

Adherence to Occupational Safety and Health Management System Requirement in Working Environment: A Case Study on a Higher Learning Institution of Malaysia

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ABSTRACT

An Occupational Safety Health Management System (OSH-MS) is a means to assist organizations to develop a favorable working environment at the workplace. The outcomes are legal compliance and in tandem improve Occupational Safety and Health (OSH) performance. Currently, there is a variety of OSH-MS in place, such as OHSAS 18001 (Occupational Health and Safety Assessment Series), BS EN ISO 14001 Environmental management system, BS 8800 British Standard Occupational Health and Safety management System, HSG65 - Successful Health And Safety Management and the International Labor Office ILO-OSH 2001 Guideline on Occupational Safety and Health Management System, which organizations can select and apply in their organizations. Conversely, the subsequent most important point in implementing OSH-MS in an organization is getting the system to be certified by a certification body. UniMAP adopt the MS 1722:2005 in managing its OSH at the workplace. In addition, UniMAP too work towards certification for the MS: 1722:2005 and OHSAS 18001:2007. Hence, UniMAP is the first University in Northern State of Peninsula Malaysia to be certified with the MS: 1722:2005 and OHSAS 18001:2007 in tandem by NIOSH Certification Sendirian Berhad. Consequently, this standard has enables UniMAP to manage its OSH Programs and thus improve performance. In this conference, the author's would like to propose to organizations (which have not done so) to implement the aforementioned OSH-MS due to the benefit inherent with it. UniMAP hopes to share its experience in getting the system to be certified by a certification body.

Keywords: Occupational Safety Health Management System (OSH-MS), Certification, Experience sharing, Working environment, UniMAP.

1. INTRODUCTION

An Occupational Safety Health Management System (OSH-MS) is a means to assist organizations to develop a favorable working environment at the workplace. Conversely, the subsequent most important point in implementing OSH-MS in an organization is getting the system to be certified

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by a certification body. The effect of certification attain are legal compliance and in tandem improve Occupational Safety and Health (OSH) performance.

Currently, there is a variety of OSH-MS in place, such as OHSAS 18001 (Occupational Health and Safety Assessment Series), BS EN ISO 14001 Environmental management system, BS 8800 British Standard Occupational Health and Safety management System, HSG65 - Successful Health And Safety Management and the International Labor Office ILO-OSH 2001 Guideline on Occupational Safety and Health Management System, which organizations can select and apply in their organizations. UniMAP work towards certification for the MS: 1722:2005 and OHSAS 18001:2007.

There are various requirements that need to be full fill before the system is being certified by a certification body. In this conference, the author's hope to share its experience on how UniMAP work towards certification for the MS: 1722:2005 and OHSAS 18001:2007.

1.1 Aim

To share UniMAP experience in getting OSH-MS MS: 1722:2005 and OHSAS 18001:2007 certification for mutual benefit with organizations intending to put the system into practice.

1.2 Problem Statement

Business organizations must comply to the safety and health standards as stated in the Occupational Safety and Health (OSH) Act 1994. Business organization must implement OSH programme at the workplace so as to ensure a conducive working enviroment. These are some of the basic requirement impose by the government on employers.

Statistics from Social Security Organization (SOCISO) indicate 58,321³ industrial accidents occur in 2006. The OSH Act 1994 requires the workers, employers, societies, students and government to be involved in ensuring a safe and conducive working environment at the work place. Although there is the law on safety and health at the workplace, a high rate of industrial accident still occur in industrial sectors.

Do business organizations need to implement OSH programmes at the workplace to reduce these accidents? The high fatal accident rates emphasize the need for enforcement and occupational health and safety education programmes at the workplace in a systematic approach. Hence there is a

³ www.perkeso.gov.my/

requirement for organizations to put into practice a systematic approach in managing Safety and Health Programs so as to reduce industrial accidents. A systematic approach means a proper system must be followed. One standard that can be adopted by organization in Malaysia is through implementation MS 1722.

2. OSH-MS REQUIREMENT ENHANCE ORGANIZATIONS WORKING ENVIRONMENT

Do business organizations need to implement OSH-MS? The Occupational Safety and Health Act (OSHA) 1994 represent the key legislation that administers safety and health of all employees. OSHA 1994 outlines the requirement in terms of responsibilities and accountabilities, organization of safety and health and outline of arrangements that need to be established to protect safety and health of the employees and others at the place of work. The law requires employers to provide the safety needs of the employees and on the other hand the employees too have several responsibilities towards their own safety. Hence, the legislation requires the employers to put into practice OSH management. How to implement and practice OSH management in the industry to adherence to the law?

