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HSSE SPECIFICATIONS FOR VENDOR

ANNEX TO CONTRACT

Pelabuhan Tanjung Pelepas

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INTRODUCTION

This document is established as the health, safety, security, and environment (HSSE) compliance obligation requirements for Vendor during the tendering process and during post Contract award.

In this context, Vendor is categorized into 3 groups namely Contractor, Consultant and Goods Supplies.

This document is also the 3rd Level HSSE document in the contract structure as shown in Figure 1 below. The Vendor shall refer to this document extensively and consider all resources needed while preparing their HSSE proposal for tender submission based on the stipulated requirements.

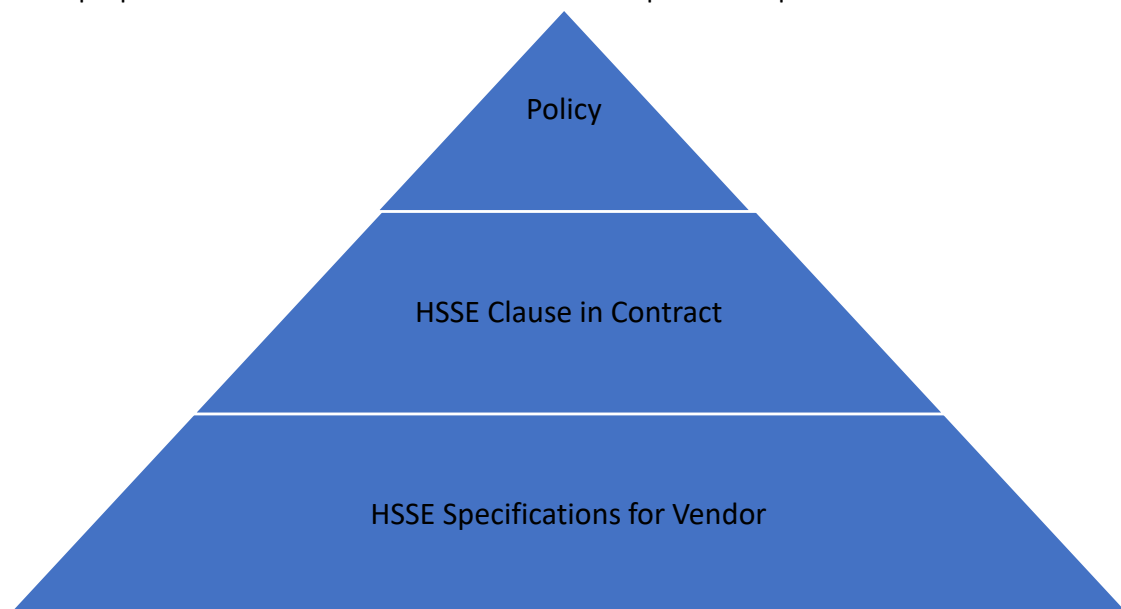



Figure 1: Overall HSSE documents level in the contract structure

The Vendor shall be aware that the PTP considers HSSE to be of paramount importance. The Vendor shall therefore take all steps to minimize and where possible eliminate safety risks in performance of the Works/Services. All Works/Services shall be carried out in a safe manner and free of any danger. The Vendor will ensure safe operations for the duration of the Works/Services, as specified and shown, including the following:

1. In accordance with applicable regulations and generally accepted construction practices, the Vendor shall be solely and completely responsible for conditions of the Work Site, including safety of all persons and property during performance of Work/Services.
2. Full compliance with all Federal, State, and local laws, ordinances, statutes, rules, and regulations relating to the safety of the public and workers.

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3. Compliance with all the requirements shall not relieve the Vendor from other obligations imposed elsewhere in Contract and/or by law and regulations.

PTPs' commitment to HSSE translates into (see Corporate HSE Policy and Security Policy in attachments):


1. License to operate
2. No hierarchy
3. No compromise
4. Not optional

The applicability of clauses of the HSSE Specifications for Vendor after post Contract award is referred to the **Attachment 4 – HSSE Specifications for Vendor Clause Matrix**

PTP vendors categorized as 'Contractors' under the PTP Vendor Category document (<https://www.ptp.com.my/PTP/media/File/PTP-VENDOR-CATEGORY.pdf?ext=.pdf>) must adhere to the CIDB Act 1994 and shall register both their company and all PTP-based employees with CIDB.

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PART I: GENERAL HSE REQUIREMENTS

1. Compliance to Laws/Regulations/Company Requirements

Vendors shall comply with all applicable Health, Safety and Environmental (HSE) laws and regulations including fire and security, which are applicable to the location where the works/services are being carried out.

Vendor shall indemnify PTP against all legal costs, fines and compounds imposed and claims and damages incurred because of breach or non-compliance with any relevant laws and regulations. Vendor shall always comply with the requirements as set forth by PTP in its policies, operating standards, any special instructions, and all requirements stipulated in this contract. These requirements are intended to supplement any known or ought to be known laws and regulations applicable at the location where the works are being carried out.

Vendor shall take all necessary HSE precautions related to or arising out of the performance of the contract to protect the work, the personnel and property of PTP, Vendor, sub-Vendor, all third parties and public from the hazards associated with the work.

2. Vendor Written Policy/Organization

Vendor shall acknowledge PTP's strong commitment to HSE and affirm that it has a written HSE policy which is a standard comparable to PTP's HSE policy and which has been signed and is actively supported and endorsed by Vendor's management.

Vendor shall further affirm that its HSE policy is widely disseminated and understood among Vendor and sub-Vendor's employees.


3. Protection of Employees, Public, Assets and Environment

Vendor shall protect the safety and health of workers and people living or working near the project site from potential hazards created by the Works/Services. A vendor, at its own cost, must take all necessary precautions to protect the public and minimise disturbance and inconvenience to the public resulting from performance of the Works/Services.

Throughout performance of the Works/Services, Vendor shall conduct all operations in such a way as to minimize any impact upon the natural environment including compliance with all laws, regulations, and rules applicable to the site. Vendor agrees to indemnify PTP, its officers, agents and

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employees for all claims, damage costs and penalties relating to any environmental damage or loss or non-compliance with any laws or regulations arising out of Vendor's and/or sub-Vendor's performance of the Works/Services.

