



# **OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM**

CENTRALIZE RECORD AND  
DOCUMENT MANAGEMENT

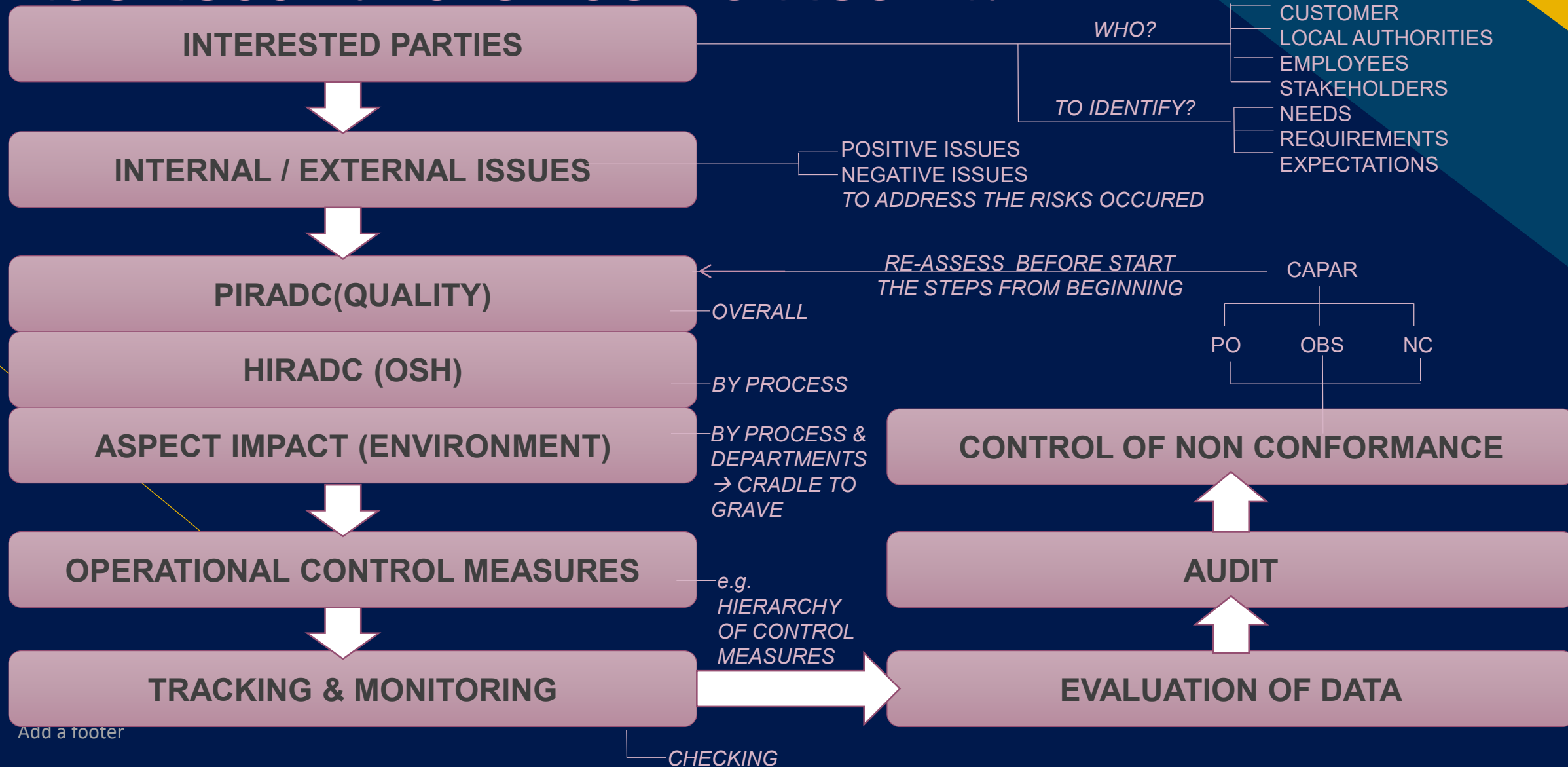
# CONTENT OUTLINE

## Occupational Health and Safety Management system

- Occupational Health & Safety Management System
- Centralized reporting system (CCRIS)
- Incident & Accident Reporting process flowchart
- CCRIS centralized support portal interface with QHSE Panel
- CCRIS centralized support portal interface for incident & accident reporting
- Risk Management Summary & Example
- Data Analysis Summary & Example

