




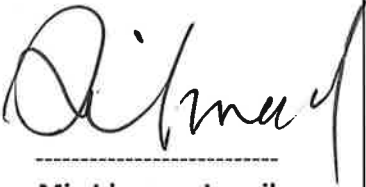

DIMENSION BID

WIRELINE INTERVENTION | PERFORATION SERVICES

HEALTH, SAFETY, SECURITY AND ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL DBSB-HSSE-MS

“SAFETY BEGINS WITH YOU”

ORIGINAL ISSUE : 03/01/1996
REVISION NUMBER : 08
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PREPARED BY	CHECKED BY	APPROVED BY
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LIST OF RECIPIENT

	RECIPIENTS	POSITION
1	Dato' Aziz Ayob	President
2	Tn. Haji. Razali Saleh	SVP Supply Chain
3	Mr. Ramba Goyang	SVP Sales & Marketing
4	Mr. Mia Idorman Ismail	VP Operations
5	Nor Haslinda Sabdon	Location Manager – WMO Operation
6	Lovenna James	Location Manager – EMO Operation
7	Mr. Nicholas Empam Jana	General Manager – Technical Services
8	Mr. Sheikh Muzafar Shahrizan Mustafah	General Manager – Case Hole Services/Slickline
9	Mr. Hafeez Abdul Alim	General Manager – Coiled Tubing Services
10	Mr. Azlan Cameron Aziz	Senior Manager – Slick Line Services
11	Mr. Ahmad Majid	Safety & Health Officer (SHO) – WMO Operation
12	Fadzlin Binti Mohamad Ibrahim	HSSE Officer – EMO Operation

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AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSE Department of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	03/01/1996	Establishment of procedure	Nil
Revision 1	30/10/2002	All elements	Revised safety manual to HSE- MS Manual
Revision 2	20/05/2003	Front Page	To include the evidence that the HSE-MS been verified and approved before distribute to recipients
Revision 3	25/06/2012	Front Page List of recipient Policy Statement 4.1 Hazard Identification & Risk assessment 4.2 JSA	New DB Logo List of recipient updated Revised HSE policy statement Rename procedure from DBSB - HSE -01 to DBSB-HSE-03-05. Rename procedure from DBSB- HSE-04 to DBSB-HS-03- 01
Revision 4	08/01/2014	• Cover	• Organization restructure
Revision 5	01/12/2014	• Cover	• Organization restructure
Revision 6	09/10/2015	• Cover, Page 1 & 5	• List of Recipient & HSSE Policy
Revision 7	03/05/2016	• Contents	• List of Recipient & Hierarchy of Control, Our Mission, Our Vision, Info HSSE Management System, Info HSSE Management System Documents Hierarchy, Updated Accountabilities & Responsibilities, Updated HSSE Training Requirements, Communication & Awareness
Revision 8	12/08/2016	• Page 14 & 15	• HSSE Documents Control Management Hierarchy & Info

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1.0 OBJECTIVE

In performing our day to day activities, we must observe and comply with **DIMENSION BID (M) SDN BHD** and client's health and safety procedures, regulations and standards. To eliminate, prevent, and control hazardous actions or conditions that can cause any unwanted incidents and accidents, staff at all level within the organization have to fully commit to comply with these procedures, regulation and standards.

This HSSE Management System is intended to;

- a. Provide guidance for the development and compliance with the appropriate regulations and standards in pursuit of excellence in HSSE performance
- b. Regulate and encourage all member of organization, particularly employer, owner, managerial staff, workers and representative, in applying appropriate HSSE management principles and methods to achieve **DIMENSION BID (M) SDN BHD** HSSE plans and targets and to continually improve HSSE performance.
- c. Identify hazards/aspects and risks associated with its employees, interested parties and the impact on the environment including as a result of its activities and / or processes.
- d. Eliminate, minimize or control identified hazards and risks.
- e. Ensure compliance to the HSSE system requirements against legislative, regulatory and voluntary requirements.
- f. Ensure a continuous monitoring framework and environment.
- g. Ensure continuous improvement of HSSE within the organization.

A successful HSSE management system is firstly characterized by strong commitment from top management. Further creating a general awareness amongst all staff members in the organization and imposing a share of responsibility on HSSE matters to achieve successful management. A challenge is however to maintain the system over time and be able to ensure its continuous improvement.

