8.1 HSE Monitoring and Measurement Matrix [Appendix A]

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Appendix A – HSE Monitoring and Measurement Matrix

No	Type of Measurement / Monitoring	Frequency of Monitoring	Test Method	Person / Department Responsible
1	Medical check up	Newly joined employee	Determine by HCA	HCA
2	Objectives, targets and management programs	Monthly	-	Respective HOD
3	Maintenance of emergency equipment	Monthly / Yearly	Visual inspection	Facility
4	Maintenance of PPE	Monthly / Yearly	Visual Inspection	Facility
5	Maintenance of lifting equipment	Monthly and Yearly	Visual Inspection and External Test Inspection Report	Facility
6	Incidents trend	Quarterly	-	QHSE
7	HSE Meeting	Quarterly	-	HSE Committee
8	Internal Audit	Yearly	-	QHSE
9	Contractor performance	Yearly	-	Account & Finance
10	Legal compliance	Yearly	-	QHSE