



**UniKL**  
UNIVERSITI  
KUALA LUMPUR

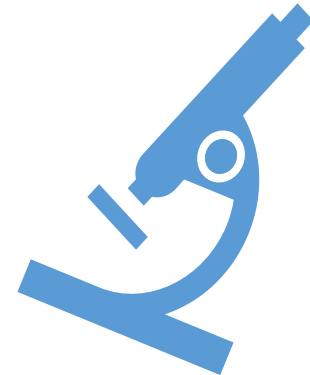


**MARA**  
CORPORATION  
GROUP OF COMPANIES

# SAFETY AND HEALTH BRIEFING

VISITOR AND CONTRACTOR

**UniKL MESTECH**



# UniKL OCCUPATIONAL SAFETY AND HEALTH POLICY

## OCCUPATIONAL SAFETY & HEALTH POLICY

At UniKL, we are committed to provide a healthy, safe secured and conducive learning and working environment to our students, employees and neighboring communities within our vicinity. UniKL strives to conduct our operation in accordance with our corporate policy and meet statutory laws, regulations and requirements.

In line with our commitment, UniKL will:

- Ensure compliance with all relevant laws, regulations and requirements;
- Provide a healthy and safe learning and working environment of students, employees and communities within our vicinity.
- Recognize our responsibility to control impact to environment from our business, activities, products and services
- Fully committed to provide environmental friendly solutions for current and future generations.
- To provide adequate and reasonable resources, training and awareness programme to student, employees and community within our vicinity
- Provide sufficient and suitable safety equipment within our vicinity
- Demonstrate proactive actions in reducing hazards and risk at workplace
- Proactive action in preventing any pandemics or outbreaks
- Conduct internal audits and inspection regularly based on health and safety element to meet occupational health, safety and security standards.



**Datuk Dr. Roziah Omar**  
President / Chief Executive Officer  
Universiti Kuala Lumpur

7 January 2022

# Occupational Safety & Health Act (OSHA) 1994

## Section 15

### General duties of employers and self-employed person to their employees

- Employer need to take care of their employees in term of welfare, safety and health at workplace.

## Section 17

### General duties of employers and self-employed persons to persons other than their employees

- Employer need to take care of others (contractor, visitor, vendor, supplier) than his employee in term of welfare, safety and health at workplace.

## Section 24

### Employees Responsibilities

- Take care for safety and health of himself and other who work with him.
- Give cooperation to employer or any other person in discharge of any duty to ensure safety and health at workplace

# WORK PERMIT FORM (PTW)

PTW are all about:

- Planning the tasks
- Held responsibilities (ownership)
- Understanding jobs
- Hazards and Control Measures
- Communication

**Please apply PTW prior to the commencement of work.**

1. Memberikan setiap pekerja keperluan alat lindung diri yang sesuai sepertimana termaktub dalam **OSHA 1994 Seksyen 15 -19:-**

a. Kasut keselamatan	d. Topi Keselamatan
b. Sarung Tangan	e. Safety Harness (untuk kerja-kerja melebihi ketinggian 2 meter)
c. Goggle (untuk kerja-kerja hacking, mengecat)	

2. Perlu meletakkan sekurang-kurangnya seorang penyelia untuk mengawal-selia pekerja di tapak bina.
3. Majikan perlu menyediakan peralatan yang mencukupi dan peralatan yang digunakan hendaklah berada dalam keadaan yang baik untuk digunakan.
4. Menyediakan maklumat keselamatan yang mencukupi seperti termaktub dalam **OSHA 1994 Seksyen 20 – 23:-**

a. Tanda keselamatan	c. Menutup kawasan kerja-kerja tersebut mengikut kesesuaian kawasan tersebut
b. Taklimat keselamatan kepada para pekerja	

