# Ancubic Group of Companies

**OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)**
**GUIDELINE**
*Updated as of February 2023*

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## 1.0 POLICY STATEMENT

**Project Safety**

To fulfil our social responsibility, we have adopted the Ancubic's Health Prevention and Emergency Management Handbook, which outlines matters required for calm and optimal behaviour and actions during emergencies. We constantly share it with all of our employees through education and awareness-raising programs to communicate the Company's accumulated wisdom and experience that is useful for smooth business continuation.

## 2.0    PURPOSE

Construction Safety Division (CSD), DOSH Headquarters and Construction Work Section (CWS), DOSH States enforce safety, health and welfare legislations in the construction site under the Ministry of Human Resources purview.

As a property development and construction management company, our daily activities are directly related to maintaining human life and health. Ancubic Group companies are committed to fulfilling our corporate social responsibility of ensuring stable and continuous efforts to protect, educate and implement appropriate measurement while delivering our services and operation.

We aim to promote awareness and good practices between the Board, ANCUBIC Group's employees Board, our stakeholders and the general public regarding the importance of Ancubic Group dealing with the safety and health risks for Ancubic's project, which resulted from our business activity.

Basic safety and health knowledge and an understanding of general safety and health risks are important. Everyone is responsible for protecting his/her own safety and health and understands the effect that his/her own actions could have on others.

## 3.0   SCOPE
A quality, safe and healthy workplace is identified for any hazard and risk by:

1. Employee: Encourage  all staff to receive to obtain relevant information, directives, training and supervision on how to carry out tasks in a correct and quality manner that poses no risks to health;

2. Customer and Society: Investigating all non-conformities of products and services, incidents, occupational diseases, occupational poisoning and dangerous events, and taking steps to ensure they are not repeated;

3. Business: Incorporate business products that comply with customer requirements and legal and other requirements as stipulated in the Occupational Safety and Health Act 1994, its regulations and the approved industrial codes of practice;

4. Organisation: Promoting and achieving the objectives of occupational safety and health quality, work procedures, and rules and guidelines of occupational safety and health in the organisation.


## 4.0    IMPLEMENTATION

| Department | | Implementation |
|---|---|---|
| Constr uction | 1 | Attendance at Toolbox Meeting once a week |
| | 2 | Knows where the  security points and procedures |
| | 3 | Knows the emergency arrangements and emergency tool |

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|---|---|---|---|
| | | 4 | Statutory requirements of PPE as where it is necessary |
| | | 5 | Fire Extinguisher to be provided at a visible location. |
| | | 6 | Identify the duties of the safety officer. |
| | | 7 | Reporting procedure and safekeeping of the book |
| **Property Development** | | 1 | Attendance on new employee orientation on work commencement |
| | | 2 | Knows where are security points and procedures at reporting office |
| | | 3 | Knows the location of emergency exits |
| | | 4 | Statutory requirements on Socso and duties of HR to assist |
| | | 5 | Fire Extinguisher to be provided at reporting office. |
| | | 6 | Identify the location of panel clinics and ER kits. |
| | | 7 | Put up awareness notifications on the notice board. |
| | | 8 | Ensure the business operation office is fit for occupation. |

## 4.1    Basic Policy

We take sufficient and necessary preparatory and preventive measures to minimise damage in anticipation of the possible development of risks into actual events. Below is the guideline.

a. In the case of an unforeseen disaster, we take action while prioritising protecting human lives above all.

b. When making an initial response to a disaster, we follow instructions issued by our respective organisational leaders, who manage and supervise their subordinates appropriately in compliance with applicable manuals.

c. If unable to receive instructions from superiors due to the ongoing disaster, we strive to act and behave to the best of our ability, according to the decisions that we have made on our own in compliance with the Basic Policy and consideration of the danger and seriousness of the risks involved.

d. During post-disaster restoration, we take appropriate measures in accordance with predetermined procedures while giving top priority to the services and resume of operation work, particularly the continuation of business activities.

e. From time to time, we establish and review in-house regulations and manuals that are necessary for the smooth implementation of the Basic Policy and make budgetary arrangements required for prevention, restoration, and other disaster reduction activities.

f. Organisational leaders strive to organise educational, awareness-raising, and regular or irregular training programs so that the Basic Policy will be widely known within their organisations and that all the employees will understand and embrace the Basic Policy.

