

Safety Offence Matrix

No	Offence	Offence Code	Severity	Category	Offence Category	1st Offence Consequences		2nd Offence Consequences		3rd Offence Consequences		4th Offence Consequences		5th Offence Consequences	
						PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)	PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)	PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)	PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)	PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)
Safety Critical Control															
1	Climbing container to release jammed twist lock without proper safety control measure	SV001	5	People	Breach of PTP Safety Rules	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)						
2	PPE Non-Compliance: a) Not wearing PPE b) Not wearing PPE properly c) Using PPE in poor condition	SV002	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		
3	Sleeping at point of work / Resting at unauthorized area	SV003	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		
4	Being at QC and RTG Yellow Gantry Line	SV004	2	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)
5	Working at height without using proper safety harness	SV005	5	People	Breach of PTP Safety Rules	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)						
6	Being under suspended load	SV006	5	People	Breach of PTP Safety Rules	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)						
7	Not complying to 3 container width distance when being onboard vessel	SV007	5	People	Breach of PTP Safety Rules	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)						
8	Being at open edge without fall protection (safety railing, body harness)	SV008	5	People	Breach of PTP Safety Rules	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)						
9	Using mobile phone at non-safe zone	SV009	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		

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						PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)	PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)	PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)	PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)	PTP Contractor	External (Haulier, Delivery, Free Zone tenant etc)
10	Working under the influence of drugs & alcohol	SV010	5	People	Breach of PTP Safety Rules	- Blacklist (PPD)	- Blacklist (PPD)								
Unsafe Act															
11	Failure to comply to buddy system requirement as per job description	SV011	2	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)
12	Throwing lashing tools from height	SV012	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		
13	Skipping rest time without approval for Terminal Equipment Operator	SV013	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		
14	Smoking at non-smoking area	SV014	1	People	Breach of PTP Safety Rules	- Written warning (HSE)	- Written warning (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 3 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 3 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)
15	Performing any unsafe act or behavior	SV015	2	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)
16	Not performing housekeeping	SV016	1	People	Breach of PTP Safety Rules	- Written warning (HSE)	- Written warning (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 3 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 3 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)
17	Misusing electrical appliances or hot work tools and equipment including unauthorized, illegal modifications and poor electrical wiring installation	SV017	2	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)
18	Intimidation and/or provoking and/or threatening and/or assaulting any PTP's personnel who are implementing Health, Safety & Environment rules and PTP's Health, Safety and Environment General Safety Guideline	SV018	4	People	Breach of PTP Safety Rules	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)				
19	Provoking / abetting other persons to disobey PTP HSE regulations	SV019	4	People	Breach of PTP Safety Rules	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)				
20	Using equipment or machinery unfit for intended task, including the following: a) No certificate of fitness, or b) Expired certificate of fitness, or c) Equipment in poor condition	SV020	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		

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21	Locking / unlocking twistlock at non designated area for haulier	SV021	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		
22	Open burning without approval / authorization	SV022	2	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)
Reporting & Incident															
23	Directly involved and responsible for causing an accident or incident that results in either one of the following: a) Injury - First aid case b) Damage to assets - Damage cost less than RM5,000 c) Environmental impact - Temporary or negligible according to days	SV023	2	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 5 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)
24	Directly involved and responsible for causing an accident or incident that results in either one of the followings: a) Injury - Restricted work or medical treatment case b) Damage to assets - Damage cost more than RM5,000 and less than RM20,000 c) Environmental impact - Short term according to weeks	SV024	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		
25	Directly involved and responsible for causing an accident or incident that results in either one of the followings: a) Injury - Loss time injury b) Damage to assets - Damage cost more than RM20,000 and less than RM100,000 c) Environmental impact - Medium term according to months	SV025	4	People	Breach of PTP Safety Rules	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)				
26	Directly involved and responsible for causing an accident or incident that results in either one of the followings: a) Injury - Permanent disability or fatality b) Damage to assets - Damage cost more than RM100,000 c) Environmental impact - Long term according to years	SV026	5	People	Breach of PTP Safety Rules	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)						
27	Failure to report / late reporting for any accident including fire and oil spills incident to superior / PTP Emergency Hotline	SV027	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		

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38	Failure to comply to: a) TRAS / risk assessment control measures b) Job Permit / Permit to Work control measures	SV038	3	People	Breach of PTP Safety Rules	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Written warning (HSE) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)		
39	Falsifying information during Job Permit / Permit to Work application	SV039	5	People	Breach of PTP Safety Rules	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)						
Fire Management															
40	Misusing fire equipment such as fire extinguishers	SV040	1	People	Breach of PTP Safety Rules	- Written warning (HSE)	- Written warning (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Final warning (AO) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 3 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 3 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Banned to enter PTP for 7 days (AO / PPD) - Accident Case Training (HCM) / Safety Induction Refresher (HSE)	- Blacklist (PPD)	- Blacklist (PPD)