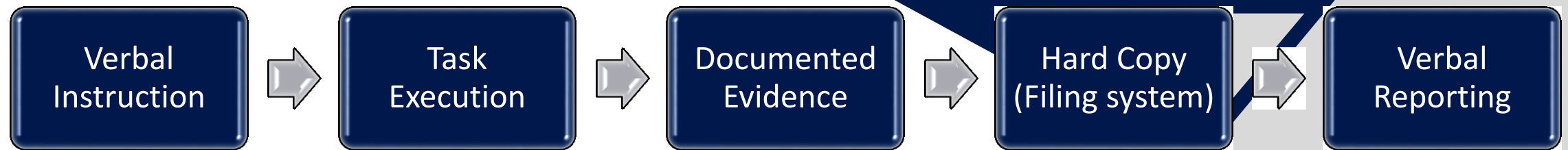
# PRACTICED FLOW PROCESS ON ISO 45001 : 2015 - SUB CLAUSE 4.2

FR



# CENTRALIZED REPORTING SYSTEM

## Time Based Reporting style



## Assignment Based Reporting style



# Communication, Consultation & Reporting Information System

IMS | Homepage

IMS

Admin Area

Signed in as administrator

Sign Out

PROJECT

CLIENT

ADMIN

RESOURCES

ASSET

QHSE

STATUS

34

Client & Main Contractor

View Details

43

Request Order

View Details

0

Account Payables

View Details

10

Claim Submission

View Details

Organization Softboard

Post Title	Image	Postin
IMS Interlink		8/7/20
EMS TRAINING		8/7/20

Complaint Report

Report Title	Image	Issue Closed	Po
Report here		<input type="checkbox"/>	5/3

6:09

IMS

34

Client & Main Contractor

View Details

43

Request Order

View Details

0

Account Payables

View Details

10

Claim Submission

View Details

Organization Softboard

Post Title	Image
IMS Interlink	
EMS TRAINING	

# Communication, Consultation & Reporting Information

CCRIS CENTRALIZED SUPPORT PORTAL INTERFACE WITH QHSE PANEL VIEW

IMS

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QHSE

STATUS

Misc.

Admin Area

Signed in as ad

Incident & Accident Reporting

Quick Search

Add New

Print Preview

Save CSV

Filter

Show All

<input type="checkbox"/>	Record ID	Work Location	Title	Classification	Direct Impact	Review	Approval	IMS Control	Register
<input type="checkbox"/>	6100-2017-007	1020_001:: OFFICE GELANG PATAH	CONTAMINATED BY PLAYWOOD DUST	Incident R	Environment				8/25/2018 2:41P
<input type="checkbox"/>	6100-2017-006	1020_001:: OFFICE GELANG PATAH	OIL SPILT	Incident R	Safety				8/25/2018 2:41P
<input type="checkbox"/>	6100-2017-005	1020_001:: OFFICE GELANG PATAH	SUDDEN FOLDED TABLE	Incident R	Safety				8/25/2018 2:40P
<input type="checkbox"/>	6100-2017-004	1020_001:: OFFICE GELANG PATAH	CONTAMINATED BY FAN DUST	Incident R	Environment				8/25/2018 2:40P
<input type="checkbox"/>	6100-2017-003	1020_001:: OFFICE GELANG PATAH	PUDDLE IN FRONT YARD	Incident R	Quality				8/25/2018 2:39P
<input type="checkbox"/>	6100-2017-002	1020_001:: OFFICE GELANG PATAH	ALMOST PINCHED	Incident R	Quality				8/25/2018 2:38P
<input type="checkbox"/>	6100-2017-001	1020_001:: OFFICE GELANG PATAH	FALLING OBJECT	Incident R	Safety				8/25/2018 2:38P