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2.0 MANAGEMENT LEADERSHIP AND COMMITMENT

2.1 Policy Statement

Health, Safety, Security and Environmental (HSSE) Policy

DIMENSION BID (M) SDN BHD management is committed to providing a safe and healthy workplace and ensuring that all business activities are conducted in a manner that protects the environment. "Our vision is to be an excellent well services company in HSSE with an Incident and Injury Free Workplace, No harm to people and the protection of environment"

In realize all the above, we are together, committed to:

- Prevention of accidents, injuries and pollution.
- Compliance to all applicable and client's health, safety and environmental requirements or other relevant laws and regulations.
- Continuously improve our health, safety and environment performance.
- Communicate and promote health, safety, security and environmental awareness among employees, customers, suppliers and contractors.
- Foster a culture where accidents, incidents and near miss are reported and investigated and the lesson learned are shared throughout the organization.
- Ensure that all employees and contractors personnel are continuously provided with adequate and appropriate HSSE trainings.
- Ensure and promote a secure working environment by establishing and maintaining appropriate security measures in all operating locations.
- Protect the security of our employees, assets, contractors and visitors by taking all reasonable steps to mitigate foreseeable harm.

DIMENSION BID (M) SDN BHD requires the active commitment to HSSE from all employees. In addition, line management has a leadership role in the communication and implementation of, an ensuring compliance with HSSE policies and standards. **DIMENSION BID (M) SDN BHD** shall as and when necessary periodically review the policy to ensure continual improvement of the Health, Safety, Security and Environmental Management System.

Dato' Aziz Ayob
President
Dimension Bid (M) Sdn Bhd
7th May 2015

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2.2 Our Mission

To strive for global excellence in providing services to the Oil & Gas industry.

To distinguish ourselves through listening, learning and understanding industry challenges and to capitalize on strategic and opportunistic possibilities.

To provide services that are attractive and fair to our customers and earn their loyalty while also providing quality jobs to our clients.

To create a work place that protects worker health and safety due respect for the environment, and promote an atmosphere to grow employee learning and opportunity in a way that is fulfilling, recognized and fairly rewarded.

2.3 Our Vision

DIMENSION BID (M) SDN BHD expects its personnel to achieve year over year improvement in safety performance while Aim to Zero injuries.

DIMENSION BID (M) SDN BHD is aiming for a destination called 'zero' – zero safety incidents, zero injuries and zero days off work due to injury; in other words, a perfect HSSE record. Aim to Zero means accepting that every incident is preventable.

Our Aim to Zero vision is a "decision to change" – change behavior and the way things are done to ensure safety is always at the forefront for every employee. As an oilfield services company, we expect our workers to make safety on the job and off the job an everyday priority by emphasizing five safety principles:

- Participation
- Accountability
- Consistency
- Communication
- Training

At **DIMENSION BID (M) SDN BHD**, we expect people to come to the job site and for just one shift, not have any injuries. Then we achieve it on the next shift, and the next. Day after day. We know it can be done because our work sites achieve it every day, year after year.

The Aim to Zero vision does not mean that another injury will never occur. Rather, it means a commitment to working as many hours as possible without an injury. And it requires an attitude – an attitude that says any injury or incident, even a small one, shouldn't be taken lightly. Any incident is unacceptable. That's the attitude that is key to Aim to Zero.

It's an attitude that we expect from each employee at **DIMENSION BID (M) SDN BHD**.

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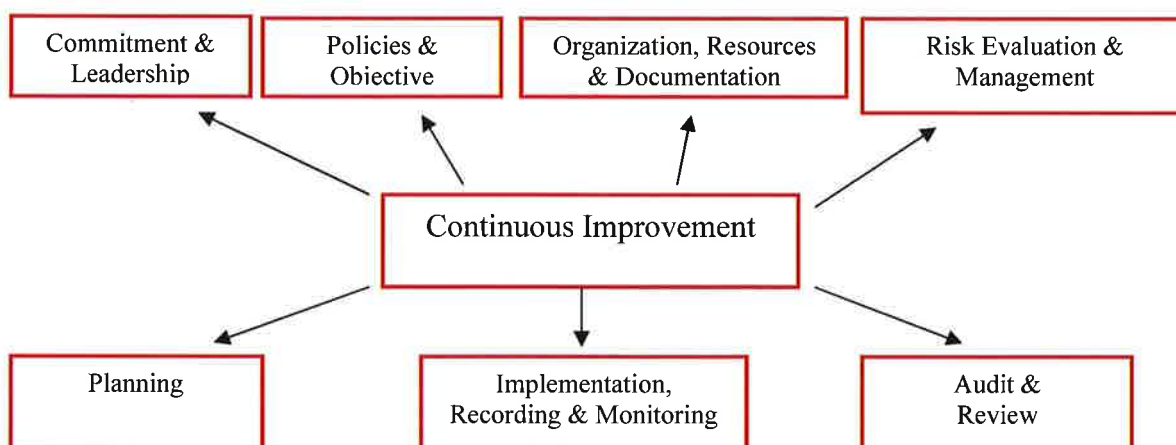
2.4 HSSE Management System Elements