4. Right to Stop Work

Any PTP's representative or his designated representatives shall have the right to prohibit commencement of Works/Services or to stop any Works/Services in progress if the equipment, machinery, personnel, or work conditions are considered at PTP's discretion to be unsafe or not to follow any applicable rules, regulations, and procedures.

Stoppage of the work shall be at Vendor's expense until Vendor has satisfactorily rectified such unsafe acts and condition. In the event of serious or repeated infringements, PTP may terminate the contract without compensation.

Any of the Vendor's Personnel shall have the right to stop any Works/Services when they are considered unsafe and such stoppage shall come at no personal consequences to PTP, unless clear misuse of this right is proven by evidence.

If any vendor personnel violate the HSE laws and regulations including fire and security of PTP and Malaysia, they will be subject to the consequence management system. For details on the consequence management matrix, visit <https://www.ptp.com.my/hsse/resources/passes-and-permits>.

5. Maintain Equipment and Machinery in a Safe Condition


Vendor shall ensure that all its machinery, equipment, facilities, and other items in any way associated with or utilised in the Works/Services are fit for use, certified as required and maintained in a safe and good working condition and in accordance with any requirement under the law.

6. Risk Management and Hazards Identification

Vendor shall make an initial assessment of the HSE risks involved in the execution of the Works/Services. The focus of the assessment should be to evaluate the inherent hazards in conducting the work and the potential adverse consequences of an accident to the workforce, the public and the environment, company assets and reputation.

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The risk assessment register shall be established by following the Job Safety Analysis (JSA) methodology and shall be submitted to PTP together with the HSE plan and agreed upon execution process of project.

Vendors shall take appropriate measures to prevent incidents from occurring and to minimise the consequence of an event should it occur.

Vendor shall conduct HSE inspections and audits to ensure that such preventive measures are carried out. Vendor shall promptly conform to all recommendations made pursuant to the said inspections and audits.

7. Competent Personnel

Vendors shall ensure that competent personnel are fully trained and certified to carry out the task of operating all machinery, equipment, and tools. Vendor shall provide an adequate level of technical and HSE related training conducted by a recognised training institution for all relevant personnel in connection with the Work/Services. All Vendor's supervisory personnel shall attend relevant HSE training and be competent in hazard identification.

Vendor shall ensure that all its and its sub-Vendor's personnel engaged in the Works/Services are healthy and fit, and possess the experience and skill required to perform the Works/Services.

8. HSE Awareness

Vendor shall be responsible for maintaining and enhancing the HSE awareness among its personnel and sub-Vendor's personnel, including arranging safety induction, toolbox, regular HSE meetings and emergency drills.


Findings of hazard identification including Job Safety Analysis shall be communicated to Vendor's personnel. Copies of minutes of Vendor safety meetings shall be submitted to PTP every month.

9. Incident Reporting

The vendor shall report to PTP immediately of the occurrence of any incident or accident including near misses with an approved incident reporting form. Vendor should also alert the appointed consultants, PTP Emergency Response, port police and /or other authorities relevant to the incidents or accidents. The Vendor shall report any incidents under its own jurisdiction to the appropriate authorities and when any incidents occur within PTP's premises, the Vendor shall assist PTP in reporting such accidents and incidents to the appropriate authorities as required.

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Injured workers employed by vendors must receive medical examination and treatment from PTP-registered Occupational Health Doctors (OHD) only.

All incidents or accidents that result in, or have the potential to cause, serious injury or property damage must be suitably investigated by the Vendor, Consultant (if applicable) and PTP.

Vendor shall maintain accurate incident and injury reports and shall comply with PTP's requests for information relating to accidents, injury, or illnesses.


10. Housekeeping

Vendor shall ensure that good housekeeping is maintained continuously throughout the duration of the Works/Services. Due regards shall be paid to proper disposal of scrap material, tidiness, clearance of access ways and emergency exits.

Access and egress of all exits, fire and safety equipment, and work areas must be always kept clear of obstructions. Special attention must be given to maintaining clear walkways, removal of slippery and tripping hazards, securing, or removing of loose materials at height, and proper storage of materials. Oily or chemically soaked rags must be disposed of in a proper manner. All housekeeping shall be at the Vendor's cost.

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PART II - SPECIFIC HSE REQUIREMENTS

1. Safety and Health Officer/Safety Supervisor/Consultant/Occupational Safety and Health Coordinator

SHO/Safety Supervisor

Contractor shall, at its own cost, provide such numbers of qualified Safety and Health Officers (SHO) or supervisors who will be responsible to provide guidance and advice pertaining to Health, Safety and Environment (HSE) requirements of the Works/Services. The SHO or supervisors shall guide the Contractor's management on hazard assessment and measures, with equal diligence being paid to fulfillment of the contractual specifications.

In addition to the ongoing monitoring of the site, the Contractor SHO or supervisors shall also perform a formal inspection of the site at least once every week to identify and correct any hazardous conditions noted. A written record of all inspections and their status of action follow-ups shall be given to PTP's representative.

Site or Contractor's SHO must not be involved or assigned to other part-time work other than as the HSE officer.

If not previously agreed at contracting stage, prior to start of any Works/Services, the Contractor shall submit the CV of the proposed SHO or supervisors for PTP's approval.

Consultant


Consultant shall be responsible to provide technical advice, to communicate and to report to PTP at soonest time when during any phases of project execution any gaps are identified against the PTP's compliance obligations. Consultant (if applicable) shall have the authority to act on behalf of PTP during their absence and take Consequence Management to close the gaps.

Occupational Safety and Health Coordinator

Under the mandate of Malaysia's Occupational Safety and Health Act (Act 514), any contractor employing five or more individuals must designate an Occupational Safety and Health Coordinator. This entrusted individual shoulders the critical responsibility of managing all safety and health matters within the workplace environment.

