





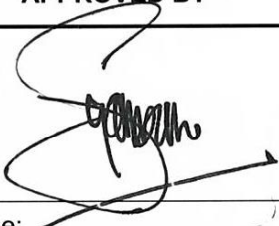
CONVENTION & EXHIBITION (PUTRAJAYA) SDN BHD

HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL


Co-X/QHS/M02

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	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 3 of 27

## 1.0 USER'S GUIDE & CONTROL OF HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL

### 1.1 Purpose

1.1.1 The purposes are the following:


- 1.1.1.1 The understanding of Co-X's HSE policies and general procedures to ensure distribution of resources to all employees for continual improvement of occupational health, safety and environment in Co-X.
- 1.1.1.2 Guideline to the organization on direction in implementing Occupational Health and Safety Management System that can contribute to the protection of employees from hazards and its associated risks, the elimination of work-related injuries, disabilities, ill health, diseases, near misses and fatalities.
- 1.1.1.3 Guideline in implementing Environment Management System to protect the environment and the communities affected by the activities of the organization.
- 1.1.1.4 Cultivating the occupational health, safety and environment culture in Co-X.

### 1.2 Distribution

- 1.2.1 The HSE Manual of Co-X is solely for its organizational circulation. This must not be copied or passed onto other companies or persons without prior written consent of the Management Representative (MR).
- 1.2.2 This manual is subject to **Control of Documented Information (Co-X/QHS/SOP01)** procedure of the HSE Management System. It is available in the Document Controller in the form of hard copy and accessible to the personnel. Hard copies are prepared, upon request, for the Customer on authorization by the MR.

### 1.3 Amendments and Addition

- 1.3.1 The HSE Manual is composed of several sections. Amendments to any of these sections and subsections shall be made in writing and submitted to the author and MR for the initial evaluation before recommending approval.
- 1.3.2 The CEO or COO shall approve any changes and description of changes are recorded in the Document Revision History of this Manual.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 4 of 27

## 1.4 Authorization

- 1.4.1** The contents of this Manual have been established, approved and agreed by all key personnel of Co-X.
- 1.4.2** The CEO or COO has the ultimate authority to approve this Manual and the HSE Policy.
- 1.4.3** The policies and procedures written in this document are to be followed in order to attain, maintain and ensure the continual improvement of occupational health, safety and environment in Co-X.

## 2.0 INTRODUCTION

### 2.1 Foreword

Co-X is committed to achieving its goal of prevention of injuries, ill health and pollution in Putrajaya International Convention Centre (PICC) premise. It is the responsibility of the Co-X management to assure distribution of resources to all employees for continual improvement and to improve the occupational health, safety and environment.

Co-X has developed and implemented related health, safety and environment programs along with the applicable of Occupational Safety and Health Act (OSHA) 1994 and Environmental Quality Act (EQA) 1967. The HSE practices and processes in Co-X is developed according to all of the elements of OHSAS 18001:2007 and ISO 14001:2015 while adhering to the Quality Management System, which is compliant with ISO 9001:2015.

Co-X has developed this HSE Manual, both in electronic and hard copy form. When “Co-X” is mentioned throughout this manual, it refers to below scope.


### 2.2 Scope of HSE Application

The scope of this HSE Manual applies to the operations of Convention & Exhibition (Putrajaya) Sdn. Bhd., Putrajaya International Convention Centre (PICC), Precinct 5, 62000 Putrajaya, Malaysia.

Co-X’s HSE Management System scope of the registration is:

#### **IN COMPLIANCE TO ISO 14001:2015 AND OHSAS18001:2007 PROVISION OF BUSINESS EVENTS SERVICES AND MANAGEMENT FOR HOSPITALITY INDUSTRY**

The HSE Management System shall apply to all process, activities, product and services pertinent to the operation of Co-X in PICC premise. It involves all phases of convention and exhibition management and operations, from determination customer requirement, planning and control of F&B process to the closure of an event.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 5 of 27


## 2.3 Terms & Definition

**2.3.1** At Co-X, the following standards are used as reference for the Occupational Health, Safety and Environment Management System:

- 2.3.1.1** ISO 9001:2015 Quality Management System
- 2.3.1.2** ISO 14001:2015 Environmental Management System
- 2.3.1.3** OHSAS 18001:2007 Occupational Health and Safety Assessment Series
- 2.3.1.4** MS 1722:2011 Occupational Safety and Health Management System


**2.3.2** The terms and definition, which are frequently used to describe aspects of Co-X's Occupational Health, Safety and Environment Management System, and applied throughout of this Manual, are as per provided in:

- 2.3.2.1** CEO Chief Executive Officer
- 2.3.2.2** COO Chief Operation Officer
- 2.3.2.3** Co-X Convention & Exhibition (Putrajaya) Sdn. Bhd.
- 2.3.2.4** F&B Food and Beverages
- 2.3.2.5** HCA Human Capital and Administration
- 2.3.2.6** HOD Head of Department
- 2.3.2.7** HSE Health, Safety and Environment
- 2.3.2.8** HSEMS Health, Safety and Environment Management System
- 2.3.2.9** LOA Letter of Award
- 2.3.2.10** MR Management Representative
- 2.3.2.11** PICC Putrajaya International Convention Centre
- 2.3.2.12** PO Purchase Order
- 2.3.2.13** QHSE Quality, Health, Safety and Environment
- 2.3.2.14** QMS Quality Management System

 <small>Convention &amp; Exhibition (Putrajaya) Sdn Bhd</small>	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 6 of 27


## 2.4 Company Profile

**CONVENTION & EXHIBITION (PUTRAJAYA) SDN. BHD.** (hereinafter referred to as **Co-X**) is Malaysia's premier meeting and convention venue. First in exclusivity. First in the number and variety of its venue. First in access and connectivity. Our company rises majestically from the top of Putrajaya's highest point and amidst a prestigious enclave of residential neighborhoods and waterfront developments. It is both an iconic landmark that overlooks Malaysia's seat of government, and one that incorporates a modern, spacious and incredibly versatile design. This company comprises 49 discrete venues with an impressive 1.3 million square feet of usable space on nine (9) levels of conference space. With state-of-the-art-facilities and world-class service and support teams, but with a distinctly Malaysian warmth and flavor.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 7 of 27

### 3.0 MANAGEMENT COMMITMENT

- 3.0.1** Our commitment to continuous improvement of performance in health, safety and environment requires the involvement and participation of all staff on a daily basis as it gives priority to prevention.
- 3.0.2** Based on Co-X QHSE policy and the ongoing implementation of our system, we must ensure that we preserve the physical integrity and health of employees including:
- 3.0.2.1** Maintaining physical integrity and health of the staff.
  - 3.0.2.2** Maintaining good working conditions for staff.
  - 3.0.2.3** Identify risks (dangerous situations, near misses, incidents and etc.), analyze, protect themselves and fight the source.
  - 3.0.2.4** Fight against the use of drugs, alcohol and tobacco.
  - 3.0.2.5** Ensure environmental sustainability within our operations.
- 3.0.3** Our policy is described in this HSE Manual which develops our approach to prevention and is based on:
- 3.0.3.1** Professional qualifications and professional competence.
  - 3.0.3.2** The organization and work preparation.
  - 3.0.3.3** Information, awareness and training.
  - 3.0.3.4** The control system.
  - 3.0.3.5** The evaluation and monitoring of results health, safety and environment.
- 3.0.4** We ask everyone, and a sustained commitment at all times so that we strive together to the full implementation of Co-X QHSE policy.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 8 of 27

### 3.1 Management Responsibility

**3.1.1** The establishment and respect this HSE Manual is essential to ensure the requirements of safety, industrial health and environmental protection.

**3.1.2** This Manual of Health, Safety and Environment defines:

**3.1.2.1** QHSE Policy and the associated management system.

**3.1.2.2** The means put in place: risk analysis, safety equipment, tools.

**3.1.2.3** Management reviews to assess the effectiveness of the system.

**3.1.2.4** Insurance knowledge and respect for HSE rules and procedures.

**3.1.2.5** Information staff modalities for implementation of the right of withdrawal.

**3.1.3** It is the responsibility of the management in Co-X on the enforcement across the HSE Management System.

**3.1.4** The management is assisted in this task by QHSE management responsibility in charged to ensure that the requirements of the HSE Manual are implemented effectively.

**3.1.5** The Head of QHSE Department as the Management Representative (MR) is overall responsible for the implementation and enforcement of the rules defined in the HSE Manual.


**3.1.6** All employees under the employment of Co-X are responsible to comply with these rules.

### 3.2 Policy

Co-X QHSE policy is provided and endorsed by our CEO and this policy shall be made available to any interested party and is posted throughout the organization. This policy status is reviewed during management review to ensure that the commitments identified in it are achievable and able to be demonstrated.

Co-X Quality, Health, Safety and Environment Policy is stated in **Appendix I**.



	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 9 of 27

## 4.0 HSE PLANNING

### 4.1 Hazard Identification, Environmental Aspects, Risk Assessment and Determining Control (HIEARADC)

Co-X has established and maintains procedures to identify the environmental aspects and occupational hazard of its activities and over which it can be expected to control and have an influence, taking into consideration the planned and new development, new or modified activities, products and services. These hazards and aspects are identified in order to determine those that have or can have risk to human being and significant impacts on the environment respectively. Those aspects relating to significant impacts and determined risk control when setting environmental objectives have been considered.

The assessment shall be done in consultation for the workers and / or persons involved in the work activity. Worker's participation is crucial in making a good assessment. Hazard and environmental aspect shall be identified for all work activities and shall be done either in qualitative or quantitative manner depending on the complexity of work activity.