The **DIMENSION BID (M) SDN BHD** HSSE Management System defines the elements by which we will conduct our operations in order to protect our people, the public, our operating property, our employee security and the environment in which they work and live.

The HSSE Management System model is comprised of seven interrelated elements with underlying expectations:

1. Commitment and Leadership
2. Policies and Objectives
3. Organization, Resources and Documentation
4. Risk Evaluation and Management
5. Planning
6. Implementation, Recording and Monitoring
7. Audit and Review

Each division must communicate these expectations to all employees, customers and third parties associated with our business. Each segment must provide positive evidence of conformance to this Management System



Commitment and Leadership

Management shall provide strong visible commitment, leadership and personal involvement in health, safety, security and the environment. Management shall make available the resources necessary to achieve our HSSE objectives.

Expectations

1. Set personal example day to day by following HSSE rules.
2. Make decisions that consider HSSE matters equal to cost, quality, morale and production.
3. Delegate the necessary authority to the appropriate personnel and allocate resources to carry out HSSE functions.
4. Visit operations on a regular basis to demonstrate commitment and recognize performance in HSSE matters.

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5. Hold those in positions of authority accountable at all levels of the company for compliance with company policies and standards.
6. Develop HSSE objectives at your level of responsibility.
7. Communicate with employees, clients, subcontractors and industry personnel so that they know and understand the intent of HSSE policies.
8. Celebrate and promote your HSSE success.

Policies and Objective

Say what you are going to do. Develop and communicate policies demonstrating a commitment to HSSE that is consistent with, and at least equal to other business aims. Supporting objectives shall be defined, deployed and maintained at all organizational levels.

Expectations

1. Develop local HSSE policies that support and are consistent with corporate standards.
2. Set objectives for continuous improvement.
3. Involve all levels of management and personnel in the development of objectives for the segments.
4. Develop specific objectives for the reduction of risk.
5. Communicate the policies and objectives to all employees in a clear, readily understood, medium.
6. Develop performance measures to guide and gauge progress towards achieving objectives.
7. Meet and strive to exceed regulatory requirements in all jurisdictions.
8. Review policies and objectives at all levels on a regular basis, to determine continued validity.

Organization, Resources and Documentation

Define, documents and communicate the roles, responsibilities and accountabilities to enable every individual to fulfill their role in improving HSSE performance.

Expectations

1. Define the interrelationships between individuals, operating groups, support functions, employees, clients and partners in joint activities, trade associations and regulatory bodies.
2. Appoint and support a management team representative to act as the focal point for HSSE matters.
3. Ensure that each group and individual receives sufficient information and training to fulfill their roles with respect to HSSE.
4. Allocate sufficient resources to support policies and work towards achieving objectives set for HSSE issues.
5. Ensure a system that provides and maintains effective procedures, resources material and records on HSSE subjects.

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Risk Evaluation and Management

Continually evaluate the HSSE risks to the workplace, customers and the environment.
Continually evaluate processes and activities for specific hazards – assess potentials, record and control the subsequent risk to a tolerable level.

Expectations

1. Establish a methodology that identifies both acute and chronic hazards and their associated impacts. Address routine and non-routine tasks, emergencies and outside influences.
2. Conduct hazard assessments during the design, development, operating and decommissioning stages of equipment, processes and facilities.
3. Control hazards and reduce risks to a tolerable level through mitigating and recovery measures.
4. Apply risk management tools to all proposed activities including acquisitions, bids and new business development.

Planning

HSSE considerations shall be integral to all aspects of business planning or changes in the design, development, purchasing and delivery of our services.

Expectations

1. Identify and evaluate the consequences to health, safety, security and the environment when making changes to organizational structure, personnel, equipment, processes or procedures.
2. Assign responsibility for the achievement of HSSE objectives in plans at all levels of the organization.
3. Determine the resources required to achieve the plan.
4. Identify the means by which the plan is to be achieved.
5. Set a time scale and develop milestones for implementation.
6. Develop contingency plans for emergencies and in cases when plans or objectives cannot be completely achieved.
7. Regularly review and follow up on progress towards achieving the HSSE plans and objective.