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2. Health, Safety, Security, and Environmental (HSSE) Plan

Prior to any Works/Services being carried out on site, the Vendor shall ensure specific HSSE Plan is agreed with PTP which, as a **MINIMUM** takes into consideration and includes the followings:

- HSE policy, targets, and requirements
- Prevailing laws and regulations
- Vendor's HSE policy
- Vendor's organization including positions for HSE manager, SHO, etc.
- HSE responsibilities of Vendor's key personnel
- Risk assessments including preventive and mitigating measures
- Description and schedule of HSE activities
- Incident reporting and investigation
- Emergency response plan

Vendor shall follow the template as published in the PTP's website (<https://www.ptp.com.my/hsse/resources/passes-and-permits>) when developing the HSSE plan.

PTP shall review or comments on such plan shall not relieve the Vendor from its obligations under the Contract and at law, nor shall such review and comments to be construed as limiting in any manner the Vendor's obligations to undertake any action which may be necessary to establish and maintain safe working conditions at the location where the works are being carried out.

Submit the Health, Safety, Security, and Environmental (HSSE) Plan with all Job Permit applications for works exceeding 30 days, as stipulated in the Contract.

As stipulated in the HSSE plan, "Contractor" category vendors must maintain an accurate and up-to-date Masterlist of their employees' CIDB green cards. This Masterlist will be readily available for inspection and audit by PTP personnel.

3. Equipment Safety Inspections



Prior to start of Works/Services, Vendor is required to inspect the equipment and machinery required in connection with the Works/Services including but not limited to cranes, trucks, forklifts, etc., to ensure that the Works/Services will be performed under safe condition.

In addition, Vendor shall maintain and perform continuous safety inspection throughout the Works/Services and shall promptly implement all recommendations made pursuant to the said inspection.

PTP shall have the right to conduct its own safety audit or inspection at its worksite. Vendor shall comply with all recommendations arising from such audit or inspection.

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Vendors shall ensure that all fuel powered and electrical equipment working in the vicinity of flammable vapours is equipped with proper ignition protective devices.

A vendor shall ensure that only permitted personnel by way of previous technical training and familiarisation are allowed to operate and/or maintain equipment and machinery.

4. Personal Protective Equipment (PPE)

Vendor shall, at its own cost, supply its personnel and sub-Vendor's personnel required in connection with the Works/Services with adequate PPE and maintain enforcement on the use of such PPE.

*Vendor shall purchase PPE in accordance with the specification and meet the relevant local HSE regulations or recognized industry standards such as ANSI, EN and ISO and as per attachment - **PPE STANDARDS & TECHNICAL SPECIFICATIONS***

The PPE shall also receive the approval from Director General of DOSH, Malaysia which includes head protection, foot, hearing, eye, hand, body and respiratory.

Vendor and sub-Vendors shall not charge its personnel for such PPE.

5. Mechanical Equipment Operation

Vendor shall upon arrival at the worksite, inspect all mechanical construction equipment that is to be utilised in the Works/Services.


This equipment may include but is not limited to the following:

- Cranes
- Forklifts
- Self-Loading Trucks
- Trailers and Prime Movers
- Compressors
- Temporary Electrical Distribution Boards
- Scaffolding equipment
- Rigging equipment
- Man-cages/Personal Baskets
- Aerial Work Platforms

All remedial work (or replacement) on the inspected equipment shall be carried out at Vendor's own cost.

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All equipment inspected and accepted for use on the work shall be clearly identified by a tagging system.

6. Confined Space

Confined space entry must be authorised through PTP's Permit to Work ("PTW") approval process. Vendor shall take precautions which include but not limited to gas/oxygen tests, PPE requirement, respiratory equipment, isolation of connections to confined space, provision of ventilation and making sure confined space is free from fumes, placing person on standby and ensuring the availability of rescue equipment and team.

The Vendor SHO or supervisor shall ensure that all necessary precautions and protective measures are strictly implemented.

Vendor's personnel shall be certified to be medically fit before they are allowed to work in any confined space.

The Vendor and Sub Vendor shall adhere to all confined space work rules and regulations including but not limited to the Industrial Code of Practice for Safe Working in Confined Space, 2010.

7. Permit System

Vendor shall adhere to PTP's *Permit System* procedure should the Vendor's activities require the application of such permits. This includes any general work by a Vendor; as well as specific permission for high-risk works such as hot work, lifting, excavation, confined space entry, electrical, working at height or any activities at high traffic area.


All works in PTP are subject to the Job Permit (JP) application (exception to the low-risk Vendor in Appendix 4). When any high-risk work is required, the Vendor shall apply the high-risk Permit to Work (PTW) in daily basis.

PTP's area owner shall acknowledge the work activity and authorized PTP personnel shall approve the permits. The Vendor shall continuously enforce the conditions of such permits including renewing its validity. Vendor's supervisors shall manage the permits under their scope of works. Any costs incurred in the application of permits shall be borne by Vendor.

Application of permits can be made online through PTP's website at <https://www.ptp.com.my/hsse/resources/passes-and-permits>.

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To prioritize safety throughout the greenfield development project, the Vendor is required to implement their own robust Permit to Work (PTW) system for all high-risk construction activities, diligently employed on a daily basis. This proactive approach guarantees stringent adherence to best practices during this critical phase. As the project progresses to the "Go Live" or Testing & Commissioning stage, however, the Vendor must seamlessly transition to PTP's established PTW system. This ensures optimal integration and alignment with PTP's safety and operational standards. Importantly, the Vendor's PTW system can only be reintroduced upon receiving formal approval from PTP, guaranteeing consistent compliance and minimizing risk across every project phase.

8. Tools and Equipment

Vendor shall ensure that all Vendor's machinery, tools and equipment, facilities, and other items associated with the works whether purchased or rented are maintained in a safe condition and to be operated by competent operators. Tools shall only be used for the job they were designed to perform. All guards must be fitted and shall always be in good condition. All grinding discs must be checked for correct size and allowable speed as well as for any pre-existing damage prior to fitting.

Electrically powered tools shall meet the hazardous zones requirement where applicable. All electric cables shall be industrial type. Use of domestic electric cables is prohibited.

Vendors shall repair or replace defective tools and equipment at their own cost.

Appropriate personal protective equipment must always be worn when using any tool or equipment.


