



**MICROLINK GROUP OF COMPANIES \**  
**OCCUPATIONAL SAFETY AND HEALTH (OSH) POLICY**

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## **1. OCCUPATIONAL SAFETY AND HEALTH (OSH) POLICY STATEMENT – DUAL LANGUAGE**

### **1.1 Occupational Safety and Health Policy Statement – English**

The MICROLINK Group aims to act positively to minimise the incidents of workplace risks via our commitment to taking all reasonable practical steps to protect the health and safety of our employees, vendors and others who are affected by our activities.

The MICROLINK Group is committed to:

- Providing and maintaining a safe and healthy workplace for all employees and others with access to our office premises.
- Providing safe access to and from the workplace.
- Providing adequate safety and health instructions, supervision and information for employees whilst at work.
- Providing adequate training and awareness to ensure the employees' safety and health at the workplace.
- Engaging with our employees on matters affecting their safety and health.
- Preventing workplace incidents, accidents and cases of work-related injuries, illness, and diseases.

Safety and Health are everyone's responsibility. All employees need to be aware of their responsibilities and comply with this Policy.

This Policy will be reviewed and revised periodically, where and when applicable.

Signed by,



**Wong Kwang Chwen**  
**Executive Director**

## 1.2 Pernyataan Dasar Keselamatan Dan Kesihatan – Bahasa Malaysia

Kumpulan MICROLINK berusaha untuk bertindak secara positif bagi mengurangkan insiden risiko tempat kerja melalui komitmen kami untuk mengambil semua langkah praktikal yang munasabah bagi melindungi keselamatan dan kesihatan pekerja kami, vendor, dan pihak lain yang terjejas oleh aktiviti kami.

Kumpulan MICROLINK komited untuk:

- Menyediakan dan mengekalkan tempat kerja yang selamat dan sihat untuk semua pekerja serta pihak lain yang mempunyai akses ke premis pejabat kami.
- Menyediakan akses yang selamat ke dan dari tempat kerja.
- Memberikan arahan, pengawasan, dan maklumat yang mencukupi berkaitan keselamatan dan kesihatan kepada pekerja semasa mereka berada di tempat kerja.
- Menyediakan latihan dan kesedaran yang mencukupi untuk memastikan keselamatan dan kesihatan pekerja di tempat kerja.
- Berinteraksi dengan pekerja kami mengenai hal-hal yang berkaitan dengan keselamatan dan kesihatan mereka.
- Mencegah insiden tempat kerja, kemalangan, dan kes-kes kecederaan, penyakit, dan masalah kesihatan yang berkaitan dengan kerja.

Keselamatan dan Kesihatan adalah tanggungjawab semua orang. Semua pekerja perlu menyedari tanggungjawab mereka dan mematuhi Dasar ini.

Dasar ini akan dikaji dan disemak semula secara berkala, di mana dan apabila diperlukan.

Ditandatangani oleh,



**Wong Kwang Chwen**  
**Pengarah Eksekutif**

## 2. PURPOSE

The purpose of this OSH Policy is to provide a framework of guidelines and procedures to ensure the well-being of individuals within the MICROLINK Group. The Policy outlines the responsibilities of everyone involved, from management to employees to stakeholders, and sets out the protocols and procedures for addressing potential hazards, preventing accidents and incidents, and responding to emergencies.

The main objectives of this Policy are:

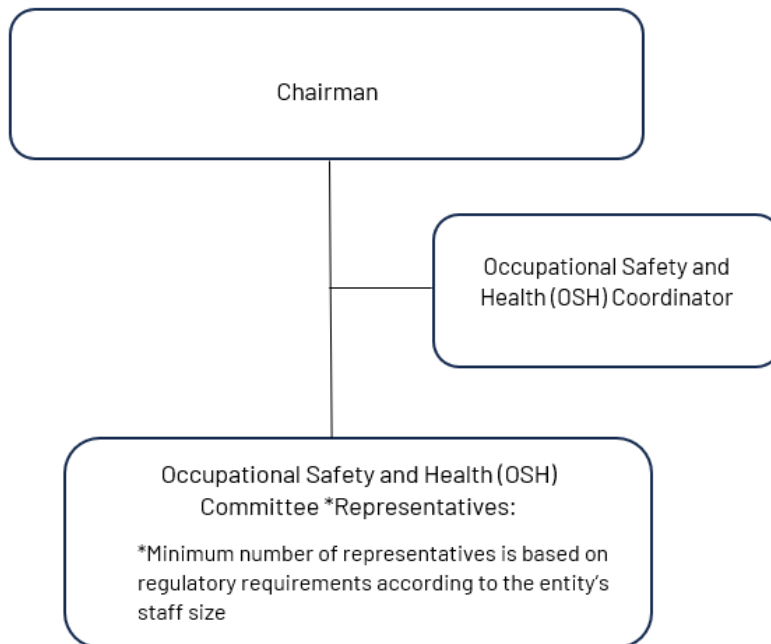
- I. **Protecting individuals from harm:** The primary objective of this Policy is to ensure the physical safety and well-being of everyone involved in the organization, whether it's employees, customers, or members of the public.
- II. **Complying with legal requirements:** As we're subject to legal requirements regarding safety, implementing an OSH Policy ensures that we stay in compliance with these regulations.
- III. **Reducing costs associated with accidents:** Accidents and incidents can be costly, both in terms of human suffering and financial costs. Our OSH Policy helps to minimize the likelihood of such events and mitigate their impacts.
- IV. **Enhancing reputation:** Maintaining a good safety record enhances our organization's reputation and fosters increased public trust in us.
- V. **Boosting employee morale:** By implementing an OSH Policy, it can help to prioritize employee safety, boost morale and elevate job satisfaction.

Overall, an OSH Policy is a critical component of the MICROLINK Group's efforts to ensure the safety of its employees, protect its reputation, and achieve its strategic objectives.

## 3. SCOPE

The scope of an OSH Policy in an office environment includes identifying potential hazards and risks that could cause harm to employees or visitors, and implementing procedures to reduce or eliminate those risks.

#### 4. OCCUPATIONAL SAFETY AND HEALTH (OSH) COMMITTEE



The above OSH Committee chart serves as a guideline for entities that would be required to establish its respective set-up based on regulatory requirements.

#### Functions of an OSH Committee:

- To attend and participate in quarterly meetings.
- To review and recommend preventive and corrective measures for issues relating to safety and health at the workplace.
- To assist in the development of programs and safe work systems.
- To investigate any workplace matters relating to safety and health that are raised.

#### Note:

Malaysian companies within the MICROLINK Group will establish their respective OSH Committees in accordance with local Malaysian regulatory requirements. Foreign companies within the MICROLINK Group may develop/establish their own OSH policies and/or committees in compliance with the specific regulations of the countries in which they operate. For the avoidance of doubt, (i) any OSH policies created separate from this Policy must be approved by the Executive Director and will be considered complementary to this Policy; and (ii) any OSH committees established by companies within the MICROLINK Group shall report to and be accountable to Microlink Solutions Berhad's OSH Committee.

## 5. SAFETY PROCEDURES

Microlink is committed to ensuring the safety and well-being of its employees, customers, and visitors by implementing the following safety procedures:

- I. **Emergency procedures:** Adhere to the building management's standardized emergency procedures, such as responding to fire alarms and evacuation. Ensure employees are trained on these emergency procedures through fire drills and that the procedures are updated as per building management's guidelines.
- II. **Slip and fall prevention:** Maintain clean and dry office spaces, and promptly clean up spills or other hazards that could cause someone to slip and fall. Place non-slip mats in areas that tend to get wet, and keep walkways clear of clutter and obstacles.
- III. **Electrical safety:** Ensure that all electrical equipment are in good condition. Avoid overloading outlets and ensure that all outlets are properly grounded.
- IV. **Ergonomics:** Set up workstations properly to reduce the risk of strain or injury. This includes proper chair and desk heights and proper monitor placement.
- V. **First aid:** Keep a fully stocked first-aid kit readily available in the office, and that identified employees are trained in basic first-aid procedures.
- VI. **Hazardous materials:** Properly store and label any hazardous materials in the office, and ensure that employees are trained on their safe handling and use. Examples of hazardous materials include cleaning supplies, chemicals, and even printer toner.
- VII. **Workplace violence prevention:** Establish protocols for addressing and reporting potential threats of workplace violence, such as training on conflict resolution and establishing a reporting system for employees to report concerns.
- VIII. **Type of fire extinguishers and how to operate:** [Please refer to Section 12 of this document.](#)

The MICROLINK Group will also ensure regular safety awareness and trainings, clear communication, and consistent enforcement to maintain a safe workplace.