### 4.2 Identification of Hazard and Environmental Aspects

Hazards that have been identified and classified under negligible potential harm not be documented or given future consideration.

Beneficial environmental aspects that been identified during assessment can be note in the environmental aspect column, however it is not required further risk assessment. The assessor must ensure to document the hazard and aspects and take into consideration of the followings elements such as:

- 4.2.1 Source of harm.
- 4.2.2 Who shall affected by those harm.
- 4.2.3 How this harm shall occur.

The hazard shall be categorized using the prompt list however not limited to it.


	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 10 of 27

**Hazard Prompt List**

Type	Hazard Description	Type	Hazard Description
Biological	Exposed to pathogen	Ergonomic	Repetitive motion
	Exposed to allergen		Awkward posture
Chemical	Chemical splash onto skin, eye		Wrong sitting posture
	Explosion		Physical stress
	Inhalation of vapor		Vibration impact
	Inhalation of fume		Computer screen radiation
	Fire		Forceful hand exertion
	Exposed to carcinogens	Psychosocial	Sexual harassment
Inhalation of smoke	Mental Stress		
Physical	Exposed to radiation	Electrical	Exposed to conductive material
	Excessive noise		Exposed to high static voltage
	Exposed to high/low temperature		Exposed to high voltage
	Subjected to vibration impact	Mechanical	Hit / poked by object or mass
Others	Snake bite		Cut / poked by sharp object or edges
	Fall from height	Machineries	Unguarded machine
	Fall on same level		Draw in
	Hit by falling object		Caught in between
	Hit by vehicle		

The identified hazard categories such as mechanical, electrical, hazardous substances, fire and explosion, radiation etc. shall consider the character of the work activities and location where the works are carried out.


The environmental shall be categorized using the prompt list however not limited to it.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 11 of 27

**Environmental Aspect Prompt List**

Environmental Impact	Environmental Aspect Description
Air pollution	Emission of CO2 Emission of Fume Emission of noise
Atmosphere pollution (Global impact i.e. Global warming)	Emission of CFC Emission of excessive CO2 Emission of COX
Water / Soil pollution (Local Impacts)	Discharge of chemical Release of effluent
	Leakage of hazardous chemical Leakage of leachate
Drain / River / Landfill pollution (National impacts)	Disposal or discharge of clinical waste Disposal of e-waste Disposal of drugs Disposal or discharge of hazardous chemical
Increase land fill area (National impact)	Disposal of general waste i.e. paper, packaging items etc.
Depletion of natural resources (Non-renewable global impacts)	Usage of electricity Usage of plastic / PVC material
Depletion of natural resources (Renewable global impacts)	Usage of recyclable material Usage of paper Usage of water
Extinction of wildlife	Usage of endanger species furs / skins Consume endanger species
Nuisance to neighborhood	Emission of bad smell Discharge of untreated sewerage
<b>Beneficial Aspects</b>	
Reduce landfill and soil pollution	Recycle of aluminum, paper, packaging, bottle
Reduce CO2	Tree planting

It is essential to make subjective assessment of risk associated with each environmental aspect and hazard, assuming that planned or existing controls are in place.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 12 of 27

The risk from the hazard and environmental aspect shall be determined by estimating the potential likelihood of harm and the severity that harm shall occur and also the existing control measure.

### 4.3 Risk Assessment

The risk rating is calculated as Likelihood x Severity (RR = LH x S)

#### 4.3.1 Likelihood of An Occurrence

This value is based on the likelihood of an event occurring. Assessing likelihood is based worker experience, analysis or measurement. Likelihood levels range from “most likely” to “inconceivable.” Table A indicates likelihood using the following values:


Likelihood (LH)	Nature of Occurrence	Rating
Most likely	The most likely results of hazards / events being realized	5
Possible	Has a good chance of occurring and is not unusual	4
Conceivable	Might be occur at some time in future	3
Remote	Has not been known to occur after many years	2
Inconceivable	Is practically impossible and has never occurred	1

Those subjective risk estimations shall normally take into account for all the people exposed to a hazard and environmental aspect, thus any given hazard and environmental aspect is more serious if it affects a greater number of people.

Some of the larger risks may be associated with an occasional task carried just by one person for e.g. maintenance of boiler, manning the machine during OT hours, etc.

Risk estimation shall also consider the unsafe acts by personnel who:

- 4.3.1.1 Unaware of hazard and environmental aspects.
- 4.3.1.2 Do not have knowledge or skills to do the task.
- 4.3.1.3 Underestimate risks.
- 4.3.1.4 Overlook safety procedures.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 13 of 27

Consequences of unplanned event and human error are included in integral part of the hazard and environmental aspect identification and risk assessment process.

