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| MAIN BUILDING WORKS FOR DAYONE DATA CENTRE BUILDING F (PLOT 3) | | |
|  | **HSE MANAGEMENT SYSTEM** |  |
| Document Title: **HSSE INDUCTION** |
| Document No.: **CCCC/GDS/EHS/F3/SIF/001** |

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| **CLIENT/MAIN/SUB-CON NAME** | **: {{CompanyName}}** | **DESIGNATION** | **: {{Designation}}** |
| **NAME** | **: {{Name}}** | **IC/PASSPORT/IMM13 NO.** | **: {{IDNumber}}** |
| **PASSPORT EXPIRY DATE** | **: {{PassportExpiry}}** |
| **ADDRESS** | **:** | **WORK PERMIT EXPIRY DATE** | **: {{WorkPermitExpiry}}** |
| **NATIONALITY** | **: {{Nationality}}** | **LICENSE TYPE** | **:** |
| **DATE OF BIRTH** | **: {{DOB}}** | **CIDB EXPIRY DATE** | **: {{CIDBExpiry}}** |
| **CONTACT NO** | **: {{ContactNo}}** | **BLOOD GROUP** | **: {{EmergencyNo}}** |
| **EMERGENCY CONTACT NAME** | **: {{EmergencyName}}** | **EMERGENCY CONTACT NO.** | **:** |

# Note: All employees/workers/consultant shall comply on the following safety rules & requirements:

**{{Photo1}}**

1. To understand basic OSHA 1994 (Act 514) and FMA 1967 (Act 139) requirement.
2. Wear appropriate Personnel Protective Equipment correctly while working.
3. To ensure safe working condition of equipment before usage.
4. To keep work place clean and tidy.
5. Safely handle any inflammable or explosive item on -site.
6. Refrain access to unauthorized areas.
7. Smoking is only allowed at designated and approved areas.
8. Operate equipment/ machines with appropriate approval from the relevant officer.
9. Alcohol/drug is strictly prohibited on-site.
10. Possession of weapon and explosives are not allowed and shall be reported to Police.
11. No misbehavior or horseplay on-site
12. Operating electrical appliances must be approved by relevant officer.
13. No cleaning or repair of any machines while it is switched on.
14. No open burning.
15. Follow safety protocols as instructed.
16. Report any unsafe acts/conditions observed on site.
17. Co-operate with employer in regards to safety related matters.
18. Adhere to emergency procedure (assembly point).
19. Registration with CIDB is compulsory to work in site.
20. No underage person (18 years old below) shall be apart of this Project, whether to work or access into project sites.

# Illegal immigrants are not allowed to be employed in this project.

* 1. I hereby pledge and understood the rules and instruction above, as well other relevant rules and regulations pursuant to Occupational Safety and Health Legislation.
  2. I shall use the mandatory PPE whenever I enter the worksite and shall use the appropriate PPE in regards to the type of hazards present in the job, in compliance to the regulations.
  3. I will always be of safe and sound mind, and will not endanger myself or my colleagues by acting irresponsibly.

**DOCUMENT REQUIRED FOR SAFETY BRIEFING**

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| --- | --- | --- |
| **D. I hereby acknowledge my responsibilities as an employee of this Project and shall consent to directives by the HSE Department.** | | |
| Name | : | |
| Signature | : | Date: |

**NO Item (√)**

1. Photo
2. Copy of IC/Passport
3. Copy of Visa/Work Permit
4. MySejahtera COVID 19 Vaccination Digital Certificate
5. Copy of CIDB
6. Copy of NIOSH Port Safety Passport (if applicable)
7. Copy of any Competency/Course Certification

**DOCUMENT REQUIRED FOR VEHICLE PASS ENTRY**

1. Copy of driver license
2. Copy of vehicle JPJ registration card
3. Copy of vehicle insurance
4. Copy of approved vehicle inspection checklist from WCT-CCCC JV HSSE Department

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| **FOR MAIN CONTRACTOR USE** | |
| **The above person has completed the In-House Safety Induction Course** | |
| Date Of Issue | : |
| Conducted By | : |
| Signature | : |
| Date | : |

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Form No.: **CCCC/GDS/EHS/F3/SI/PPE/001** (**REV 0)**