## 5.0    RESPONSIBILITIES

Fulfilment of responsibility as a corporate member of local communities through:-

Procurement of equipment and materials necessary for rescue and relief operations: We strongly encouraged to stock necessary emergency equipment of daily, office, and disaster reduction materials in their respective workplaces, in consideration of the size, business type,

building structure and location (floor), occupants, and other details of each workplace. (First Aid -kits, Fire Extiquisher, Emergency exit notice and Emergency contact numbers)

| Category | Item | Objectives |
|---|---|---|
| Education | BCP awareness-raising education | Awareness-raising seminar at each workplace |
| Practical training | Fire-fighting training | General training in a simulated fire-fighting situation, including evacuation, fire extinguishing, and roll call |
| | Fire extinguisher handling and evacuation | Use of a fire extinguisher, confirmation of emergency evacuation routes, behavioural and gestural practices in case of smoke |
| | Safety status confirmation | Exercise in reporting using the safety status confirmation system |
| | Guidance training | Training in guiding on emergency routes |
| Inspection | Inspection of fire extinguishers | Legally mandatory periodic inspection |
| | Other disaster reduction equipment and tools | Legally mandatory periodic inspection, confirmation of location |

## 6.0    USEFUL INFORMATION

| IN THE EVENT OF EMERGENCY |
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| **EMERGENCY ASSEMBLY POINT** |
| The Building Management of your reporting office has designated an assembly point for emergency evacuation. Kindly contact the Management Office if you need help identifying the exact location. All employees are to familiarise themselves with the emergency exit, whereby the same has been put on all emergency exit doors. |
| **FIRE SAFETY** |
| •Must maintain all fire-fighting and fire-protection equipment in the shop in good working order, including sprinklers, smoke detectors, PA speakers, hose reels or any other equipment installed. •Shall not interfere or attempt to control any part of the fire alarm and sprinkler systems. •Access to fire-fighting equipment, such as fire extinguishers and hose reels, shall not be obstructed. •Access to all fire escape doors shall not be obstructed. •Unless approval has been obtained, there are no additional partitions, ceilings, equipment or modifications to the layout which affect fire safety. •Participate in periodic fire drills organised from time to time. This is to ensure that parties concerned are familiar with evacuation procedures during a fire. •Emergency and Evacuation Procedures are available at the Management's office. A copy of this is to be affixed to the Common area of the building. |
| **What should I do if a fire breaks out in my Place?** |

• Make sure everyone leaves immediately;
• Shout to warn your family or anyone nearby – even outside;
• If your clothing catches fire - stop, drop down and roll on the ground until the flames
go out;
• If someone else's clothing catches fire - use a blanket, rug or thick coat to put out the flames;
• Do not stop to take anything with you;
• Stay low on the floor where the air is cleaner and cooler;
• When leaving, only open the doors you need to. Never open a door if it is warm to touch; there
could be a fire on the other side;
• Never use a lift; always take the stairs;
•Do keep escape routes clear and follow any evacuation procedures displayed in communal areas
• Call 999 as quickly as is safe to do so.
• Inform the Building Security and the Management

### How can I prevent a fire in my Place?

• Don't use or store paraffin heaters, liquid petroleum, propane and butane gas appliances or other
flammable or explosive substances around.
• Keeping exits clear and keys to windows and doors in easy reach;
• Keeping communal areas, corridors and staircases clear of large items such as
prams, bikes or large plant pots, as these could get in the way of people evacuating
the building, and could also fuel a fire;
• Preventing accidents while cooking. Do not leave young children or pets alone in a hazardous area;
• Not leaving candles unattended when lit;
• Not smoking on the couch, near curtains, and in areas that quickly catch flames;
• Closing all doors at night to help prevent the spread of fire;
• Not overloading electrical sockets;
• Switching off and unplugging your TV and other electrical goods.
• Don't interfere with installed smoke or fire alarms in any way.

### What should I do if I am unable to get out?

• Get everyone into one room (grab a mobile phone if possible). Pack wet  clothes, cushions, pillows
or towels around the door to keep smoke out. This is your safe room.
• Open the window, stay there and shout for help until someone calls 999