#### 4.3.2 Severity of Hazard


Severity can be divided into five categories. Severity are based upon an increasing level of severity to an individual's health, the environment, or to the property. Table B indicates severity by using the following table:

Severity (S)	Nature of Injury & Illness	Rating
Catastrophic	Numerous fatalities, irrecoverable property damage and productivity	5
Fatal	Approximately one single fatality major property damage if hazard is realized	4
Serious	Non-fatal injury, permanent disability	3
Minor	Disabling but not permanent injury	2
Negligible	Minor abrasions, bruises, cuts, first aid type injury	1

Information obtained about work activities that have been clarified is a vital input to this risk assessment in making a consideration of the potential severity.

Risk management measures shall reflect the principle of elimination of risk where practicable, follows in turn of risk reduction, either by reducing the probability of occurrence of harm or the severity of the potential harm.

Risk that is under acceptable are endured by Co-X having regard to its legal obligations and the QHSE Policy.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 14 of 27

#### 4.4 Determining Control Based On Risk Matrix

The identified risk categories form the basis for deciding whether improved controls are required and the timescale for action.

If the risk has potential violation of legal requirements, the specific legal requirements are noted in the remark column of respective risk register and listed in the list of risk category. However specific legal requirements related with hazard and environmental aspect are listed in legal register. The aspect in list register is automatically considered significant.


The list of Risk Category high shall be developed by MR identify and monitor all the actions required. MR also recommends to list out the hazard or environmental aspect that is under category high without any exiting control. Control effort and urgency shall be proportional to the risk that has been identified.

**Risk Matrix (Table C) is shown below:**

	Severity (S)				
Likelihood (LH)	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

High ■      Medium ■      Low ■

The relative risk value obtained are used to prioritize necessary actions to effectively manage work place hazards.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page <b>15</b> of <b>27</b>

Co-X determines priority based on the following ranges as Table D below:

Risk	Description	Action
<b>15 – 25</b>	<b>High</b>	A HIGH risk requires immediate action to control the hazard as detailed in the hierarchy of control. Actions taken must be documented on the risk assessment form including date for completion.
<b>5 – 12</b>	<b>Medium</b>	A MEDIUM risk requires a planned approach to controlling the hazard and applies temporary measure if required. Actions taken must be documented on the risk assessment form including date for completion.
<b>1 - 4</b>	<b>Low</b>	A risk identified as LOW may be considered as acceptable and further reduction may not be necessary. However, if the risk can be resolved quickly and efficiently, control measures should be implemented and recorded.


Hazard identification, assessed risk and control determined for the Occupational Health, Safety and Environment of Co-X activities in PICC premise are developed, registered and maintained in **HIRADC Register** and **Environmental Aspect & Impact Assessment Register** respectively.

#### 4.5 Legal and Other Requirements

Co-X identified and have access related HSE legal and other requirements to which the organization subscribes that are applicable to all the activities and products in review and record in management review.

The relevant environmental, occupational safety and health related legislation of Malaysia and other related requirements directly applicable to all environmental aspect & impact, occupational health & safety hazards, activities and facilities are identified, updated and maintained in **Legal and Other Requirement Register**.

The **Legal and Other Requirements (Co-X/QHS/SOP12)** procedure was developed to provide guidance in the identification, assessment, accessing and updating of environmental, occupational safety and health related legal and other requirements that subjected to the company's activities, products and services. The requirements would take into account the applicable Malaysia laws and other requirement including corporate directives or other interested parties such as local community and operations.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 16 of 27

## 4.6 Objectives and Programs

### 4.6.1 Objectives and Targets

Yearly objectives and targets table is established and maintained at each relevant function and level within Co-X. The table will include provisions for the consideration of significant environmental aspects, determined risk control, legal and other requirements, technological options, financial, operational and other business requirements, and the views of interested parties when establishing and reviewing HSE objectives.

The objectives and targets are reviewed during our management review to ensure that they are consistent with the HSE policy including the commitment to prevention of pollution and prevent injury and ill health.

The Head of QHSE Department as the Management Representative are overall responsible to the maintenance of these objectives and targets.

### 4.6.2 Management Programs

Co-X has established and maintains programs / plans for achieving its objectives and targets. The programs / plans shall designate responsibility for achieving objectives and targets at each relevant function and level of the organization, and the means and time frame by which they are to be achieved. Programs / plans are reviewed and set during HSE Management Review. The QHSE personnel maintains programs through the periodic review and update of the progress. The established programs are from approved objectives and targets. All programs are maintained electronically by the QHSE personnel and hard copy is available upon request from MR or Document Controller.

## 5.0 IMPLEMENTATION AND OPERATION


### 5.1 Organization and Resources

#### 5.1.1 Organization Chart

Management of Co-X understood one of the key success of successful implementation of Health, Safety and Environment Management System depends primarily on well-defined between the different departments of the company links.

An organizational chart of all departments and functions in Co-X operating in PICC premise are clearly defined as stipulated in **Appendix II**.