Records 1 to 7 of 7

Previous

 QHSE	
Communication, Consultation & Participation	36
Organizational Knowledge	12
Legal Register	103
Risks Management	40
Document & Record Control	329
IMS Planning & Assurance	3
Emergency Preparedness & Response	6
Work Environment Monitoring and Control	97
Schedule Waste Disposal Register	0
Incident & Accident Reporting	7
Management Of Change	0
IMS Data Tracking & Monitoring	11
IMS Data Analysis	8
Management System Audit	12
IMS Non Conformance	78
Continual Improvement Plan	46
Stakeholder Satisfaction Survey	32
Management Review Meeting	5

# Communication, Consultation & Reporting Information System



# Communication, Consultation & Reporting Information System

## CCRIS CENTRALIZED SUPPORT PORTAL INTERFACE SUMMARY

IMS PROJECT CLIENT ADMIN RESOURCES ASSET QHSE STATUS Misc. Admin Area Signed in as administrator Sign Out

### Incident & Accident Reporting

Quick Search

Add New Print Preview Save CSV Filter Show All

<input type="checkbox"/>	Record ID	Work Location	Title	Classification	Direct Impact	Review	Approval	IMS Control	Register	Last modified
<input type="checkbox"/>	6100-2017-007	1020_001:: OFFICE GELANG PATAH	CONTAMINATED BY PLAYWOOD DUST	Incident R	Environment				8/25/2018 2:41PM	8/27/2018 11:45AM
<input type="checkbox"/>	6100-2017-006	1020_001:: OFFICE GELANG PATAH	OIL SPILT	Incident R	Safety				8/25/2018 2:41PM	8/27/2018 12:12PM
<input type="checkbox"/>	6100-2017-005	1020_001:: OFFICE GELANG PATAH	SUDDEN FOLDED TABLE	Incident R	Safety				8/25/2018 2:40PM	8/27/2018 12:11PM
<input type="checkbox"/>	6100-2017-004	1020_001:: OFFICE GELANG PATAH	CONTAMINATED BY FAN DUST	Incident R	Environment				8/25/2018 2:40PM	8/27/2018 12:10PM
<input type="checkbox"/>	6100-2017-003	1020_001:: OFFICE GELANG PATAH	PUDDLE IN FRONT YARD	Incident R	Quality				8/25/2018 2:39PM	8/27/2018 12:13PM
<input type="checkbox"/>	6100-2017-002	1020_001:: OFFICE GELANG PATAH	ALMOST PINCHED	Incident R	Quality				8/25/2018 2:38PM	8/27/2018 12:09PM
<input type="checkbox"/>	6100-2017-001	1020_001:: OFFICE GELANG PATAH	FALLING OBJECT	Incident R	Safety				8/25/2018 2:38PM	8/27/2018 12:08PM

Records 1 to 7 of 7

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# Communication, Consultation & Reporting Information System

CCRIS CENTRALIZED SUPPORT  
PORTAL INTERFACE EXAMPLE

IMS

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STATUS

Misc.

Admin Area

Signed in as administrator

Sign Out

Incident & Accident Reporting

Add New

Document & Record details

ID

6

Record ID\*

6100-2017-006

Work Location\*

1020\_001:: OFFICE GELANG PATAH

Title\*

OIL SPILT

Description\*

PRESENCE OF HYDRAULIC OIL IN THE YARD'S FLOOR THAT CAN BE CAUSE SLIPS, TRIPS AND FALL TO THE STAFF.

Classification\*

Incident Report

Direct Impact\*

Safety

Register date\*

September

21

2017

File Location & Number

BB03 : 410.13

Other details

IMMEDIATE ACTION:  
CLEAN UP HYDRAULIC OIL BY ABSORBER PAD.

Comments

B I U [list icons] Font Size... Font Family... Font Format [format icons]

ONLY A NEAR MISS ACCIDENT.  
WITNESS OF ACCIDENT:  
1 RAIHAN  
2 JOHAN  
3 SYAMSUL NIZAM

Shared Link 1

Shared Link 2

Reference\_1\*

Upload new file

Browse...

Reference\_2\*

Upload new file

Browse...