## 6. SAFETY AWARENESS AND TRAINING

Safety awareness and training within the MICROLINK Group aim to ensure that employees are aware of potential hazards and are prepared to prevent accidents and respond in the event of an emergency. Key elements of safety awareness and training in an office setting include:

- I. **General safety orientation:** All new employees will receive a general safety orientation that covers basic safety rules and procedures, such as emergency evacuation routes, location of first-aid supplies, and reporting procedures for hazards or incidents.

- II. **Job-specific:** Employees whose roles involve specific risks will receive training relevant to their job duties. This could include training on safe equipment operation, handling of hazardous materials, or proper lifting techniques.
- III. **Emergency response:** Employees will be trained on emergency response procedures, such as fire drills and evacuation protocols.
- IV. **First aid:** Selected employees will undergo first aid training to handle medical emergencies in the workplace. Training could include basic first-aid procedures, CPR, and AED use.
- V. **Ergonomics:** Providing awareness to employees on proper ergonomic practices, such as maintaining proper posture, using ergonomic equipment, and taking breaks to prevent eye strain and other injuries associated with prolonged computer use.
- VI. **Workplace violence prevention:** Employees will be educated on identifying and addressing potential threats of workplace violence, including de-escalation techniques and reporting procedures.
- VII. **Type of fire extinguishers and how to operate:** [Please refer to Section 12 of this document](#)
- VIII. **Safety awareness and trainings:** The MICROLINK Group will coordinate ongoing safety related awareness and training sessions for employees.

Overall, safety awareness and training are ongoing processes that require regular updates to ensure that employees are aware of potential hazards and are prepared to respond in an emergency.

## 7. SAFETY ENFORCEMENT

Safety enforcement is essential to ensure that safety policy and procedures are effectively implemented. Below are key elements of safety enforcement in an office setting:

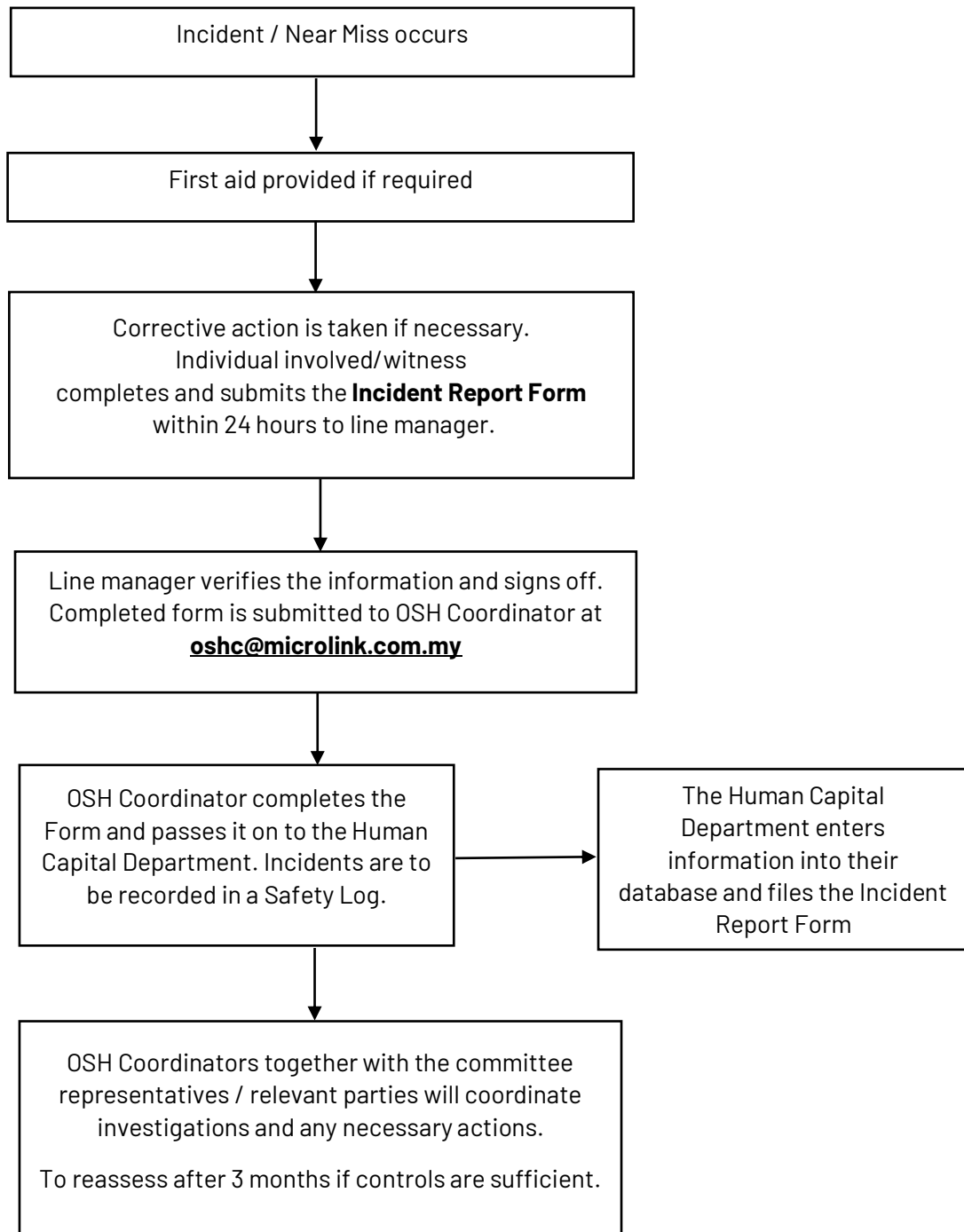
- I. **Clear policy and procedures:** Safety policy and procedures are to be made clear, easy to understand and communicated to all employees. This may include posting signs in the office and/or disseminating information via email.
- II. **Safety inspections:** The MICROLINK Group is committed to conducting ongoing safety inspections to identify potential hazards and ensure that the safety policy and procedures are being adhered to. Inspections could include checking for potential hazards, identifying improperly stored hazardous materials, and ensuring that emergency equipment is in good working condition.
- III. **Accountability:** All employees are responsible for following safety policy and procedures. Consistent enforcement will include addressing repeated safety violations with appropriate disciplinary actions, or giving positive reinforcement for employees who go above and beyond to ensure safety in the workplace.