	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 17 of 27

### 5.1.2 Definition of Role, Responsibility, Accountability and Authority

The CEO and COO of Co-X take the ultimate responsibility of HSE and has appointed the Head of QHSE Department as Management Representative. MR also take the responsibility of management appointee who has defined roles, responsibilities, and authorities for ensuring that the HSE Management System requirements are established, implemented, and maintained. Management Representative reports on the performance of the HSE Management System to top management for review and as a basis for improvement of the HSE.

Top management demonstrates its commitment by:

- 5.1.2.1** Ensuring the availability of human resources and specialized skills, organizational infrastructure, technology and financial resources. Essential to establish, implement, maintain and improve the HSE.
- 5.1.2.2** Defining roles, allocating responsibilities and accountabilities, and delegating authorities to facilitate effective HSE management.

Roles, responsibilities, accountabilities and authorities are documented in relevant job description and organization structure.

Co-X also ensure that persons in the workplace take responsibility for aspects over which they have control, including adherence to the organization's applicable HSE requirements.


Employees, including those from middle management levels, are responsible to assist and involve in the assessment of hazards and environment aspects and determining the operational control that are within their responsibilities.

In general, employees take responsibility for aspects of HSE over which they have control including adherence to the organization's applicable HSE requirements, reporting any incidents and their involvement in consultations with the HSE committee.

## 5.2 Competence, Awareness and Training

Co-X identified the training needs of all personnel, including contractors whose work on organization's behalf may create a significant impact upon the environment and risk to their health and safety by receiving appropriate training and / or awareness. Procedures are established and maintained to make employees or contractors whose work on organization's behalf at each relevant function and level aware of the following:

- 5.2.1** The importance of conformance with the HSE policy and procedures and with the requirements of the HSE Management System.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 18 of 27

- 5.2.2** Employees should be aware of the significant environmental impacts, consequences of OSH hazard on actual or potential, of their work activities and the environmental benefits of improved personal performance.
- 5.2.3** They should be aware of their roles and responsibilities in achieving conformance with the HSE policy and procedures and with the requirements of the HSE Management System including emergency preparedness and response requirements.
- 5.2.4** Employees should also be aware of the potential consequences of departure from specified operating procedures.
- 5.2.5** The facility ensures that personnel performing the tasks, which can cause significant environmental impacts and risk, are competent on the basis of appropriate education, training, and / or experience.

### 5.3 Documentation and Control of Documents


Co-X has established and maintains procedures for controlling its HSE documents, which include but limited to manual, emergency plans, organization charts etc. The MR shall be the authorized representative responsible for document control and ensuring that:

- 5.3.1** They can be located.
- 5.3.2** They are periodically reviewed and revised as necessary and approved for adequacy by the CEO or COO.
- 5.3.3** The current versions of relevant documents are available where operations essential to the effective functioning of the system are performed.
- 5.3.4** Obsolete documents are promptly removed from all points of issue and points of use.
- 5.3.5** Obsolete documents retained for legal and / or knowledge preservation purposes are identified.
- 5.3.6** Document control procedure (according to ISO 9001).

### 5.4 Operational Control

HSE operations and activities that are associated with the identified significant environmental aspects and OSH risks have been identified and planned to ensure that they are carried out under specified conditions. Co-X maintained documented procedures to cover its applicable operations and / or activities. They are also used for communicating the relevant procedures and requirements to suppliers and contractors. For those operations and activities, the organization shall implement and maintain:

- 5.4.1** Operational controls, as applicable to the organization and its activities; the organization shall integrate those operational controls into its overall HSE Management System.
- 5.4.2** Controls related to purchased goods, equipment and services.
- 5.4.3** Controls related to contractors and other visitors to the workplace.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 19 of 27

## 5.5 Emergency Preparedness and Response

Co-X has identified the potential for and response to accidents and emergencies and for preventing and mitigating the environmental impacts and OSH risk that may be associated with them.

Emergency Response Team (ERT) and **Emergency Preparedness and Response (Co-X/QHS/SOP09)** procedure are developed for prevention and / or mitigation of the following emergency situation, which includes but not limited, to:

- 5.5.1 Fires and explosion.
- 5.5.2 Rainstorms or other unexpected weather conditions.
- 5.5.3 Major chemical spillage or leakage.
- 5.5.4 Accidents or injuries.

Where necessary, the emergency preparedness and response plans are tested and revised, in particular, after the occurrence of accidents, emergencies, and tests. Involving the Emergency Response Team, Emergency Preparedness and Response procedure and plan in Co-X are periodically tested, which the frequency are determined by legislation and the MR.

## 6.0 Checking

### 6.1 Performance Measurement and Monitoring


Co-X has established and maintains documented procedures to monitor and measure on a regular basis the key characteristics of its operations and activities that can have a significant impact on the environment and OSH risk. This includes the recording of information to track performance, relevant operational controls, and conformance with the organization's HSE objectives and targets.

Documented procedures exist for the maintenance and calibration of monitoring equipment. Records of these procedures are retained according to record control procedures.