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Implementation, Recording and Monitoring

Do what you said you would do. Determine and record whether those actions are effective. Activities shall be conducted in accordance with defined standards, and continuous improvement shall be promoted and monitored through active employee participation.

Expectations

1. Assign necessary resources and authority to groups or individuals to implement plans, processes, procedures and work instructions.
2. Hold personnel accountable for completing tasks according to plans and HSSE performance standards.
3. Develop and use systematic monitoring systems for both proactive and reactive performance measures to measure and HSSE objectives.
4. Determine non-compliance and the opportunity for practicable improvement against performance measures.
5. Determine what records are needed to meet HSSE policies, objectives, company standards, local laws or regulations and customer requirements.
6. Create records that are clear, easily understood and unambiguous in the language applicable to **DIMENSION BID (M) SDN BHD**. Store records for a time interval consistent with good practice and local regulations.
7. Collect and records information on incidents which actually, or have the potential to, affect health, safety, security and the environment.
8. Evaluate incident information to determine the need for corrective action to prevent recurrence. Distribute lessons learned.

Audit and Review (Assessment and Continuous Improvement)

Prove you did what you said you would do. Is the Management System achieving results and fulfilling policy intent? Audits and reviews shall be conducted to verify the implementation and effectiveness of the HSSE Management System and its conformation to this specifications.

Expectations

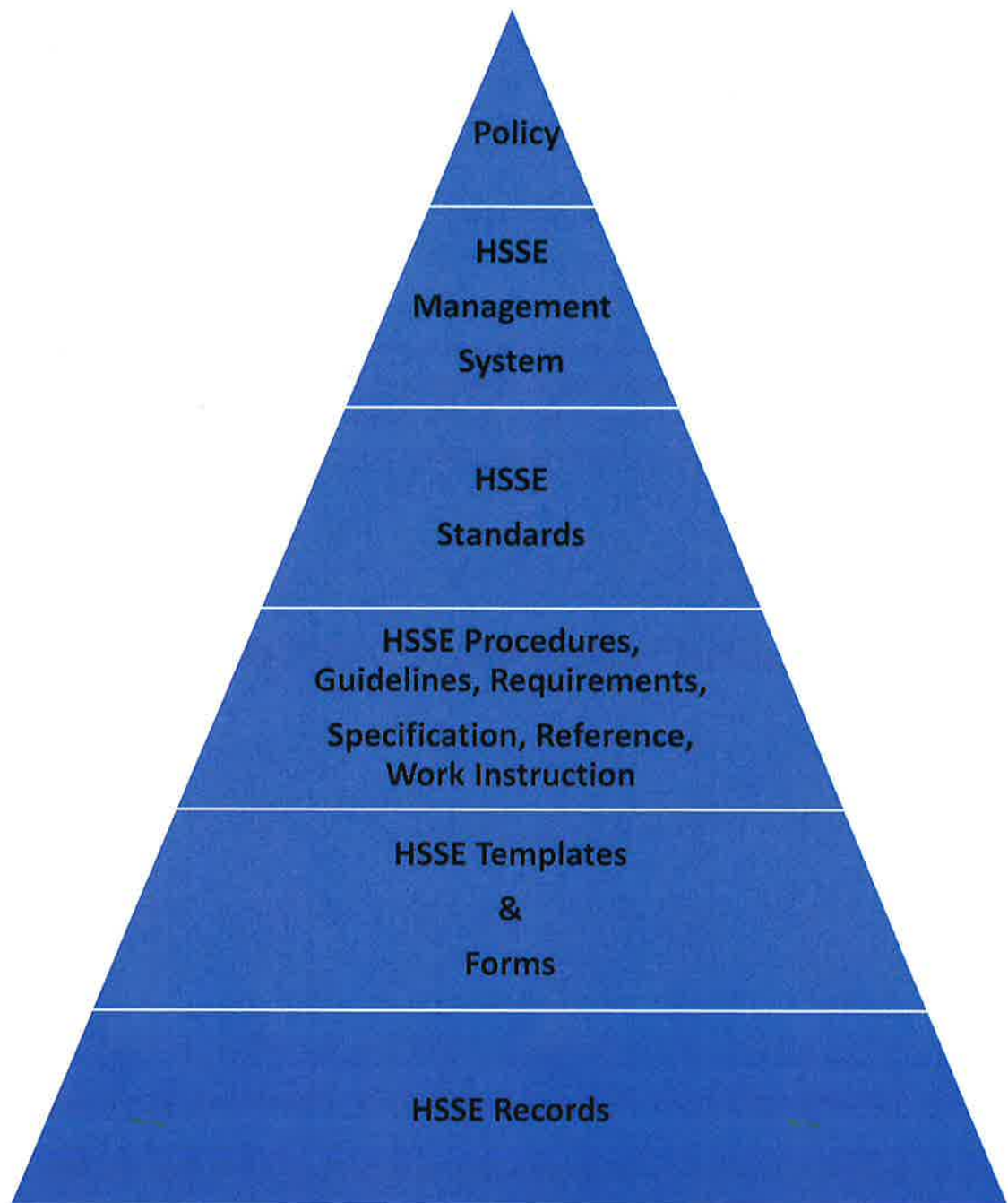
1. Set frequency and level for audits for each segments or operation.
2. Documents and distribute the audit report for corrective action and future reference. Review with all affected employees.
3. Monitor progress towards achieving and completing corrective actions at scheduled time intervals.
4. Create review team with the authority to change the system and update the system requirements.
5. Schedule periodic management system reviews to include, but not be limited to:
 - Audit findings summaries
 - Analysis of incidents, regulatory citations and non-compliance to divisional standards
 - Current and future requirements of customers and regulators