**Tindakan akan diambil oleh Pihak UniKL terhadap kontraktor yang melanggar peraturan diatas:-**

1. Kegagalan para pekerja menggunakan alat lindung diri yang sesuai dan juga memakai seluar pendek di tapak bina. Pihak UniKL berhak mengambil tindakan saman sebanyak RM50 untuk setiap kesalahan dan bayaran tersebut akan dipotong daripada bayaran yang akan dilakukan.
2. Pihak UniKL juga berhak untuk memberhentikan kerja-kerja yang dilakukan oleh para pekerja tersebut serta-merta sekiranya tiada penyelia tapak yang mengawal selia kerja tersebut ataupun mendapati kerja yang dilakukan itu boleh mendatangkan bahaya buat dirinya dan juga kawasan sekeliling.
3. Sebarang kemalangan yang berlaku kepada pekerja kontraktor, pihak UniKL perlu dimaklumkan dalam 30 minit pertama. Sebarang kemalangan yang berlaku kepada pekerja kontraktor di tapak bina akibat dari kelalaian atau tidak menggunakan alat lindung diri yang sesuai, pihak UniKL tidak akan mengambil tanggungjawab atas perkara itu.
4. Bangunan UniKL adalah kawasan larangan merokok. Sekiranya didapati terdapat pekerja daripada pihak kontraktor yang merokok, pihak UniKL berhak mengambil tindakan saman sebanyak RM50 untuk kesalahan tersebut



# WORK PERMIT FORM



UniKL/CHSE/GDLSH03/01

## WORK PERMIT FORM

COMPANY NAME : \_\_\_\_\_  
 RELATED JOB : \_\_\_\_\_  
 LOCATION : \_\_\_\_\_  
 TOTAL STAFF : \_\_\_\_\_  
 START DATE : \_\_\_\_\_ END DATE : \_\_\_\_\_  
 START TIME : \_\_\_\_\_ END TIME : \_\_\_\_\_  
 TYPES OF WORK : HOT WORK  CONFINED SPACE   
 ELECTRICAL  WORKING AT HEIGHT   
 OTHER  Please specify: \_\_\_\_\_

NO.	STAFF NAMES	I/C NO.
01		
02		
03		
04		
05		
06		
07		

\*\*Please use other attachment if not enough space for staff names

Requested by :

\_\_\_\_\_  
 Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Remarks : \_\_\_\_\_

## FOR HEAD of M&F / BFMD / IAMD / CHSE USE

Authorized by :

\_\_\_\_\_  
 Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

APPROVED / NOT APPROVED

## SAFETY FIRST FOR SECURITY USE SAFETY FIRST

Security Guard : \_\_\_\_\_ Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_

# Stop Work Order

## Stop Work will be issues if:-

- Presents an imminent danger to personnel, equipment, or the environment
- Violation of safety rules as stated in the permit to work (PTW) /Job Safety Analysis ( JSA).

## Who can stop work:-

- SAFETY COMMITTEE** , or
- Permit Approval Team.**



# SMOKING PROHIBITION



**You are entering  
a no smoking  
zone**

 KEMENTERIAN KESIHATAN MALAYSIA

## LARANGAN MEROKOK BAGAIMANA ADUAN BOLEH DIBUAT?

  
**NAMA RESTORAN**  
**NAMA RESTORAN,  
LOKASI (ALAMAT)**

  
**GAMBAR PEROKOK  
SEDANG MEROKOK  
DALAM PREMIS**

  
**WAKTU DAN  
TARIKH  
DIRAKAMKAN**

  
**TIADA PAPAN TANDA  
LARANGAN MEROKOK  
DALAM PREMIS**

**SEMUA ADUAN BOLEH DIHANTAR HOTLINE:**  
 **010 8608949**

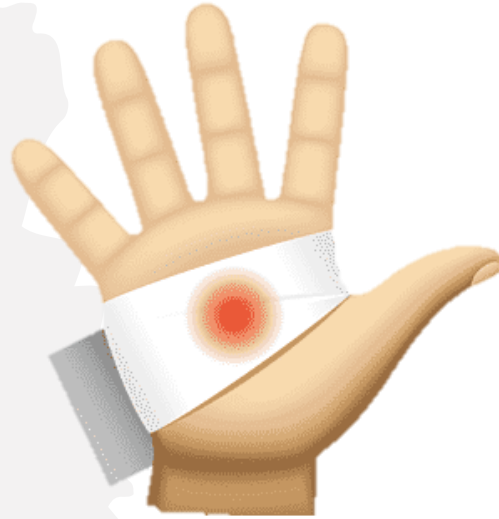
**PANGGILAN WAKTU  
PEJABAT SAHAJA:**  
**03 88924530**

Hanya digunakan untuk pesanan sahaja dengan menghantar gambar serta bukti perokok merokok di kawasan larangan merokok.