- IV. **Reporting and investigation:** Employees are encouraged to report safety concerns or incidents using the Incident Reporting Form in this Policy. A clear process will be in place for investigating and addressing concerns or incidents.
- V. **Safety training:** Appropriate safety training will be given to employees to help reinforce the importance of safety in the workplace and keeping up-to-date on the latest safety policy and procedures.
- VI. **Management support:** Management is to prioritize safety in the workplace and lead by example. This could include visibly following safety policy and procedures, investing in safety equipment and training, and making safety a priority in all decision-making processes.

Overall, safety enforcement requires a proactive and collaborative approach, with all employees and management working together to ensure a safe and healthy workplace. By establishing clear procedures, providing trainings, and ensuring accountability, the MICROLINK Group can foster a strong culture of safety throughout the organization.

## 8. PROCEDURE FOR INCIDENT REPORTING



## 9. INCIDENT REPORT FORM

An **incident** is a situation or an occurrence during the course of work that could result in an injury, illness, affliction, or prove to be fatal.

In the case of an incident / near miss, the Incident Report Form below needs to be filled up and submitted accordingly. Please refer to [Section 8 Procedure for Incident Reporting](#)

INCIDENT REPORT FORM			
<b>SECTION 1: RECEIVED ACKNOWLEDGEMENT</b> (to be filled by OSH Coordinator/Assistant)			
Incident Ref. No.		Date Received	
<b>SECTION 2: INCIDENT INFORMATION</b> (to be filled by individual involved/witness)			
Reported By			
Incident Date			
Incident Type			
Incident Location			
Incident Description:			
Details of parties involved: Name/Department/Premise			
1.			
2.			
3.			
Type of Treatment:	First Aid / Emergency treatment at Clinic or Hospital / Hospitalised / NA		
Does this incident require a police report:	Yes / No		
Recommended Preventive Measures:			
Reporting Personnel Name & Signature		Date	
Line Manager Name & Signature		Date	

## 10. PROCESS OF HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL (HIRARC)

The process of HIRARC requires 4 simple steps: -

- a) Classify work activities.
- b) Identify hazards.
- c) Conduct risk assessment (analyse and estimate risk from each hazard), by calculating or estimating -
  - i. the likelihood of occurrence; and
  - ii. the severity of hazard.
- d) Decide if the risk is tolerable and apply control measures (if necessary).