9. Compressed Gas Cylinders

Vendor shall ensure that:

- Compressed gas cylinders are stored, transported, or used shall be in an upright position and secured to some substantial object or structure by a chain or other suitable means capable of supporting the weight of the cylinder. This applies to all cylinders, whether empty or full.
- Cylinder valves shall be closed, and hoses depressurized when cylinders are not in use.
- Cylinders shall have protective valve caps in place while they are being transported/stored.
- Cylinders shall be returned promptly to a suitable storage area after use. They shall not be left at any worksite.

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- Cylinder storage areas should be kept away from general traffic paths and must not be adjacent to vehicle paths.
- Flammable gases and oxygen cylinders must not be stored in proximity unless separated by a non-combustible wall.
- Cylinders may only be hoisted when enclosed in an approved box or cradle within which they are securely fastened.
- Cylinders must be identified by a colour code in accordance with Malaysian or respective national standards.
- Gas welding cylinders shall have hose check valve (non-return valves), which allow gases to the blowpipe, but not back from it.
- Flashback arrestors shall be installed to quench flashback flames and cut off the gas flow automatically, in both oxygen and fuel gas outlet lines.
- Before starting work, the vendor shall conduct a soap test for a gas leak in the gas cylinders.

10. Welding and Cutting

Vendors shall ensure only competent, authorized workers are allowed to use welding equipment.

Hard hats are required to be worn by welders during the actual process of welding. However, if there is restriction due to narrow space, Vendor shall conduct risk assessment with PTP's HSE Department to determine whether not wearing the hard hats may not cause head injury and determine other control which deem effective to reduce the probability of accident to occur.

Vendors shall ensure suitable precautions against exposure of welding hazards such as excessive ultraviolet radiation, fire, or dust.


Welding, and/or flame cutting without exception of areas shall only be done under the control of a PTW.

Vendors shall provide an adequate number of suitable fire extinguishers and welding blankets at a welding site. Welders must be competent to use these extinguishers.

Before starting work, the vendor shall conduct a soap test for a gas leak in the gas apparatus.

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11. Abrasive Wheels

Vendor shall ensure that safety protection in the form of goggles and /or shields are provided and utilised by the personnel working with grinding machines and abrasive wheels. When changing discs on a portable grinder, it is imperative that a suitable replacement disc is fitted and placed in the correct manner. Vendor shall ensure only trained and competent personnel are permitted to carry out this task.

12. Blasting/High Pressurized Blast

Blasting in general is a high-risk activity due to stored energy presence inside the operating unfired pressure vessel, Thus, Vendor shall in advance submit the method of statement and risk assessment to PTP. PTP will then advise on the necessary safe measures which include PTW needed for any blasting activity. Vendor shall provide the blaster with an approved air mask and oil free air supply.

Associated workers and any other personnel within the blasting area must wear approved respiratory protection. The blasting gun must have a 'dead man' safety device operated by the blaster. Under no circumstances shall the device be tied back.

Vendor shall made efforts to minimize the exposure of the blasting works to the surrounding environment. A protective shield shall erect and notice board shall be posted to prevent exposure of the blasting grit.


13. Chemicals

Vendor shall ensure all requirements for storage, labelling, handling, and personal protection outlined in the material safety data sheet are followed. When in doubt concerning these requirements, the Vendor shall consult PTP's HSE personnel.

Solvents, cleaners, and cleaning agents must not be stored or used in unventilated areas or in immediate proximity to any sources of ignition. Quantities of such materials greater than needed for one day's work must be stored outside the work area in a proper storage facility. Smoking (including the use of e-cigarette or vaping devices) is not always permitted while using or in the vicinity of any such chemical.

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14. Electrical Safety/Power Source

Vendor's equipment and facilities of electrical nature shall be fit for purpose and appropriate for the environment in which it shall be used. All portable electrical equipment shall be properly maintained and visibly display a valid SIRIM (or equivalent) sticker and "electrical test" label.

The Vendor shall pay particular attention to the safety of access on land and the danger from electrical cables being led to the Works/Services. Suitable tripping devices shall be installed and maintained regularly by an approved electrician. No earth connections to handrails shall be made.

Vendors shall also verify energy isolation through lockout tagout (LOTO) prior services or maintenance of electrical equipment and facilities.



15. Excavation

Vendor shall ensure that all excavation works shall meet the following requirements as a minimum:

- Excavation work shall be subject to a PTW.
- Prior to embarking excavation work, proper design and plan shall be drawn up considering the soil type and the weather conditions and proximity to facilities as well as any existing underground services.
- Walkways between trenches should be kept clear of obstruction.
- A competent person must inspect all excavations, shafts, tunnels, and earthworks of any description each day when persons are working.
- A standby person shall be made available at all times equipped with all necessary safety equipment.
- All excavations exceeding 1.5 meters shall be shored up. For excavation exceeding 2 meters deep, a confined space permit shall be secured.
- No mechanical excavation within 1 meter of the existing service is allowed. All underground services must be hand exposed and identified.

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16. Barricade, Platforms, Guardrails & Signage

Vendors shall provide adequate hard barricades, covers, guardrails, signal flag persons or other appropriate warning devices to protect personnel near any hazardous operations or overhead work. Temporary covers for floor openings shall be firmly fastened and clearly identified by warning signs. All elevated work areas, walkways, platforms etc. whether permanent or temporary, shall be protected by an approved guardrail (consisting of an upper and intermediate rail and toe board) and shall provide a sturdy working space. The Vendor shall provide all the necessary signs, barriers, flag persons, etc. to protect the public from exposure to injury from the work.

All legislated and PTP requirements for warning signs and/or barriers adjacent to public roads must be strictly adhered to.

The Vendor shall install and maintain the standard dimension of 300mm by 400 mm (minimum) safety warning signs. The signage must be in dual language of English and Bahasa Malaysia. The signage must be visible and installed in the proper locations.

17. Scaffold/Unprotected Edges

A safe means of access must be provided for any Works/Services to be carried out at a height greater than 2 meters above ground. If suitable permanent access is not available, a well-designed, erected, inspected, and maintained scaffold will provide a safe means of access and safe working areas.

Additionally, safe access to scaffold work platforms by ladder must be provided. All scaffolding shall be constructed in accordance with B.S 5973 Code of Practice for Access and Working Scaffolds and Special Scaffold Structures in Steel or its equivalent.

