

HSEMS CHECKLIST PERSON IN CHARGE (PIC)_REV_APR19

No	Category	Frequency (activity per year) (PA = Per Activity)							Checklist / Remark
	Category 3A – Operational Control (General)	GD	GM	PIC	GS	GSE	BSP	GSO	
1	Premises and Housekeeping								
	1a) Building and Yard	4	4	MSO	4	4	4	4	3A.01(1) CHECKLIST BUILDING & OFFICE. (Frequency = every 3 months)
			6*	MSO					*For PMU only Refer MSO Checklist (Frequency = every 2 months)
	1b) Light (Intensity) Monitoring	1	1	Admin	1	1	1	1	3A.01(2) LIGHT INTENSITY SURVEY (Frequency = once a year, for office only)
	1c) Ventilation			MSO					*For PMU, included in the MSO checklist
2	Demarcation and Storage Practice			MSO					Included in Checklist no (1) Premises and Housekeeping
3	Color Coding	1	1	MSO	1	1	1	1	3A.03 COLOR CODING CHECKLIST & COLOR CODE (Frequency = once a year)
4	Tools and Equipment		4	TEAM					3A.04(1) HANDTOOLS CHECKLIST (All Units) (Frequency = every 3 months) (Note: also physical condition check before work)
			2*	TEAM					3A.04(2) LABELLING OF ISOLATORS SWITCHES VALVES CHECKLIST *(SUBD only) (Frequency = every 6 months)
		4	4	TEAM	4	4	4	4	3A.04(3) PORTABLE ELECTRICAL EQUIPMENT CHECKLIST.doc (All Units) (Frequency = every 3 months)
			4	TEAM					3A.04 (4) MACHINE GUARDING CHECKLIST.doc (All Units) (Frequency = every 3 month)

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5	Compressed Gas Cylinder and Pressure Vessel		1*	TEAM					3A.05 COMPRESSED GAS CYLINDERS AND PRESSURE VESSEL CHECKLIST.doc *(SUBD only) (Frequency = once a year)
6	Electrical Installation		4*	TEAM					3A.06(1) GENERAL ELECTRICAL INSTALLATION AND FLAMEPROOF CHECKLIST *(SUBD Only) (frequency = every 3 months)
		4	4	TEAM	4	4	4	4	3A.06(2) TESTING OF RESIDUAL CURRENT DEVICES CHECKLIST doc (All Units) (Frequency = every 3 months)
7	Permit To Work (PTW)	PA	PA	TEAM					Refer to PTW procedure (All Units) (Frequency = per activity)
8	Lock Out Tag Out	2	2	TEAM					3A.08 LOG OUT TAG OUT CHECKLIST (All Units) (Frequency = every 6 months)
9	Electrical Works	PA	PA	TEAM					Refer to 1) PTW procedure and 2) Lock Out Tag Out procedure (All Units) (Frequency = per activity)
10	Safe Working at Height	PA	PA	TEAM					Refer to procedures related to working at heights – SUBD, DLCU, LLU, LSU (All Units) (Frequency = per activity)

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	Category 3A – Operational Control (General)	GD	GM	PIC	GS	GSE	BSP	GSO	
11	Ladders and Scaffolding	4	4	TEAM	4	4	4	4	3A.11(2) LADDERS, STAIRS, WALKWAYS (LADDER CHECKLIST) (All Units) (Frequency = every 3 months)
		4	4	TEAM					3A.11(3) SCAFFOLDING CHECKLIST.doc (All Units) (Frequency = every 3 months)
12	Safe Working in Confined Space	PA	PA	TEAM					Refer to Confined Space Checklist in Contractors Management procedure (Lampiran 4) (SUBD, DLCU Units) (Frequency = per activity)
13	Safe Lifting and Hoisting	PA	PA	TEAM					1a) For Overhead Crane refer - 3A.13 LIFTING APPLIANCE Checklist (Frequency = once a year) 1b) For Wire Rope & Chain Sling, refer : 3A.13 (2) WIRE ROPE & CHAIN SLING CHECKLIST (Frequency = every 3 months) 2) For Mobile Crane refer - Checklist in Contractors Management procedure (Lampiran 5-borang pemeriksaan pemandu kren (kontraktor)) 3) For Crane used by Grid Maintenance, refer checklist in TOMAS (Senarai Semak 2-3-5) (All Units) (Frequency = per activity)
14	Maintenance and Construction Works	PA	PA	TEAM					Refer respective WI in Grid Maintenance and Grid Development departments
15	Excavation Works	PA	PA	TEAM					Refer to Method Statement provided
16	Hot Work	PA	PA	TEAM					Refer to Method Statement provided
17	Transport and Travelling	PA	PA	TEAM					Refer HIRADC
18	Traffic Safety	PA	PA	TEAM					Included in the project construction safety

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No	Category 3C – Operational Control (Environment)	GD	GM	PIC	GS	GSE	BSP	GSO	Checklist / Remark
1	Waste Management and Minimization	PA	PA	TEAM					Refer to 1) Scheduled Wastes Management procedure (GRID-MGMT-810-05) 2) CHRA report 2018 3) Chemical Safe Handling procedure (GRID-MGMT-810-07)
2	Scrap And Refuse Bin	PA	PA	TEAM					Included in Waste management and Minimization requirements
3	Pollution Control	PA	PA	TEAM					Refer to Scheduled Wastes Management procedure (GRID-MGMT-810-05)