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- Feedback from customers and regulators
- Feedback from employees
- Analysis of risk management processes
- Appropriateness of current systems to meet business needs

2.5 HSSE Management System Documents Hierarchy

DIMENSION BID (M) SDN BHD HSSE Management System comprises a hierarchical arrangement of documents and follows a structured approach to managing HSSE risks. The lower levels within the documents hierarchy must meet and support the requirements of the higher level documentation.



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2.6 HSSE Documents Control Management

All **DIMENSION BID (M) SDN BHD** HSSE Documents is controlled by the HSSE Department. HSSE Documents are formally controlled with relation to content, naming, numbering, authorization, distribution, access and change control.

All HSSE Procedures documents will numbered in accordance with the numbering system as DBSB-HSSE-XX (2 digit number).

Documents Front Cover Page Approval Table

ORIGINAL ISSUE : **03/01/1996**
REVISION NUMBER : **XX**
REVISION DATE : **XX**

The Original Issue number will be remained same without any changes, the only numbers that change is the Revision number according to revision done and the latest date of the revision.

PREPARED BY	CHECKED BY	APPROVED BY
<div></div> <div>-----</div> <div>HSSE Manager</div>	<div></div> <div>-----</div> <div>Vice President - Operations</div>	<div></div> <div>-----</div> <div>President</div>

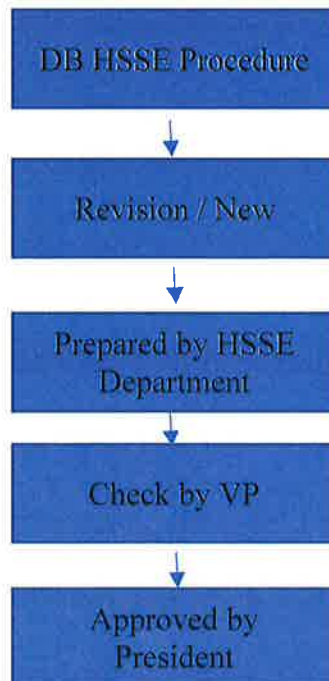
Prepared by: The author of the documents

Checked by: The Vice President for Operations

Approved by: The President of the Company

Below is the **DIMENSION BID (M) SDN BHD** flowchart

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Once the HSSE documents/procedures have been approved by the President of the company, the HSSE Manager are responsibility to forward and notified to all employees in the company. The new documents will be updated in the HSSE server and the old documents will be transfer to obsolete folder in the same server.

2.7 Accountabilities and Responsibilities

All **DIMENSION BID (M) SDN BHD** personnel have the authority to place HSSE consideration above other priorities. This extends to the authority of not doing something, unless it can be done safely, without posing a risk to themselves, others or the Environment.

Board of Directors

The Board of Directors is accountable for:

1. The effective implementation of the HSSE Policy and HSSE Management System to meet commitments to all business partners and stakeholders.
2. Settings targets for HSSE performance and improvements.
3. Reviewing HSSE performance and HSSE Management System implementation to drive continual improvement.
4. Implementation of leadership requirements specified in the HSSE Management System.