All scaffolding materials and components shall be as follows:

a. Scaffold tubes



All tubes must be galvanized steel 48.3mm OD and wall thickness 4mm comply to BS 1139 Part 1, 1982 and free from cracks, splits, or excessive corrosion and straight. Black steel or aluminum scaffold is not allowed offshore.

b. Coupling and fittings

They must be of sound construction, comply with BS 1139, Part 2. Do not mix tubular and fittings of different standards.

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c. Board or decking

All timber scaffold boards shall meet the recommended BS 2842:1981 or regulation 87 of Factory and Machinery Act 1967, regulation 1986.

d. Ladders

Ladders shall meet BS 1129:1982.

e. Frame or tubular scaffold

Only proprietary steel frame or tubular scaffold of sound design and construction are allowed as per manufacturer specification.

f. Inspection

A scaffold inspector shall inspect all scaffold material. Every metal tube scaffold exceeding 40 meters in height and every other scaffold exceeding 15 meters in height shall be constructed in accordance with the design and drawings of a Professional Engineer.

g. Erection


Scaffolds must only be erected, altered, or dismantled by competent scaffolder under supervision of a charge hand scaffolder. The erection area shall be isolated with hard type barricade with relevant safety signage. All inspection of any scaffold during erection, alteration or every severe weather change shall be done by a scaffold inspector. After the inspection is confirmed safe, the scaffold inspector shall put the durable green tag or red tag for unsafe scaffolds. The scaffolds are only valid for one week and shall be recorded on the green tag and scaffolds register. This register will alert the scaffold inspector for re-inspection and subject for audit.

For unprotected sides and edges the Vendor shall supply, install, and erect guardrail, barricade, and toe board (where required) to exposed edges/opening but not limited to:

- a) Building perimeter openings
- b) Lift shaft openings
- c) Floor openings
- d) Working platform
- e) Loading platform

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18. Site Office and Welfare Facilities

Vendor shall maintain comfortable working condition in the site office and welfare facilities as follows:

- Temp 20-26 deg C
- Humidity 40-60%
- Adequate ventilation
- No smoking policy except at the designated smoking areas
- Adequate lighting comfortable to the eyes at 400 lux
- Office space at 6.25 sq.m per workstation
- Welfare facilities e.g., portable toilets, eating area, drinking water
- Daily housekeeping
- Clear passageways, remove tripping hazards
- Emergency plans for evacuation
- Ensure car park well-lit and control of vehicle movement e.g., reverse parking policy
- Keep first aid box
- Keep fire extinguisher


19. Storage/Warehouse

Vendors shall ensure an acceptable means for storing material, chemical and fuel on sites. The requirements for storing of materials shall also include the following:

- Construction material shall be stored at the designated on-site location.
- Written procedures on handling and disposal for all material must be made available.
- Good housekeeping must be practiced at all storage sites.
- Storage areas must be located away from vehicular traffic in areas.
- Storage floors and bins shall be labeled and constructed to safely support the loads that are to be imposed upon them with a posted appropriate maximum safe load limits provided.
- Storage facilitation must be provided with approved lighting, well ventilated, and constructed with fire resistance or explosion-proof facilities where appropriate for the chemicals or fuel stored.
- Welding, cutting or any other operations that create sparks must be prohibited inside a cabin or near the flammable/combustible material storage yards.

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- An adequate number of fire extinguishers of appropriate type shall be made available at all storage areas and cabins.
- All personnel shall wear approved hard hats while in storage areas if stacked greater than 3 meters.
- Flammable and combustible liquids shall be stored separately preferably in storage buildings.
- Storage rooms shall be constructed to meet the required fire-resistant rating for their use.
- Approved safety cans/cabinets shall be used to store and transfer flammable and combustible liquids, with the name of the material clearly stamped
- “No Smoking” signs shall be posted at storage areas involving flammable and combustible liquids

20. Driving/Vehicle Safety

Vendor personnel traveling to and from worksite shall use proper means of transport with assigned seat and seatbelt for every person. No back pickup transportation is allowed. Vendor shall be responsible to provide safe access and egress to the worksite. Vendors shall set an allowable speed limit and place suitable road signs at the worksite.

Vendor shall maintain and enhance the awareness of safe driving among its employees and its sub-Vendors. This includes wearing a seat belt, observing speed limit, maintaining good vehicle condition, driving defensively, and possessing valid driving license.



The Vendor carrying out construction or maintenance operations on roads shall take due care and diligence to minimize the risk of injury to terminal users or damage to their property because of such operations by preparing Traffic Management Plan (TMP) for all work zones and submit to PTP HSE for approval and disseminate information on TMP to terminal user via traffic signs, banner, etc. **(Preferably 1 week in advance).**

21. Transportation

Transportation coming into PTP shall at first obtain a port pass upon successfully inducted. Vehicles recommended to move along the terminals area are pickups or MPV's, minibus or shuttle bus in such only approved vehicles will be granted passes at certain areas not including wharf terminals.

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22. Lifting

All cranes supplied by Vendor shall be tested before going into service. All associated lifting equipment shall be inspected. A valid Perakuan Kelayakan Mesin Angkat ("PMA") certificate is required.

Vendor shall maintain cranes in a safe condition and make repair or replace unsafe crane for works. Should there be any doubt about the safety of the crane, Vendor may be required to perform load test at its own cost.

A colour coding shall be used to identify inspected lifting appliances. The vendor shall prepare a lifting plan and seek approval from PTP for any heavy lifting of 15 tonnes and above or any capacity loading above 85%. Vendor is responsible for ensuring that only a competent and authorised lifting worker shall operate any lifting device and that a signaller is designated to signal the operator as necessary to properly place and control the loads.

Prior to performing any lift, the operator shall determine the weight of the object being lifted and ensure that cables, lifting device and any slings, wire rope, chains etc. used in the lift are of sufficient strength to support the weight of the load.

No worker shall be allowed under the load. Tag lines must be used to guide and control the load where excessive movement is possible.

A competent worker shall inspect all wire rope, chains, and slings prior to performing any lift. Record of inspection shall be kept for PTP's review and shall be produced upon request. During winch or tow, all personnel must be clear of the 'whip area' of cable under tension.

Lifting work shall be subject to a PTW.