Save Changes

Back

Print Preview

Delete

Save As Copy

Save Changes

Back

Print Preview

Delete

Save As Copy

# Communication, Consultation & Reporting Information System

CCRIS CENTRALIZED SUPPORT  
PORTAL INTERFACE EXAMPLE

IMS
 PROJECT ▾
 CLIENT ▾
 ADMIN ▾
 RESOURCES ▾
 ASSET ▾
 QHSE ▾
 STATUS ▾
 Misc. ▾
 Admin Area

Signed in as administrator

Sign Out

Photo ⓘ

### HSE INCIDENT NOTIFICATION FORM

BS/IMS/QHSE/F041  
Effective Date : 20<sup>th</sup> August 2015  
Revision No: 00

**INCIDENT DETAIL**

Date: 21/09/2017 Time: \_\_\_\_\_

Location of Incident: Workshop area.

**TYPE OF INCIDENT**

<input type="checkbox"/> LTI (Fatality/Permanent Disability/Lost Workday)	<input type="checkbox"/> NON-INJURIOUS ACCIDENT (Fire/Explosion/Property Damage/Equipment Lost/ Oil Spill)
<input type="checkbox"/> Non-LTI (Restricted Work Case/Medical Treatment Case/First Aid Case)	<input checked="" type="checkbox"/> Near Miss

**BRIEF DESCRIPTION OF INCIDENT:**

Near miss event: Presence of hydraulic oil in the yard's floor that can be cause slip, trips and fall to the staff.

Review

☐ Close
 ☐ Ongoing
 ☐ Open
 ☐ Pending

Review Comment

Approval

☐ Close
 ☐ Ongoing
 ☐ Open
 ☐ Pending

Approval Comment

IMS Control

☐ Close
 ☐ Ongoing
 ☐ Open
 ☐ Pending

✓ Save Changes

◀ Back

Print Preview

Delete

+ Save As Copy

✓ Save Changes

◀ Back

Print Preview

Delete

+ Save As Copy

RISK MANAGEMENT SUMMARY

IMS

PROJECT

CLIENT

ADMIN

RESOURCES

ASSET

QHSE

STATUS

Misc.

Admin Area

Signed in as adminpetrogas

Sign Out

Risks Management

Quick Search

Add New

Print Preview

Save CSV

Filter

Show All

Record ID

6040\_P609

P609 - LEGAL AND OTHER REQUIREMENTS PROCEDURE

Quality

09/05/2019

9/5/2019 12:54PM

9/5/2019 12:55PM

6040\_P608

P608 - WORK ENVIRONMENT MONITORING & CONTROL PROCEDURE

Quality

09/05/2019

9/5/2019 12:32PM

9/5/2019 12:33PM

6040\_P607

P607 - DOCUMENTED INFORMATION

Quality

09/05/2019

9/5/2019 12:25PM

9/5/2019 12:26PM

6040\_P606

P606 - MANAGEMENT OF CHANGE PROCEDURE

Quality

09/05/2019

9/5/2019 12:20PM

9/5/2019 12:21PM

6040\_P605

P605 - ADDRESSING RISK AND OPPORTUNITIES PROCEDURE

Quality

09/05/2019

9/5/2019 12:15PM

9/5/2019 12:16PM

6040\_P604

P604 - COMMUNICATION, CONSULTATION & PARTICIPATION

Quality

09/05/2019

9/5/2019 12:09PM

9/5/2019 12:11PM

6040\_P603

P603 - INCIDENT EVENT NOTIFICATION PROCEDURE

Quality

09/05/2019

9/5/2019 12:02PM

9/5/2019 12:03PM

6040\_P602

P602 - PERSONNEL ROLES & RESPONSIBILITIES

Quality

09/04/2019

9/4/2019 11:05PM

9/4/2019 11:20PM

6040\_P601

P601 - DETERMINING CONTEXT OF THE ORGANIZATION

Quality

09/04/2019

9/4/2019 9:19PM

9/4/2019 9:22PM

Records 1 to 9 of 9

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## RISK MANAGEMENT SUMMARY EXAMPLE

## Risks Management

 Add New



3

6040\_P603

### P603 - INCIDENT EVENT NOTIFICATION PROCEDURE

**B** *I* U [List Bulleted] [List Numbered] [List Disclosed] [List None] Font Size... Font Family... Font Format [Image: Insert] [Image: Link] [Image: Unlink] [Image: Image] [Image: Video] [Image: Audio]  $x_2$   $x^2$  [Image: Undo] [Image: Redo]

## INCIDENT EVENT NOTIFICATION PROCEDURE

Quality

September

9

2019

P603



Upload new file

Browse...


