



## **GOLDEN LAND BERHAD**

[Registration No. 199401012688 (No. 298367-A)]

[Incorporated in Malaysia]

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### **TERMS OF REFERENCE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL COMMITTEE**

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## **1.0 Objectives**

- 1.1 To secure, protect and promote safe and healthy working environment and provide employees with adequate knowledge, training, supervision and equipment to carry out their duties in a safety manner without expose to safety and health risk.

## **2.0 Composition**

- 2.1 The Occupational Safety, Health and Environmental (“OSHE”) Committee consist of:-
- (a) A Chairman;
  - (b) A Secretary;
  - (c) Two representatives of employer; and
  - (d) Two representatives of employees.
- 2.2 The Secretary shall be the person who is employed as the Safety and Health Officer at the place of work. Where there is no person employed as the Safety and Health Officer, the Chairman may appoint another person to act at the Secretary of the OSHE Committee, or the members may by ballot, appoint from amongst themselves the Secretary of the OSHE Committee.

## **3.0 Quorum and Procedures of Meetings**

- 3.1 The OSHE Committee shall meet every quarter and when a need arises.
- 3.2 No business shall be transacted at any meeting of the OSHE Committee unless a quorum of chairman, the secretary and not less than half of the remaining members present.
- 3.3 The OSHE Committee may at its discretion invite any other person to any of its meetings to discuss any matter pertaining to OSHE issues.
- 3.4 Minutes of each meeting shall be kept at the place of work and distributed to each member of the OSHE Committee.
- 3.5 A resolution signed by all members in lieu of convening a formal meeting shall be as valid and effectual as if it has been passed at a meeting of the OSHE Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by 1 or more members.

## **4.0 Authority**

- 4.1 The OSHE Committee is entrusted to examine issues stated in the Terms of Reference and report to the Management Committee with recommendations.

## **5.0 Functions**

- 5.1 To review, improve and revise the safety and health policies at the place of work wherever necessary to comply with relevant applicable laws.
- 5.2 To review and approve OSHE Plan for the year.

- 5.3 To identify, investigate and discuss on the trends of accident, near-miss accident, dangerous occurrence, occupational poisoning or occupational disease which occurs at the place of work, and shall report to the employer of any potential risk or inappropriate practices at the place of work together with recommendations for deliberation to minimize the risk of reoccurrence.
- 5.4 To review, discuss and make recommendations to the employers on the remedial measures taken at the work place to ensure safety and health of employees at the work place.

**6.0 Review of Terms of Reference**

- 6.1 The OSHE Committee shall review and assess the adequacy of this Terms of Reference on a periodic basis determined by the OSHE Committee or as and when necessary. Any proposed changes to the Terms of Reference shall be approved by the Management Committee.