23. Heavy Machinery



All Vendor's heavy machinery on any worksite must have proper insurance and in safe operating condition. They must be operated by a competent, properly licensed operator. It shall be operated in a safe manner and at a speed suited to the terrain and weather condition.

All cranes, stringing trucks, heavy and tracked equipment and machinery, welding rigs and all vehicles except passenger vehicles must be fitted with reverse alarms.

Any vehicle with restricted vision shall not operate in the vicinity of workers, except under the direction of a designated worker who is able to see that the way is clear and safe.

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24. Working at Height

When working at height above 2 meters, the Vendor shall put appropriate control measures or methods to reduce or maintain the risk of falling from heights. The control measures shall be carefully assessed and implemented to ensure its effectiveness. The approach to control measures should be attempted from the top of the hierarchy onwards. The hierarchy of controls shall be as followings:

- Hazard elimination - Preferred solution is to eliminate exposure to fall hazard.
- Passive fall protection - Physical barriers, like guardrails around unprotected edges and covers over holes.
- Fall restraint system - Use personal protective equipment to restrict the worker's range of movement so they cannot fall. Vendors shall provide the workers with fall protection devices such as full harness with double lanyards, etc. Personnel using fall protection shall be instructed on its use with proper fall protection training.
- Fall arrest system - Design for situations where exposure to a fall is not preventable. A fall is arrested within acceptable force and clearance. When working at height more than 7.5 meters, Vendor shall provide suitable safety nets, which extends to 2.5 meters beyond the edge of work level. The nets shall be sufficiently anchored using steel hooks or shackles. The net shall be inspected daily.
- Administrative controls - Least preferred solution is the work practices or procedure that increases a worker's awareness of a fall hazard. A working at height rescue plan is mandatory.

Working at height shall be subjected to a PTW.

25. Air hose


Air hose should not be used to clean any part of the body or clothing or used to blow off dirt on the floor. It shall not also be laid on ground and shall be winded properly or stored at proper place after Works/Services has finished.

26. Job Safety Analysis (JSA)

Prior to performance of Works/Services, Vendor shall implement JSA as a safety precaution to eliminate or guard against hazards on a specified job. The JSA methodology shall include the following:

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- Study the job and develop basic job steps
- Identify the hazards on each job step
- Identify the safety precautions to be taken against each job step
- Record the JSA and inform all workers of the hazards and precautions to be taken.

This JSA shall be established for all activities within the Contract. It shall be revised in case of changes due to accident, new compliance obligations, new process and changes related to workers, material, and technology. Vendor shall follow the JSA template as published in the PTP's website (<https://www.ptp.com.my/hsse/resources/passes-and-permits>) when developing the JSA.

PTP has the right not approve the PTW should no JSA is established and attached with the hard PTW document on site during the Works/Services.

27. Safety Inspection/Audits

Prior to commencement of works, Vendor is required to inspect the worksite and equipment involved to ensure that Works/Services will be performed under safe conditions. In addition, Vendor shall maintain and perform continuous safety inspection throughout the works and shall promptly implement all recommendations made pursuant to the said inspection. PTP shall have the right to conduct its own safety audit/inspection at the worksite. Vendor shall comply with all recommendations arising from such audit/Inspection.

28. Safety Induction “PTP Client – Introduction”


Vendor shall identify its employees who will be required to attend PTP's safety induction training conducted by PTP HSE Team or any PTP appointed personnel. This training shall be applicable to all Vendor's and its sub-Vendor's personnel which requires access to the terminal areas. Each personnel who has attended the safety induction training and successfully passed the assessment will be issued with a port pass subject to having met all other port pass requirements.

28.1. Vendor Own Induction Program

Vendor shall implement a safety induction for the site. Vendor shall identify its employees who will be required to attend the safety induction program. The induction briefing shall be applicable to all Vendor and its sub-Vendor's employees as well as to any visitors to the site. A briefing shall be done on site prior to the commencement of the construction activities.

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Each person who has attended and completed the safety induction program shall be issued with a sticker to indicate that he has completed the safety induction course. The sticker shall be displayed on the safety hat and worn at site.

29. Toolbox HSE Meeting

A vendor shall ensure that his appointed works supervisor holds 'toolbox' safety meeting for about 5-10 minutes daily and/or prior to each shift. Specific topics shall include hazards relevant to current work, review of accidents and near misses and deficiencies and any new equipment or machinery. Vendor shall maintain records of attendance and submit to PTP as and when required.

30. HSE Meetings

Vendors shall form a Safety Committee at work site and shall hold regular meetings (minimum monthly) to create and maintain an active interest in safety. The meeting shall be attended by Vendor's management and workers representatives and chaired by Vendor's site project management. A copy of the minutes of every meeting of the safety and health committee shall be furnished to every member of the committee and to PTP within two weeks after the meeting has taken place. PTP representative may upon invitation from Vendor joining this forum and monitor the implementation and compliance as required by legal.

31. Occupational Health

Vendor shall ensure that all its employees and sub-Vendor employees engaged in the work are medically fit and healthy. Any medical diseases or disabilities which Vendor may consider will not adversely influence the employee's ability to perform his role in the work, should be reported to PTP prior to start of the work.


Vendor shall, at no cost to PTP, be responsible for the medical welfare of its own and sub-Vendor employees and shall take care of arrangements for medical attendance, treatment, or hospitalization when necessary and will arrange suitable insurance coverage for such contingencies.

Vendor shall be required to comply and carry out related Occupational Health requirements including but not limited to

1. *Occupational Safety and Health (Noise Exposure) Regulations 2019 and*
 - a. *Regulation 4. Noise Risk Assessment*
 - b. *Regulation 9. Audiometric*
2. *Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulation 2000 to their employees and sub-vendor employees.*
 - a. *Regulation 9. Assessment of Risk to Health*
 - b. *Regulation 26. Monitoring of exposure*

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c. Regulation 27. Health Surveillance Programme

The vendor shall provide a copy of the reports to PTP within 30 days of the report completion.

In case of emergencies, PTP may provide for necessary emergency arrangement, the cost of which shall be reimbursed to PTP by Vendor.