Co-X has established and maintains a documented procedure for periodically evaluating compliance with relevant environmental legislation and regulations.

### 6.2 Incident Investigation

The method of treatment of accidents and incidents in Co-X allows the team to analyze the circumstances and to draw lessons learnt from the incident in order to identify concrete corrective actions and prevent their recurrence.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page <b>20</b> of <b>27</b>

In addition, treatment of incidents and dangerous situations improved the level of prevention (training, work preparation, risk analysis). This allows interested staff to approach the publication of results, analysis and monitoring of HSE suggestions.

Accidents and Incidents reporting in PICC premise are made through the following phases:

#### Phase 1 - Description of The Event

Involves the description of facts, search for evidence, interviewing those involved, questions to clarify a point or to remove any inconsistencies. The description is performed, if possible, with the victim concerned, witnesses, or the managers who were present at the event. It gives rise to the opening of an account of accident and incident reporting.

#### Phase 2 - Analysis

It gives rise to the search for causes. This analysis is performed by the Head of QHSE Department, Safety Officer, or as part of a working group of HSE Committee. The immediate causes or actions or abnormal conditions are analyzed together with the root cause, personal factors or associated equipment. Analysis method such as fault tree analysis are used to support the investigation.

#### Phase 3 - Corrective actions and monitoring actions


Corrective actions are carried out immediately by assigned personnel and closely monitored by the Head of QHSE Department with the given deadline of completion. Competent personnel such as the Head of QHSE Department or Safety Officer shall verify the effectiveness of the corrective action taken.

### **6.3 Nonconformity, Corrective Action and Preventive Action**

Co-X has established and maintains procedures for defining responsibility and authority for handling and investigating incidents, nonconformance, taking action to mitigate any impacts caused, and for initiating and completing corrective and preventive action. Any corrective and preventive action taken to eliminate the causes of actual and potential nonconformance are appropriate to the magnitude of problem. Co-X implemented and recorded any changes in the documented procedures resulting from corrective and preventive action.

### **6.4 Control of Records**

Co-X has established and maintains a matrix for the identification, maintenance, and disposition of environmental records. These records include training records and the results of audits and reviews. The activities of identification, collection, indexing, filing, storage, maintenance, and disposition of HSE records are performed by the Document Control.

 Convention & Exhibition (Pusat) Sdn Bhd	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 21 of 27

The records are maintained such that they are legible, identifiable, and traceable to the relevant activity, product, or service. They are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration, or loss. Retention period are established and recorded.

Records will be maintained, as appropriate to the system and to Co-X in order to demonstrate the conformances to the requirements.

## 6.5 Internal Audit

Co-X has established and maintains programs and procedures for internal audits to be carried out in order to determine the conformity of HSE Management System to plan arrangements and has been properly implemented and maintained. Information on the results of audits is one of the elements for the formal management review.

The audit program is based on the importance of the activities of the organization and the results of previous audits. The audit procedures include audit scope, frequency, and methodologies, as well as the responsibilities and requirements for conducting audits and reporting results. Every activity and area is audited at least once per year.

## 6.6 HSE Indicators and Dissemination of Results


HSE statistics are monitored by the management of QHSE Department with the assistance from relevant section HOD in Co-X and provide a basis for preventive action. They are presented to the management and staff on regular basis.

Where necessary, the QHSE Department established and communicates safety and environmental indicators as follows:

- 6.6.1 The number of hours worked.
- 6.6.2 The number of lost time accidents.
- 6.6.3 The number of accidents without stopping.
- 6.6.4 Absenteeism due to illness.
- 6.6.5 Occupational diseases.
- 6.6.6 Disposal of waste.


## 6.7 Management Review

Co-X top management at intervals, reviews the environmental management system to ensure its continuing suitability, adequacy, and effectiveness. The management review process ensures that the necessary information is collected to allow management to carry out this evaluation, and the review is documented. The input of organization's management review shall include:

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page <b>22</b> of <b>27</b>

- 6.7.1** Results of internal audits and evaluation of compliance with legal requirements and with other requirements to which the organization subscribes.
- 6.7.2** Communications from external interested parties, including complaints.
- 6.7.3** The HSE performance of the organization.
- 6.7.4** The extent to which objectives and targets have been met.
- 6.7.5** Status of corrective and preventive actions.
- 6.7.6** Follow-up actions from previous management reviews.
- 6.7.7** Changing circumstances, including developments in legal and other requirements related to its environmental aspects.
- 6.7.8** Recommendation for improvement.

Co-X management reviews the HSE with at least one formal review held annually. Records of management reviews are documented in management minutes shall include any decision and actions taken for the assigned and scheduled review sessions which consistent with the commitment for continual improvement.