Vice Presidents and General Managers

The Vice Presidents and General Managers are responsible for:

1. Setting expectations and providing resources for successful implementation of the policies and HSSE Management System within their business units.

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2. Providing clear definition of all Sites and/or Activities within their Business Units where this system applies.
3. Reviewing the HSSE performance of their businesses to ensure they meet company objectives and expectations.
4. Implementation of leadership requirements specified in the HSSE Management System.

Managers and Supervisors

Managers and Supervisors nominated accountable for Sites and Activities are responsible for:

1. Adequate HSSE Management and action plans (including HSSE goals, objective and targets) existing for every Site and Activity for which they are responsible.
2. Employees and HSSE committees being appropriately involved in the development of HSSE management plans and aware of how these plans affect their work.
3. All individuals, for whom they are responsible, being adequately skilled for tasks they are expected to perform and work processes used being fit for purpose.
4. The use of company-wide procedures in the Site's HSSE management plans. The developments of Site specific procedures for tasks which are not covered by company-wide procedures.
5. The review of, and development of, corrective actions in response to lessons learnt, incidents, defects, hazards, inadequacies of procedures and suggested improvements reported within their area of responsibility.
6. Providing appropriate resources for compliance with HSSE laws and management of HSSE risks in accordance with their delegated authorities.
7. Implementation of leadership requirements specified in the HSSE Management System.

HSSE Manager

HSSE Manager for **DIMENSION BID (M) SDN BHD** are responsible for:

1. Providing technical advice on the implementation of the HSSE Management System.
2. Reporting incidents and other HSSE reporting requirements within the company.
3. Quality control of incident data input to company HSSE server.
4. Coordinating HSSE related training needs for the company.
5. Coordination and close out of all actions deriving from HSSE incident investigations.
6. Communicating HSSE alerts to all employees for time to time.
7. Contributing to the development of company-wide HSSE procedures and documents.

Location HSSE Officer and Safety Health Officer

Location HSSE and Safety Health Officer are responsible for:

1. Highlighting employees concerns about workplace hazards, unsafe practices and HSSE performance.
2. Conduct monthly Safety meeting with locations employees.
3. Formally escalating HSSE issues to management.
4. Conduct quarterly HSSE Committee meeting.
5. Conduct HSSE Inspection/audits at worksites.

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6. Coordination and close out all worksites actions deriving from HSSE issues and client request.
7. Reviewing the yearly HSSE KPI in quarterly basis.

Employees

Each employee in **DIMENSION BID (M) SDN BHD** is responsible for:

1. The HSSE implementations of their own actions and each has a duty to follow instructions and training and to carry out their work in a manner which does not present a risk to themselves, others or the Environment.
2. Reporting all incidents (Onshore & Offshore), defects, hazards and inadequacies of procedures so that appropriate review and corrective action can be taken.
3. Suggesting improvements and being pro-active in the general improvements of all systems and methods of work to ensure operations are carried out in a personally and environmentally safe, reliable and cost effective way.
- 4.

Contractors and Visitors

The contractor shall be deemed to have familiarized itself with **DIMENSION BID (M) SDN BHD** Health, Safety, Security and Environmental Policy and Procedures (where applicable) before entering into the operations yard.

1. The Contractor or any sub-contractors shall ensure that the services carried out in accordance with the rules and regulations provided by **DIMENSION BID (M) SDN BHD** HSSE department and with safe working practices.
2. The Contractor and any sub-contractors shall provide and maintain at all times during the progress of the services adequate measures to safeguard all personal, equipment, property and the environment.
3. The **DIMENSION BID (M) SDN BHD** HSSE department from time to time may request the respective vendor to stop any work activities where a hazardous situation may arise or potentially arise.
4. All visitors to any **DIMENSION BID (M) SDN BHD** premises shall ensure that they adhere to the rules and regulations specified within the area/premises.

2.7 HSSE Plans and targets – HSSE’s Key Performance Indicator (KPI)

The HSSE yearly plans and target is developed to monitor **DIMENSION BID (M) SDN BHD** HSSE yearly performance. It is the responsibility of everyone in the organization to play their roles to ensure that these targets (KPI) are met.