Vendor shall at its own expense have a fully equipped first aid station on site to treat minor injuries. This station shall be manned during all working hours. Vendor shall ensure that its personnel and sub-Vendor's personnel shall maintain a high standard of hygiene in connection with the performance of the work.

The Vendor shall provide, where necessary, sufficient hygienic drinking fluids and toilet facilities to meet health regulations and all other legislated requirements.

32. Drugs and Alcohol

The use, sale, dispensing or possession of drugs, narcotics and alcoholic beverages is always prohibited on the location and at any place where the Works/Services is performed.

A vendor shall ensure that its personnel do not at any time, during the performance of the work, partake, bring onto the worksite, or be under the influence of any alcoholic liquor, drug, or other intoxicating substance. This prohibition also covers all legal or prescription drug which may impair an employee's ability to perform his job safely. Employees who are caught using or in possession of drugs, on the job site shall be discharged. PTP reserves the right to randomly require Vendor employee to undergo drug tests at any time. Drugs test may be used in the event of accident investigation. Vendor undertakes that every person engaged by it or on its behalf to perform any element of the work (including sub-Vendor) shall be advised of the local laws relating to the importation and/ or possession of drugs. PTP recommends the Vendor or its Sub Vendor to establish its own Drug & Alcohol Policy, where applicable.


33. Environmental Management

Vendor shall outline and implement an environmental quality management plan that details the practices, procedures, and countermeasures for effective management of environmental impact, as required by both Malaysian Department of Environmental ("DOE") and PTP's requirements.

Vendor will develop a waste management plan as required by DOE and PTP. The plan will inventorise all wastes and states their method of disposal. A draft of the plan will be available before the commencement of any Works/Services. The plan will be regularly updated as conditions change. Vendors shall handle, sort, and dispose of all wastes in conformance with the plan.

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34. Security

The vendor's appointed security personnel shall be equipped with communication equipment and shall be able to contact PTP's port police and other emergency units as required. Vendor may install security equipment e.g., CCTV cameras at their work site to monitor stores and equipment's at site. This will also ensure workers monitoring of safety at the workplace. The security equipment installation shall be at Vendor's own cost.

Vendor may provide shelter, facilities, and amenities to enable such functions or duties to be performed properly and to the satisfaction of PTP.

35. Emergency Response Preparedness

Vendor, at its own cost, shall ensure adequate provision for emergency response at site, which as a minimum includes the following.

- fire fighting
- fire prevention
- first aid medical facilities
- *spill / leak*

Vendor's personnel shall be trained and competent in the use of firefighting equipment effectively. Vendor shall also ensure its first aiders are trained and competent to render such services effectively. Vendor shall call in PTP's emergency assistance where and when required based on the severity of the event.

36. Vendor Training Records



Vendors shall provide adequate training to all its personnel to ensure that they have sufficient knowledge and skill to undertake assigned tasks. Vendor 's training records shall be maintained and controlled.

37. Safety Performance Target

In line with PTP's objective to promote safety consciousness and safe working practices among the working employees, Vendor shall implement and establish a safety management award program to recognize the achievement and milestone for safe working performance for its employees.

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38. Vendor HSE Performance Reports

Vendor shall compile and maintain HSE performance records pertaining to its works with PTP. These records shall be updated and submitted to the PTP representative monthly or as and when required. The records shall be presented in any format that the Vendor may think suitable.

39. Incident Notifications and Investigation

The vendor shall develop an accident/incident reporting system, which shall be compatible with PTP's reporting system. Any occurrence of hazardous incident involving in PTP's work site, Vendor's or any third-party personnel, plant, or equipment, shall be immediately reported to PTP, irrespective of whether there is any injury to personnel or damage to plant, equipment, or *environment*.

All incidents that result in or have the potential to cause serious injuries or property damage must be suitably investigated by Vendor and PTP. Vendor shall keep a copy of the report at site. Vendor is required to investigate and report major accident to the Malaysian Department of Occupational Safety and Health ("DOSH") in accordance with the regulatory requirements. The investigation and report shall not preclude any similar investigations and reports required by the governmental authority in accordance with any relevant laws and regulations and maybe handled concurrently with them.

Upon completion of the work under the contract and/or on an annual basis, whichever is more frequent, Vendor shall prepare a summary report of its HSE performance together with an accident statistics JKKP 8 submissions before 31st January of the following year.

40. Statistics Board (if applicable)


In line with PTP's objective to promote safety consciousness and safe working practices among the working employees, the Vendor is required to install a Loss Production Scoreboard to highlight achievement/milestone for safe working hours of employees.

The Vendor shall install the above at each site office. The Loss Production Scoreboard shall be of acceptable material and shall contain the following information as a minimum (in English and Bahasa Malaysia):

Name of company _____
Date Start of Work. Month _____ Day _____ Year _____
Safety Target (Man-hours, Year) _____
Best Record Achieved (Man-hours, Year) _____
Current Man-hours Achieved (Man-hours, Year) _____
Date of Last Loss Time Accident (Man-hours, Year) _____
Total Number of Loss Time Accidents _____

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Attachment 1 - PPE Standards & Technical Specifications