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page <b>23</b> of <b>27</b>

**APPENDIX I – QUALITY, HEALTH, SAFETY AND ENVIRONMENT POLICY**

**QUALITY, HEALTH, SAFETY AND ENVIRONMENT POLICY**

The management of Convention & Exhibition (Putrajaya) Sdn. Bhd. (Co-X) is committed to drive Putrajaya International Convention Centre (PICC) becomes a renowned business events destination. This includes the provision of excellent and professional services and the focus on customer satisfaction by proper management system, teamwork and a very good climate communication.

In order to adhere these principles, Co-X are committed:

**Q**  
Quality

- ✓ To use the disciplines of ISO 9001 to develop and maintain the processes needed to provide PICC a premier venue with leading-edge innovations and exceptional hospitality for our customers with consistent standard of quality.
- ✓ To establish and upgrade measurable goals through internal audits, corrective actions and management review.
- ✓ To comply with applicable regulatory and customer requirements including the quality, safety, hygiene and environmental specifications for Co-X activities, products and services.
- ✓ To continually improve the effectiveness of the Quality Management System.

**HS**  
Health Safety

- ✓ To provide and ensure the work environment, facilities, equipment and workplace system safe and healthy for all employees, contractors, customers, visitors and the parties related directly or indirectly to the activities of the Co-X.
- ✓ Implement activities and programs to prevent injury and ill health, including of awareness and health monitoring to all employees and ensure that every worker takes part in the activities and programs.
- ✓ Cooperate with the authorities (Department of Occupational Safety and Health Malaysia and other government departments and agencies) as far as practicable in compliance with all legal provisions related to occupational safety and health at the time, industrial codes of practice, standards and other relevant requirements.
- ✓ Ensuring continual improvement concepts into practice constantly in assessing policies, safety and health performance, procedures and existing workplace systems in order to improve the quality of occupational safety and health.


**E**  
Environment

- ✓ To set environmental objectives and targets, integrate the process of performance monitoring, reviewing and reporting.
- ✓ To conserve natural resources through the responsible use of energy, water and materials.
- ✓ To comply with applicable environmental law and regulations.
- ✓ To continually improve environmental performance and minimizing the environmental impact.
- ✓ Commit to protect the environment, including prevention of pollution and other specific commitment(s).

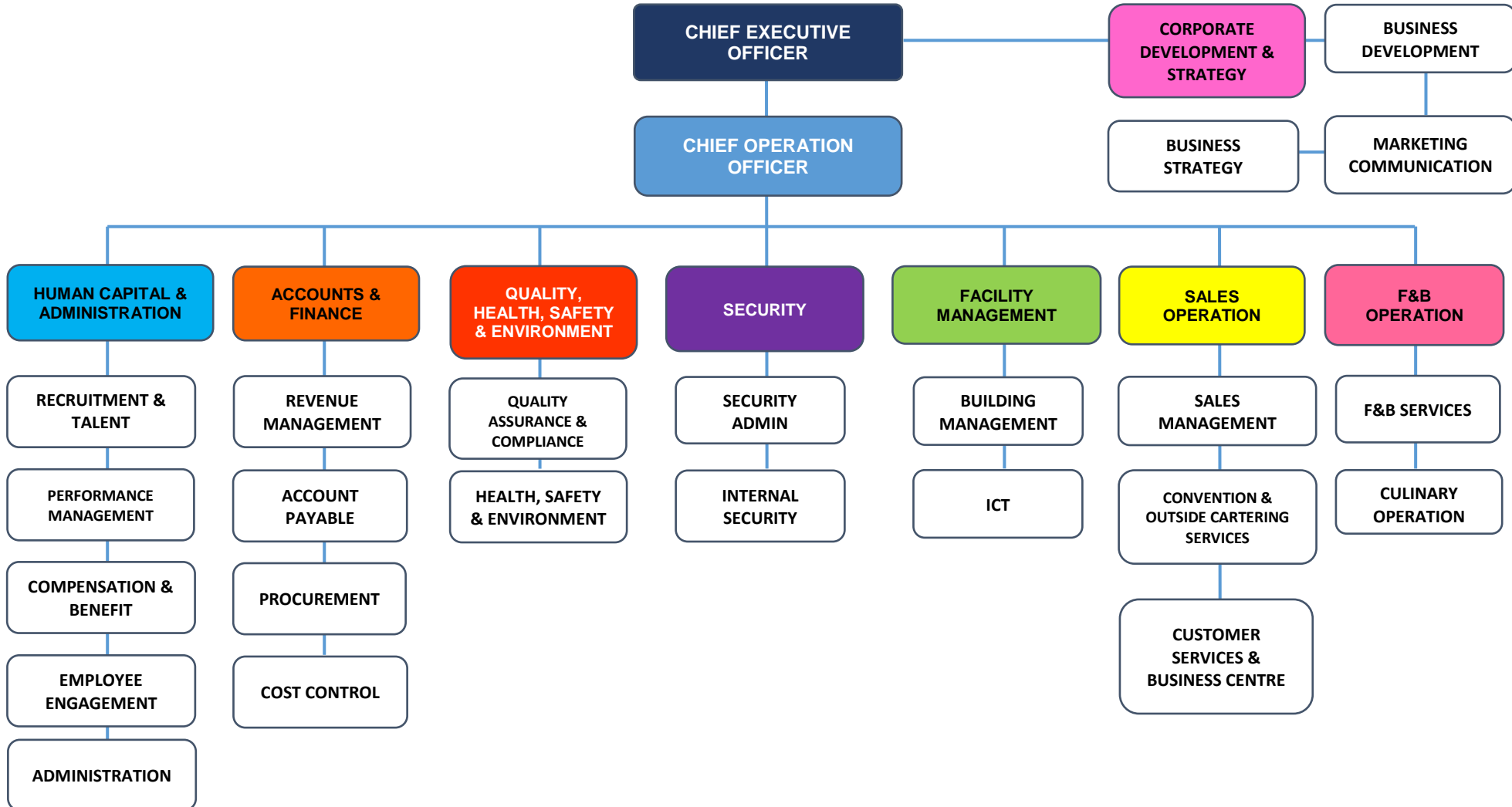
Co-X has the ultimate responsibility to maintain the Quality, Health, Safety and Environment Policy and shall promote all initiatives to improve Co-X products and services.