The HSSE Plans and targets which are developed and stewarded on yearly basis should at least address the following:-

- a) Frequency of safety meetings.
- b) Frequency of Management meetings.
- c) Frequency of safety audits and site visits (Onshore & Offshore)
- d) Frequency of hazard hunt and near miss reporting
- e) Frequency of safety training

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- f) Monitoring of recordable injuries and total operating man hours
- g) HSSE Campaigns
- h) Emergency Exercise Drills
- i) Drug & Alcohol test

3.0 SAFETY ORGANIZATION

3.1 Safety Committee

DIMENSION BID (M) SDN BHD will establish a safety committee whose main functions and responsibilities as follows:

- a. The establishment and development of in-house HSSE guidelines and procedures.
- b. Development and stewarding in-house yearly safety and HSE plans.
- c. Monitoring of **DIMENSION BID (M) SDN BHD** safety performance
- d. Carry out the safety audits and follow up on the corrective actions.
- e. Accident investigation.

3.2 Communication and Awareness

Communication, participation and consulting on Health, Safety, Security and Environmental matters are vital elements to implement and maintain the HSSE management system, where it should be defined as follow:

1. An internal communication among the various levels and functions of the organization. This concerns all **DIMENSION BID (M) SDN BHD** employees, current and new employees, all **DIMENSION BID (M) SDN BHD** contractors and visitors that have access to the workplace.
2. An external communications: the company has to respond to any relevant external concern regarding its HSSE impacts or external requests. In the other hand, the company is free to communicate on its HSE aspects and/or risks, its HSSE performance and other relevant matters.

3.3 HSSE Training Requirements

HSSE training in **DIMENSION BID (M) SDN BHD** is considered as a means of providing awareness to promote HSSE matters and to control, prevent or reduce risks based on HSSE practices and relevant information provided to employees during training. It also aims to equip employees with the knowledge to conduct work activities safely so as to reduce any work related incidents

HSSE Training in **DIMENSION BID (M) SDN BHD**:

1. Empowering employees through sharing knowledge of HSSE matters to ensure they assist in continual HSSE system performance;
2. Conforming to the HSSE Policy requirements;
3. Knowledge and compliance to applicable Legislation;

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4. Identifying, categorizing and prioritizing of hazards and risks and information thereof,
5. Familiarizing with applicable processes and procedures to enable corrective or Preventive actions implemented.

Responsibilities for HSSE Training

Human Resources Department

The Human Resources department within **DIMENSION BID (M) SDN BHD**, plays an integral role in the aligning and scheduling of requested types of trainings. This would follow the HR procedures.

Where HSSE trainings are requested, it would then be the responsibility of HR to advise the HSSE department, so as to ensure its training requirements meet the objective of the requestor and its risk/or activities.

All training records such as certificates, attendance registers, training evaluation etc. will be archived within HR training departments and copies shall be made available upon request by HSSE.

HSSE Department

The HSSE Department will ensure that all training requested received from the segments are evaluated in terms of the following;

1. Relevance to the specific task/activity
2. Addressing risks identified.
3. Empowering employees to work.

The HSSE department will review the following:

1. The contents of the training material to ensure its applicability
2. The supplier and methods used to deliver the material
3. The regulatory requirements that are applicable

It is also the responsibility of the HSSE department to also recommend and advise the business on training requirements.

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3.4 Documentation

For purpose of ensuring the effectiveness of safety process as well as for documenting evidence on the implementation of safety activities within the company, **DIMENSION BID (M) SDN BHD** HSSE-MS documentation is structured as follows:

3.4.1 HSSE Manual

The manual describes the whole HSSE system activities at **DIMENSION BID (M) SDN BHD**.

3.4.2 Procedures

The procedures are developed for specific critical activities to ensure that these activities are executed effectively and in compliance to HSSE- MS requirement.

3.4.3 Records

The record keeping is to provide evidence forth proper implementation and administration of all HSE related activities at workplace.

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4.0 PLANNING AND IMPLEMENTATION

4.1 Hazard Identification and Risk Assessment

Identification, evaluation, rating and registration of HSSE risks, hazards, incidents and impacts form the foundation of the DIMENSION BID (M) SDN BHD HSSE Management system. The objective of the hazard identification process is to proactively control and manage potential risks to prevent occurrence of such or take appropriate action to prevent occurrence. These activities forms part of the key focus areas of line management (responsible parties) and will be measured as per Objective and Targets set.