Infografi, Unit Komunikasi Korporat

# If you NOTICE.....

- Fire
- Spillage accident
- Injuries



- **INFORM YOUR GUIDE/HOST**







# EMERGENCY CONTACTS

NUR FAIZA (SAFETY COMMITTEE-OSH-C)	012 9317 520
MOHD SHAHARUDDIN (MAINTENANCE)	019 6595 813
ELEVATOR/LIFT EITA -24 HOURS	1-300-88-3482
SECURITY	03-8739 5894 ext 115

**999**

POLIS BOMBA HOSPITAL PERTAHANAN AWAM

**1 Malaysia, 1 Nombor**

# In case of EMERGENCY .....

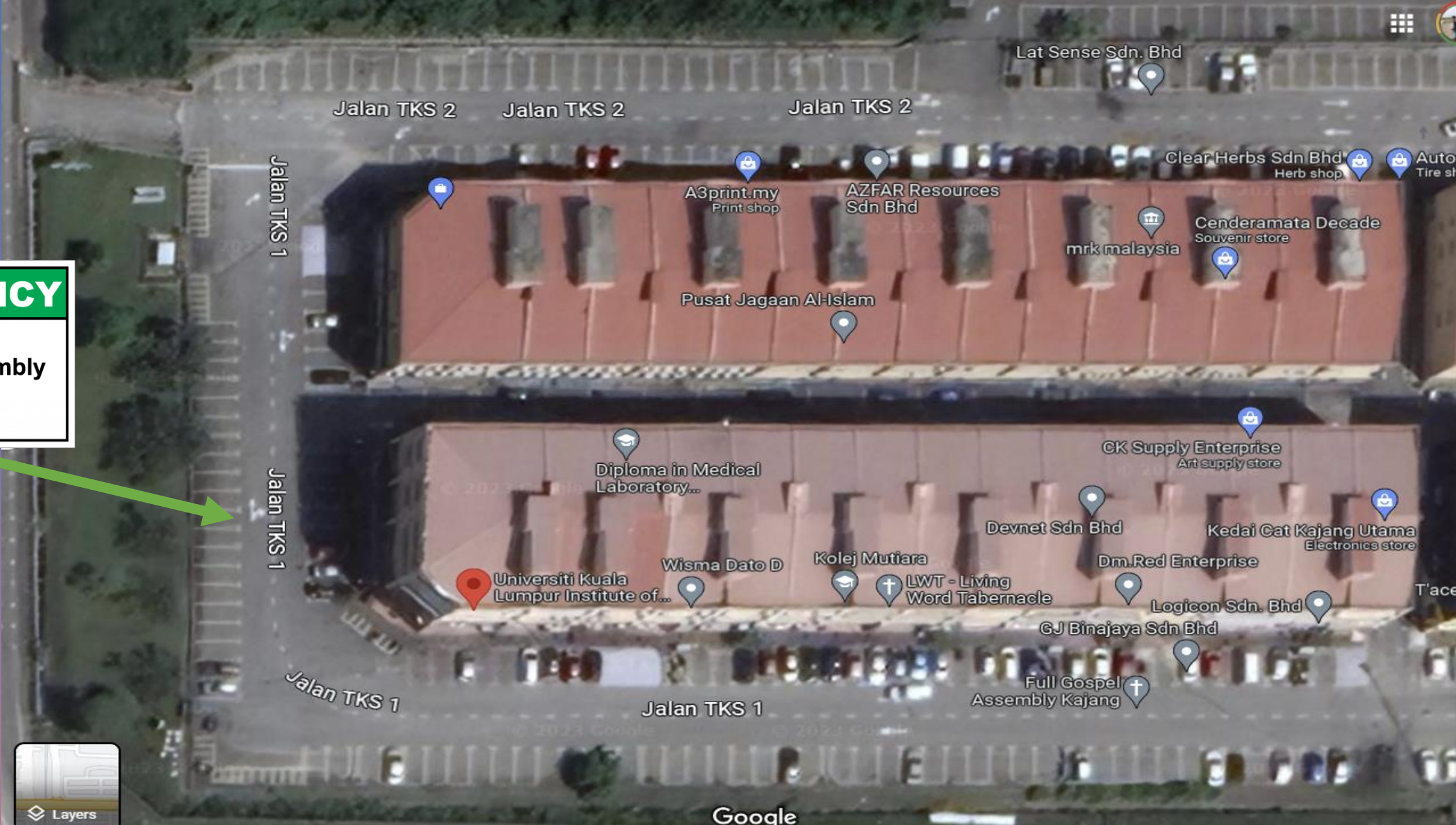
- If the fire alarm sounds continuously
- Do not panic.
- Follow the instructions of your guide/host.
- Walk fast towards the assembly point. Do not run.
- Report your attendance