.....  
**DATU' BADLISHAH BIN HAJI AHMAD**  
 Chief Executive Officer  
 Convention & Exhibition (Putrajaya) Sdn. Bhd. (Co-X)  
 Putrajaya International Convention Centre  
 Date : 3 January 2017

	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 24 of 27

**APPENDIX II – ORGANIZATION STRUCTURE**






	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 25 of 27

**APPENDIX III – LIST OF HSE SYSTEM DOCUMENTED PROCEDURE**


No	Title	Doc No	Applicable OHSAS 18001 Requirement	Applicable ISO 14001 Requirement
1	Control of Documented Information	Co-X/QHS/SOP01	4.4.5 Control of Documents 4.5.4 Control of Records	7.5 Documented information
2	Management of Change	Co-X/QHS/SOP02	4.3.1 Hazard Identification, Risk Assessment and Determining Control	8.1 Operational planning and control
3	Internal Audit	Co-X/QHS/SOP04	4.5.5 Internal Audit	9.2 Internal Audit
4	Corrective and Preventive Action	Co-X/QHS/SOP06	4.5.3.2 Nonconformity, Corrective Action and Preventive Action	10.2 Nonconformity and corrective action 10.3 Continual improvement
5	Management Review	Co-X/QHS/SOP07	4.6 Management review	9.3 Management Review
6	Internal & External Communication	Co-X/QHS/SOP08	4.4.3.1 Communication	7.4 Communication
7	Emergency Preparedness and Response	Co-X/QHS/SOP09	4.4.7 Emergency Preparedness and Response	8.2 Emergency Preparedness and Response
8	Accident Incident Reporting	Co-X/QHS/SOP10	4.5.3.1 Incident Investigation	-
9	HSE Risk Assessment	Co-X/QHS/SOP11	4.3.1 Hazard Identification, Risk Assessment and Determining Control	6.1 Actions to address risks and opportunities
10	Legal and Other Requirements	Co-X/QHS/SOP12	4.3.2 Legal and Other Requirements 4.5.2 Evaluation of Compliance	6.1.3 Compliance obligations 9.1.2 Evaluation of compliance
11	HSE Performance Monitoring and Measurement	Co-X/QHS/SOP13	4.5.1 Performance Measurement and Monitoring	9.1 Monitoring, measurement, analysis and evaluation

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	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 26 of 27

No	Title	Doc No	Applicable OHSAS 18001 Requirement	Applicable ISO 14001 Requirement
12	Permit to Work	Co-X/QHS/SOP14	4.4.6 Operational Control	8.1 Operational planning and control
13	Chemical Handling	Co-X/QHS/SOP15	4.4.6 Operational Control	8.1 Operational planning and control
14	Security Management & Control	Co-X/SEC/SOP01	4.4.6 Operational Control	8.1 Operational planning and control
15	Purchasing and Supplier Selection	Co-X/AFD/SOP01	4.4.6 Operational Control	8.1 Operational planning and control
16	Training	Co-X/HCA/SOP01	4.4.1 Resources, Roles, Responsibility, Accountability and Authority	5.3 Organizational roles, responsibilities and authorities 7.3 Awareness
17	Competency	Co-X/HCA/SOP02	4.4.2 Competence, Training and Awareness	7.2 Competence

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	<b>TITLE</b>	HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL		
	<b>DEPARTMENT</b>	QUALITY, HEALTH, SAFETY & ENVIRONMENT	<b>DATE</b>	1 <sup>st</sup> NOVEMBER 2017
			<b>REVISION NO.</b>	3.0
	<b>REFERENCE NO.</b>	Co-X/QHS/M02	<b>PAGE NO.</b>	Page 27 of 27