The method of identifying, assessment and minimizing the hazard is established and deliberated in procedure of Hazard Identification, Risk Assessment & Determination Control (HIRADC) – DBSB-HSSE-23

Hazard Identification

A risk assessment is simply a careful examination of what, in your work, could harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Refer to procedure Hazard Identification, Risk Assessment & Determination Control (HIRADC) – DBSB-HSSE-23

4.2 Hierarchy of Control

Controlling exposure to occupational hazards is the fundamental method of protecting workers. Traditionally, a hierarchy of controls has been used as means of determining how to implement feasible and effective control solutions.

One representation of this hierarchy is as follows:

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The idea behind this hierarchy is that the control methods at the top of graphic are potentially more effective and protective than those at the bottom. Following this hierarchy normally leads to the implementation of inherently safer systems, where the risk of illness or injury has been substantially reduced.

NIOSH leads a national initiative called Prevention through Design to prevent or reduce occupational injuries, illnesses, and fatalities through the inclusion of prevention considerations in all design that impact workers.

Elimination and Substitution

Elimination and substitution, while most effective at reducing hazards, also tend to be the most difficult to implement in an existing process. If the process is still at the design or development stage, elimination and substitution of hazards may be inexpensive and simple to implement. For an existing process, major changes in equipment and procedures may be required to eliminate or substitute for a hazard.

Engineering Control

Engineering controls are favored over administrative and personal protective equipment (PPE) for controlling existing worker exposures in the workplace because they are designed to remove the hazard at the source, before it comes in contact with the worker. Well-designed engineering controls can be highly effective in protecting workers and will typically be independent of worker interactions to provide this high level of protection. The initial cost of engineering controls can be higher than the cost of administrative control or PPE, but over the longer term, operating costs are frequently lower, and in some instances, can provide a cost savings in other areas of the process.

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Administrative Controls and PPE (Personal Protective Equipment)

Administrative controls and PPE are frequently used with existing processes where hazards are not particularly well controlled. Administrative controls and PPE programs may be relatively inexpensive to establish but, over the long term, can be very costly to sustain. These methods for protecting workers have also proven to be less effective than other measures, requiring significant effort by the affected workers.

4.3 Emergency Preparedness and Response (ERP)

To deal with emergency situation, **DIMENSION BID (M) SDN BHD** had developed the Emergency Preparedness and Response Procedure (DBSB-HSSE-13)

5.0 EVALUATION

5.1 HSSE Performance Monitoring

DIMENSION BID (M) SDN BHD HSSE performance's via Key performance Indicator (KPI) will be monitored and evaluated based on the achievement of the yearly HSE plans and targets.

5.2 Personnel's HSSE Performance

Individual personnel contributions and adherence towards HSSE performance will be one of the elements reviewed in the yearly personnel performance appraisal.

5.3 Accident Reporting and Investigations

All incidents/accidents or near misses whether or not they cause injury must be reported to the supervisor for immediate investigation and preventive or corrective action.

Unsafe acts can be prevented with adequate employee training and constant employee attention to safe working procedures and practices. Whenever unsafe acts are observed, corrective action must be immediately instituted to prevent accidents

The investigation reporting of all accidents shall be carried out in accordance with DB's Accident/Incident Report Procedures (DBSB-HSSE-16 - Incident Reporting and Investigation)

The preventive and corrective action results from these investigation reports in addition to the accident control measures identified via the safety inspection shall be appropriately communicated and implemented throughout the organization.

These preventive and corrective actions should base on identifying and analyzing the roots cause of accident and non-conformance.

HSSE-MS	HSSE MANAGEMENT SYSTEM	DBSB-HSSE-MS	
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5.4 Safety Inspection/Audit

Periodic inspection shall be conducted in order to determine whether the HSSE Management System and its element are in place, adequate and affective in protecting the safety health of workers by preventing accidents. The inspection shall cover:

- a) Safety implementation
- b) Documentation and records
- c) Accident prevention and control measure
- d) Emergency preparedness and response
- e) Work environment

6.0 MANAGEMENT REVIEW

A management review ensures the analysis of the system in identifying deviations, to ensure continuous improvements and areas of excellence. It will ultimately provide a vehicle for making changes to the HSSE systems so that goals of meeting its commitments (HSSE Policy) are achieved.

The review will be conducted on an annual basis by the HSSE Manager with Top Management.

During management reviews the need for changes will be identified and its implications discussed.

Changes could affect the system as follows but not limited to:

- Updated revisions of **DIMENSION BID (M) SDN BHD** HSSE policy;
- Updated revisions of Objectives and Targets and
- Updated revisions of the Risk Register.