PPE Types	Required DOSH Approval	Not Required DOSH Approval	Accepted Standards
Head protection	All type of head protection	None	MS 183: 2001, ANSI/ISEA Z 89.1: 2014, EN397:2012+A1:2012
Foot	Chemical hazard protection	Other than handling chemicals	MS ISO 20345:2008, ANSI/ISEA Z 87.1 2010, MS2050:2007, BS EN166: 2002
Hearing	All type of hearing protection	None	BS EN 352-1: 2020, BS EN 352-2: 2020, BS EN 352-3: 2020, BS EN 352-4: 2020, BS EN 352-5: 2020, BS EN 352-6: 2020, BS EN 352-7: 2020, BS EN 352-8: 2020, ANSI S3.19: 1974
Eye	Chemical hazard protection	Mechanical hazard protection	MS2050:2007, ANSI/ISEA Z 87.1 2010, BS EN166: 2002
Hand	Chemical hazard protection	Mechanical & Electrical Hazard protection Example: Electrical hazard protection glove and cut resistant glove	BS EN 388:2016+A1:2018, BS EN ISO 374-1:2016 + A1:2018, BS EN ISO 21420:2020,
Body	Safety harness, lifelines, and all devices for the attachment of lifelines. Include any accessories such as Pack Rope Shock Absorber	Bosun chair	BS EN 362:2004, BS EN 795:2012, BS EN 360:2002, BS EN 358: 2000, BS EN 355:2002, BS EN 354:2002, BS EN 813: 2008, BS EN 361:2002
	Chemical hazard protection	Mechanical Hazard protection	MS 2308:2010, MS 2311:2010, MS 2312:2010, MS 2309:2010, MS 2310:2010, MS 2307-1:2010
	None	High-visibility safety vest	ANSI/ISEA 107:2015 Class-2, MS 1731:2004 Class 2 (fluorescent colour)
	None	High-visibility safety jacket / shirt	EN ISO 20471 Class-3 (fluorescent colour)
Respiratory	Chemical hazard protection	Particulate respirators used for Covid19 outbreak control and Self-Contain Breathing Apparatus, Emergency Life Support Apparatus	BS EN 14387 : 2004 + A1:2008, BS EN 143:2000, BS EN 136:1998, BS EN 149 : 2001+A1 : 2009 FFP1 NR D, MS 2323 :2010, BS EN 140 : 1999, AS/NZ 1716:2012

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Attachment 2: HSE Policy


A Member of  MMC Group

HEALTH, SAFETY, AND ENVIRONMENT POLICY

It is the commitment of the Port of Tanjung Pelepas to conduct all its activities to a policy of zero harm to people and the environment.

We will conduct our activities in a manner that protects the health and safety of our employees and that the actions of the company and its employees do not harm the health and safety of others.

Our Policy Commitment:

- Continual improvement of HSE performance
- Compliance with HSE related regulations and legislation
- Prevention of injuries and illnesses
- Minimizing any negative impact on environment
- Integrating consideration of environmental concerns and impacts into our decision making and activities
- Providing a framework for setting and reviewing HSE objectives & targets
- Providing a healthy and safe work facility & environment
- Protection of employees, contractors, customers and visitors

The Policy will be implemented by:

- Building a strong HSE culture that emphasizes personal accountability and ownership in maintaining HSE standards throughout the organization
- Visible and active demonstration of leadership by the entire management team
- Identifying and mitigating all HSE hazards and managing risk to acceptable levels
- Providing adequate and relevant HSE training to all staff at all levels
- Promoting a zero-tolerance approach to unsafe behavior and unsafe conditions
- Providing required resources and support to achieve the HSE objectives and targets
- Reporting and investigating of all accidents and incidents
- Communicating progress on HSE performance to all stakeholders
- Adopting best practices and industry standards to improve the HSE performance



The management will visibly and consistently uphold the principles and requirements of this policy and regularly review the HSE performance.

Each person is responsible and accountable for their own safety as well as personnel under his/her management. Through active participation and commitment of all our staff, we will strive to meet and exceed the requirements of this Policy.


Mark William Hardiman
Chief Executive Officer
Port of Tanjung Pelepas
February 2024

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Attachment 3: Security Policy


A Member of  MMC Group
SECURITY POLICY

The Port of Tanjung Pelepas is committed to providing a secure workplace ensuring that our business activities are conducted in a manner that complies with local and international law, regulations, including requirements of the ISPS code.

The policy has been established on the basis that concern for the security of our employees, customers and assets are essential to the successful conduct and future growth of our business.

Policy objectives:

- Continual improvement of security performance and processes through regular audits
- Identification and evaluation of all security issues or aspects and establishment of controls to manage and reduce all risks to an acceptable level
- Compliance with all applied International and National governmental security legislative requirements
- Adoption of other security initiatives as deemed operationally and commercially necessary
- Safeguarding company employees, commercial and operational assets and our client's interests
- Intolerance of the conditions and behaviors that contribute to breaches of security
- Promote security awareness amongst all employees
- Communicate relevant content of the policy, where applicable to third party organizations, visitors and contractors
- Recording and communicating security performance throughout the organization
- Actively promotes and implements the company's integrity policy

The Management will visibly uphold the principles of this policy and integrate them throughout the company and will regularly review security management performance.



Every employee whose work may create a significant security impact will be trained and held accountable for complying with the policy and related procedures, practices, instructions and rules.

Through the active participation and commitment of all our staff, we will strive to meet and exceed the requirements of this policy and demonstrate our commitment to security excellence.


Mark William Hardiman
Chief Executive Officer
Port of Tanjung Pelepas
April 2024

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Attachment 4: HSSE Specifications for Vendor Clause Matrix

Vendor Group	Relevant Clauses	
	Part I	Part II
<u>High Risk Vendor</u> - Job Permit is required; and - High Risk PTW is required; and works - Inside or outside terminal - For construction works worth > RM20 millions, the Contractor must provide such numbers of qualified SHO and Safety Supervisor - For construction works worth < RM20 millions, the Contractor must provide such numbers of Safety Supervisor	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40
<u>Medium Risk Vendor</u> - Job Permit is required; and works - Inside or outside terminal	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 7, 8, 9, 13, 14, 16, 18, 19, 20, 21, 23, 25, 26, 27, 28, 29, 31, 32, 33, 34, 35, 39
<u>Low Risk Vendor</u> - Other than high risk and medium risk vendor; and works - Inside or outside terminal	1, 2, 3, 4, 5, 6, 8, 9, 10	1, 3, 4, 5, 8, 9, 13, 14, 18, 19, 20, 21, 23, 25, 26, 27, 28, 31, 32, 33, 34, 35, 39
Consultant (on-site PTP)	1, 2, 3, 4, 6, 7, 8, 9, 10	1, 2, 4, 6, 20, 21, 24, 26, 28, 31, 32, 39
Goods Supplies	1, 2, 3, 4, 5, 7, 8, 9, 10	4, 20, 21, 28, 31, 32, 39

Note:

1. Aside from the clause listed in Attachment 4, HSSE may add additional applicable clauses for vendors to comply with based on their services rendered to PTP.
2. High risk activities which require PTW are hot work, confined space, electrical, civil works, desludging / bunkering, excavation more than 1.5m, DG handling, lifting activities, working at height, ship chandelling and activities in high traffic.

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