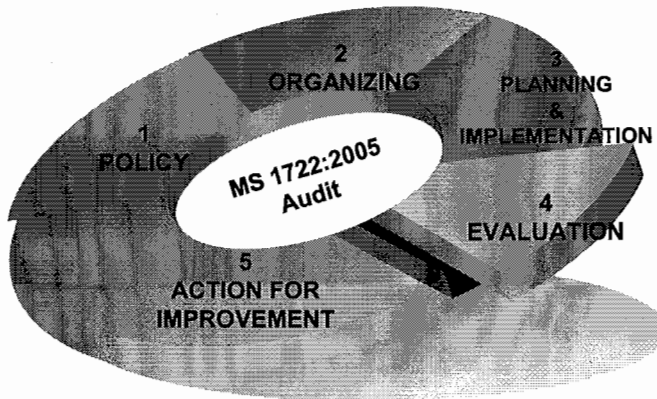


Diagram 1 - Occupational Safety Health Management System (OSH-MS) – MS 1722:2005

Currently, there is a variety of OSH-MS in place. Each of these management systems is based on the “plan-do-check-act” management model and embodies the principle of continual improvement⁴. Business organizations can make a choice of which ever system they want to adopt in their organizations.

One standard that can be adopted by organization in Malaysia is through implementation MS 1722:2005. OSH-MS MS 1722:2005 is a Malaysian management Standard based on occupational safety and health criterion standards develops by Department of Standards Malaysia.

Our former Prime Minister, Tun Abdullah Ahmad Badawi in his speech read by Deputy Prime Minister Datuk Seri Najib Tun Razak at the National Occupational Safety and Health Awards Ceremony 2007 stress:

.....Employers are to use the Malaysian standard MS 1722: Occupational Safety and Health Management Systems as their reference when preparing for a safe and healthy management system at workplaces

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The aim of the standard is providing continual improvement in safety, health and welfare of workers at the workplace via the effective management of hazards associated with the business of an organization.

Implementing OSH-MS MS 1722:2005 in Organization⁵

⁴ http://www.ijenet2.org/uploadefiles/ergo_community/case_studies/56.pdf

⁵ MS 1722: Part 1:2005 OSH MS (Occupational Safety and Health Management Systems - Requirements)

ELEMENTS OF OSHMS 1722:2005

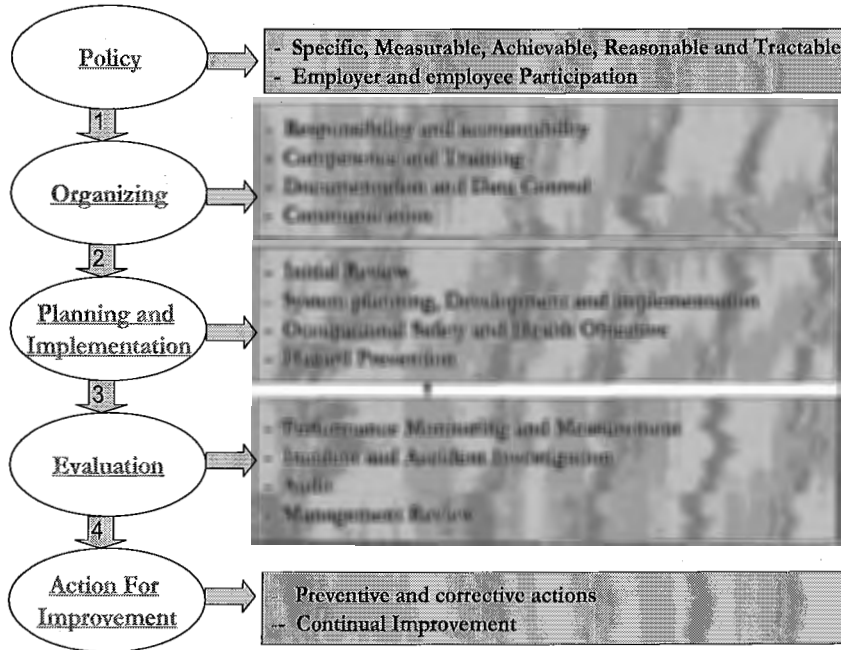


Diagram 2 – Requirement for Certification Occupational Safety Health Management System (OSH-MS) MS 1722:2005

OSH-MS MS 1722:2005 consist of 5 elements⁶ - Policy, Organization, Planning and Implementation, Evaluation, and Action and Improvement as shown in Diagram 1. Within each element there Sixteen Measures as shown in Diagram 2 that need to be taken into considerations so as to ensure a favorable working environment prevail at the workplace and to comply with the requirements of the laws. These elements and measures form a continual cycle of improvement. Organizations that have implement OSH-MS; demonstrate to their employees that they are using a structured practice to care for their safety and others. These will result in the development of good safety culture.