# EMERGENCY



Assembly point





**ASSEMBLY POINT**

# Safe Lab Practices

- KEEP the work area CLEAN AND TIDY.
- DO NOT eat or drink in the laboratory.
- ONLY use the equipment you have been trained to use, IF UNSURE, ASK on the demonstrator/lab technicians.
- All waste MUST be disposed of safely.



**Personal Protective Equipment in a  
Laboratory is MANDATORY,  
the item of PPE  
MUST BE WORN AT ALL  
TIMES  
in that area.**

# Elevator/Lift Safety

- Elevator/Lift
  - The Lifts in Campus buildings are tested and maintained according to the standards.
  - If you get stuck in the lift, **STAY PUT, STAY CALM AND DON'T PANIC.**
  - Do not overload the lifts.



Universiti Kuala Lumpur  
Institute of Medical Science Technology,  
A1-1, Jalan TKS 1, Taman Kajang Sentral,  
43000 Kajang, Selangor.



**MARA**  
CORPORATION

## SHOULD THE ELEVATOR DOORS FAIL TO OPEN OR IN AN EMERGENCY SITUATION

- STAY CALM. DON'T PANIC
- PRESS **THE EMERGENCY BUTTON** TO SUMMON AID
- WAIT INSIDE THE ELEVATOR UNTIL HELP ARRIVED
- DON'T FORCE OPEN THE ELEVATOR DOOR
- DON'T CRAWL OUT OF THE ELEVATOR WITHOUT ASSISTANCE FROM AN AUTHORISED PERSON

### EMERGENCY CONTACT NUMBERS

EITA -24 HOURS	<b>1-300-88-3482</b>
MOHD SHAHARUDDIN (MAINTENANCE)	<b>019 6595 813</b>
NUR FAIZA (OSH- C)	<b>012 9317 520</b>

# How To Use A Fire Extinguisher



Remember the **PASS** word (Pull - Aim - Squeeze - Sweep)

<b>P</b> <b>Pull</b> Pull The Pin ↓ Break seal and test extinguisher 	<b>A</b> <b>Aim</b> Aim At The Base Of Fire ↓ Ensure you have a means of escape 	<b>S</b> <b>Squeeze</b> Squeeze The Operating Handle ↓ To operate extinguisher and discharge the agent 	<b>S</b> <b>Sweep</b> Sweep From Side To Side ↓ Completely extinguish the fire 
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SafetyBanners.ORG

In case of fire



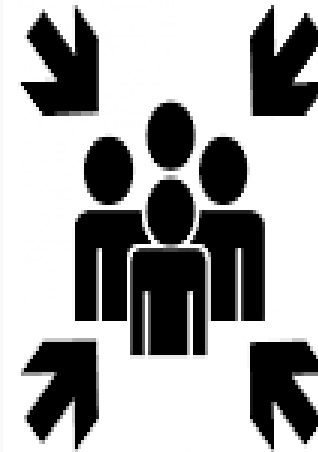
DO NOT use lift



Use the stairs



# EMERGENCY



Assembly point

# KELUAR



You are entering a no smoking zone



# 999



POLIS

BOMBA

HOSPITAL

PERTANAHAN AWAM

MARITIM MALAYSIA

TALIAN KECEMASAN NEGARA



# THANK YOU

Have a Safe and Exciting  
Visit/work at UNIKL MESTECH 😊

Universiti Kuala Lumpur  
Institute of Medical Science Technology (MESTECH)  
A1, 1, Jalan TKS 1, Taman Kajang Sentral, 43000 Kajang, Selangor



03-8739 5894