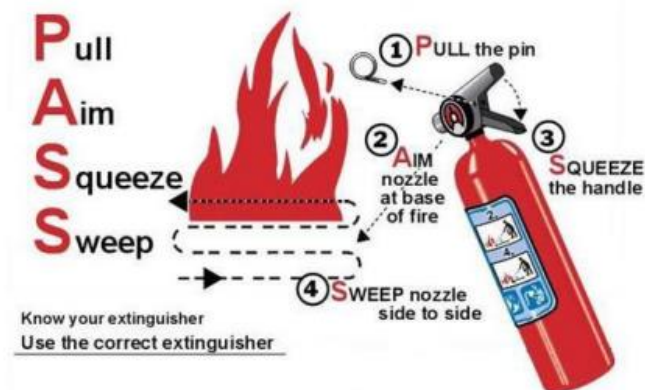
## 11. EMERGENCY CONTACT NUMBERS

To be displayed at the pantry areas within the office.

## 12. TYPES OF FIRE EXTINGUISHERS & HOW TO OPERATE IT



To operate an extinguisher:



### 13. LIFTING DO'S AND DON'T'S



#### 14. SAMPLE Hazard Identification, Risk Assessment and Risk Control (HIRARC) Form

HIRARC FORM			
<b>Company</b>	Microlink Solutions Berhad	Conducted by: (Name, Designation)	
<b>Location: (Floor/ Building)</b>		Date:	
<b>Approved by: (Name, Designation)</b>		(from .... To .....)	
<b>Date</b>		Review Date	

1. Hazard Identification				2. Risk Analysis				3. Risk Control	
N o	Work Activity	Potential Hazard	Which can cause/effect	Existing Risk Control (if any)	Likelihood	Severity	Risk	Recommended Control Measure	Applicability
1	Lifting, carrying	Physical	Slips, trips, falls due to spillages/slippery, uneven surfaces, obstructions.	Good housekeeping standards. No objects blocking pathways. Spillages cleared up promptly.	1	2	Low	Damaged flooring to be reported and repaired promptly. Staff to keep the area around and under their desks clear.	All staff
2	Manual handling of paper, office equipment, etc.	Physical	Back pain due to incorrect handling techniques of office items e.g. boxes, etc.	Trolley used to transport boxes of paper or other heavy items. Placing heavier items on lower shelves .	1	2	Low	Staff to use correct lifting techniques.	All staff
3	Storage or retrieval of files/ equipment	Physical	Falling from height due to insecure stacking/inappropriate tools used.	Step stools/ladders available to be used. Safe storage arrangements for easy accessibility.	1	2	Low	Minimise unstable storage at high level. Send inactive files for archiving to reduce storage.	All staff

4	Electrical equipment	Electrical	Electrical shock or burns if using damaged electrical appliances/cables/plugs e.g. fans, photocopier, chargers etc.	Defective equipment taken out of use safely and promptly replaced. Electrical cables and plugs visually inspected by the user for damage. Electrical equipment is operated in accordance with manufacturers' instructions.	1	2	Low	Staff to visually check equipment before use. If they are in any doubt about the safety of equipment, it must not be used and must be reported to Office Operations / Internal IT. Ensure cabling is not subjected to damage by furniture or pedestrians.	All staff,
5	Surrounding workspace	Biological	Insect sting/bites.	Quarterly pest control to rid of pest within the office. Waste is disposed daily.	1	2		Staff to report to Office Operations if they spot pests still present inside the office. Ensure no unwashed utensils left in the pantry overnight.	All staff
6	Accessing the office	Physical/ Psychological	Theft due to unauthorized access.	Use of assigned door and lift access cards by staff.	1	2		Staff to be alert and to question any individuals who are seen entering the office without the use of access cards.	All staff
7	Working on computers	Physical	Poor posture due to inappropriate layout and working for prolonged periods without change of posture or sufficient break.	Taking interval breaks from the computer to relax eye and body muscles.	2	2	Low	Supervisors to encourage staff to take short breaks to avoid eye and body strain. Staff encouraged to highlight to Internal IT if they need any help or re-arrangement to their computers/workstation.	All Staff

8	Workplace Stress	Psychological	Mental stress caused by factors such as lack of job control, bullying, not knowing their role etc.	Staff understand their duties and responsibilities and seek clarification from their managers where required. Staff able to voice out to their manager if they are feeling unwell or uneasy about things at work.	2	2	Low	Staff encouraged to voice out to manager or supervisor on work-related concerns.	Manager
9	Surrounding workspace with infected staff	Communicable Disease e.g. Covid-19, Tuberculosis, Etc)	E.g. Fever, cough, shortness of breath, etc.					Increase the frequency of cleaning and disinfecting high-touch surfaces. Use of face masks.	All staff