⁶ Azuddin Bahari, Hanum Hassan & Tunku Salha Tunku Ahmad, Keselamatan dan Kesihatan Pekerjaan Dalam Perniagaan Kecil, Penerbitan Universiti Malaysia Perlis, 2010, Page 102.

UniMAP have worked towards certification for the MS: 1722:2005 and OHSAS 18001:2007. There are inputs or requirement as shown in Diagram 2, that organizations need to consider in implementing an OSH-MS to obtain certification.

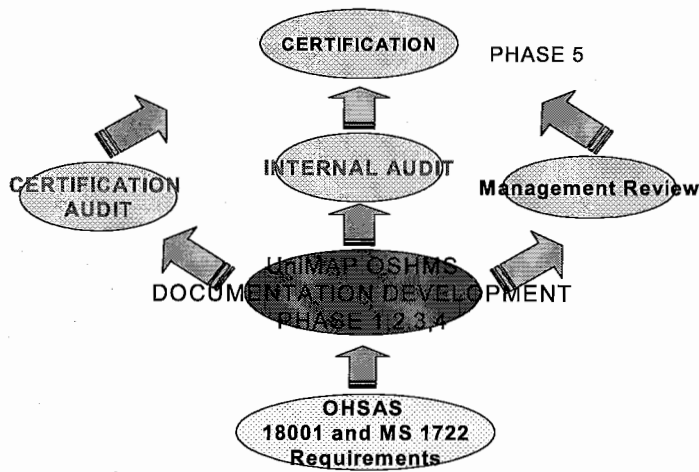


Diagram 3 -- Strategy Map for MS 1722:2005 Certification

How does the strategy work? UniMAP'S strategy to meet the Requirement for Certification for MS 1722:2005 is as shown in Diagram 3. The Strategy Map is turn into action plan – System Development. The System Development Process for Certification is being separated into 5 phases as shown in Table 1. In each phase are set down activities and target to be achieved as follows:

Table 1- System Development Process For Certification

Phases	Activities	Target
Phase 1-System Strategic Planning	Initial OHSMS Review Prepare Presentation to Top MGMT Submit Application to CB for Audit 1	Current OH&S MGMT Status for Presentation Get an approval from CB

<p>Phase 2 - Policy And Planning</p>	<p>Policy and Planning Hazard Identification, Risk Assessment & Risk Control Measures Policy & MGMT Objective & Program OSH Implementation & operations Training Awareness & Competence Consultation & Communication Documentation, Data & Record Control Operational Control Emergency preparedness and Response Checking & Corrective Action Accident, Incident & Non Conformance Performance, measurement & monitor</p>	<p>Established Procedures & Record Hazard Register Department & Sect Objectives Established Procedures & Record Training Matrix & TNA Task req. competence person Available Management Manual Operational Control Procedures Available ERP procedures Established Procedures & Record Notification & Investigation Form Monthly OSH Performance Form</p>
<p>Phase 3 - System Implementation</p>	<p>Training for OSHMS Implementation Awareness Program for Employee OSHMS Internal Audit Training</p>	<p>Awareness Program Understanding on OSHMS Available OSH Internal Auditor</p>

Phase 4 - Audit And Review	Finalization of OSHMS Documents Level 1: Management Manual Level 2: Management procedures Level 3: Operating Control Guidelines Level 4: Form & Record Document Review By CB Internal Audit by Steering Committee Corrective and Preventive Plan Management Review Operations Control Procedures	Control Document for Audit Contents with 17 Subject Contents With 11 Subject Contents With 14 Subject Level 4: Form & Record Observation Observation No Rectification Works Latest Update & Give Comments Routine & Non Routine
Phase 5 - Compliance Audit	Compliance Audit by CB	ZERO NCR

UniMAP has benefited with the implementation of OSH-MS 1722:2005. At the end of the day, Manual “Sistem Pengurusan Keselamatan dan Kesihatan Pekerjaan UniMAP” was developed through the adoption of management system for occupational health and safety. In the nutshell, the manual consist of four levels as explain beneath with detail content as shown in Table 2. The content of the manual as follows:

- a. Level 1: Management Manual, the manual consist 17 subjects.
- b. Level 2: Management procedures, the manual consist 11 Subjects.
- c. Level 3: Operating Control Guidelines, the manual consist 14 subjects.
- d. Level 4: Form & Record

Table 2 – Sistem Pengurusan Kesihatan dan Keselamatan UniMAP

OSHMS Management Manual – Level 1	
1	Organization overview
2	OSHMS overview
3	Cross references, and general terms and definitions
4	OSH policy
5	Hazard identification, risk assessment and risk control, and environmental aspects
6	Legal and other requirements
7	OSH Objectives, targets and programs
8	Structure and responsibility
9	Competence, training and awareness
10	Consultation and communication
11	Documentation, documents and records control
12	Operational control
13	Emergency preparedness and response
14	Performance measurement and monitoring, and evaluation of compliance
15	Incident investigation, non-conformity, corrective and preventive action
16	Audit
17	Management review and continual improvement
OSHMS Management Procedures – Level 2	
1	Hazards identification, risk assessment and risk control procedures
2	Legal and other requirements procedures
3	Competence, training and awareness procedures
4	Communication, participation and consultation procedures
5	Documentation, documents and records control procedures
6	Operational control procedures
7	Emergency preparedness and response procedures
8	Performance measurement and monitoring, and evaluation of compliance procedures
9	Investigation, non-conformity, corrective and preventive action procedures
10	Audit procedures
11	Continual improvement procedures

OSHMS Operating Control Guidelines – Level 3	
1	Hiring and placement guidelines
2	Workplace housekeeping guidelines
3	In-house general SHE rules
4	Signage/posters and barricade/barrier guidelines
5	Planned general SHE inspection guidelines
6	Permit-to-work system guidelines
7	Preventive maintenance system guidelines
8	Pre-use equipment/material check system guidelines
9	Procurement guidelines
10	Contractor management guidelines
11	Management of change guidelines
12	Personal protective equipment guidelines
13	Hygiene control guidelines
14	Occupational health hazards control guidelines
OSHMS Records and Forms – Level 4	
1	OSHMS-03B-YY SOP
2	OSHMS-03C-ZZ SOP
3	OSHMS-04-04 HIRAC
4	OSHMS-04-05 Legal Register
5	OSHMS-04-06A List of Competence Persons Needs
6	OSHMS-04-06A Training Needs
7	OSHMS-04-08B Document Control
8	OSHMS-04-09B Work Place House Keeping
9	OSHMS-04-09E General OSH Investigation
10	OSHMS-04-09F Permit to Work
11	OSHMS-04-09G Permit to Operate
12	OSHMS-04-09H Preventive Maintenance
13	OSHMS-04-09I List of Equipment Material Check
14	OSHMS-04-09J Procurement Management
15	OSHMS-04-09M PPE
16	OSHMS-04-09N Hygiene Control
17	OSHMS-04-11C Hazard Survey Form
18	OSHMS-04-12A Investigation Report
19	OSHMS-04-13B Audit Report

The implementation of the system leads to UniMAP compliance to the relevant laws and risk management. UniMAP is the first University in Northern State of Peninsula Malaysia to be certified with the MS: 1722:2005 and OHSAS 18001:2007 in tandem by NIOSH Certification Sendirian Berhad. Consequently, this standard has enables UniMAP to manage its OSH Programs and thus improve performance.

In this conference, the author's would like to propose to organizations (which have not done so) to implement the aforementioned OSH-MS due to the benefit inherent with it. UniMAP hopes to share its experience in getting the system to be certified by a certification body.

3. CONCLUSION

OSH issues and problems need to be managed in a systematic manner. Although there are legislation on OSH but these legislations do not provide details on how to manage OSH systematically and how to integrate OSH into business activities. Investment in OSH-MS will enable the business entity to manage OSH issues and problems.

The government has urged employers to use OSH-MS based on the Malaysian Standard (MS1722) to enhance OSH level at the workplace. By adopting the OSH-MS 1722 or any other OSH-MS, the business organizations will reap the harvest. The step by step implementation of the system will ensure a favorable working environment prevail at the workplace which leads to compliance with the requirements of the laws and promote continuous improvement in OSH performance.

4. RECOMMENDATIONS

To boost the implementation of OSH-MS at the workplace the following measures are recommended:

- a. Intensification of drive to promote the benefit of OSH-MS MS: 1722 towards the employer by the Department of Occupational Safety and Health, Ministry of Human Resources and Manpower
- b. Intensification of drive to propagate and instill awareness on and education programs on safety and health at workplace by the employer towards employees

- c. Establishment of a close cooperation with universities to identify research areas to be carried out

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