[Upload new file](#)

Browse...

7

[illegible]

## DATA ANALYSIS SUMMARY

 IMS

PROJECT ▾

CLIENT ▾

ADMIN ▾


RESOURCES ▾

ASSET ▾


QHSE ▾


STATUS ▾



Misc. ▾


 Admin Area


Signed in as **administrator**


 Sign Out


 IMS Data Analysis


Quick Search  


 Add New

 Print Preview

 Save CSV


 Filter


 Show All



<input type="checkbox"/>	Record ID	Work Location	Title	Classification	Direct Impact	Review	Approval	IMS Control	Register	Last modified
<input type="checkbox"/>	6130-OSH-ACTCARD-2018_Q4	1020_001::OFFICE GELANG PATAH	ASD	Organizati	Quality				9/5/2018 1:26AM	
<input type="checkbox"/>	6130-OSH-ACTCARD-2018_Q3	1020_001::OFFICE GELANG PATAH	ASD	Organizati	Quality				9/5/2018 1:26AM	
<input type="checkbox"/>	6130-OSH-ACTCARD-2018_Q2	1020_001::OFFICE GELANG PATAH	ACT CARD 2018_Q2	Organizati	Quality				9/5/2018 1:25AM	9/5/2018 2:23AM
<input type="checkbox"/>	6130-OSH-ACTCARD-2018_Q1	1020_001::OFFICE GELANG PATAH	ACT CARD 2018_Q1	Organizati	Quality				9/5/2018 1:25AM	9/5/2018 2:19AM
<input type="checkbox"/>	6130-OSH-ACTCARD-2017_Q4	1020_001::OFFICE GELANG PATAH	ACT CARD 2017_Q4	Organizati	Quality				9/5/2018 1:25AM	9/5/2018 2:15AM
<input type="checkbox"/>	6130-OSH-ACTCARD-2017_Q3	1020_001::OFFICE GELANG PATAH	ACT CARD 2017_Q3	Organizati	Quality				9/5/2018 1:24AM	9/5/2018 2:13AM
<input type="checkbox"/>	6130-OSH-ACTCARD-2017_Q2	1020_001::OFFICE GELANG PATAH	ACT CARD 2017_Q2	Organizati	Quality				9/5/2018 1:24AM	9/5/2018 2:16AM
<input type="checkbox"/>	6130-OSH-ACTCARD-2017_Q1	1020_001::OFFICE GELANG PATAH	ACT CARD 2017_Q1	Organizati	Quality				9/5/2018 1:23AM	9/5/2018 2:15AM

Records 1 to 8 of 8

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# DATA ANALYSIS EXAMPLE

IMS

PROJECT

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QHSE

STATUS

Misc.

Admin Area

Signed in as administrator

Sign Out

IMS Data Analysis

Add New

Document & Record details

ID

4

Record ID\*

6130-OSH-ACTCARD-2017\_Q4

Work Location

1020\_001::OFFICE GELANG PATAH

Title\*

ACT CARD 2017\_Q4

Description\*

ACT CARD ANALYSIS 4th QUARTER 2017  
\* Oct - Dec 2017  
\* Divided into 3 analysis:  
--- Unsafe Act Analysis  
--- Unsafe Condition Analysis

Classification\*

Organization Monitoring

Direct Impact\*

Quality

Register date

September

5

2018

File Location & Number

BB02 : 410.5

Other details

Comments

B I U

Font Size...

Font Family...

Font Format

Shared Link 1

Shared Link 2

Reference\_1

Reference\_2

Upload new file

Browse...

Upload new file

Browse...

Save Changes

Back

Print Preview

Delete

Save As Copy

Save Changes

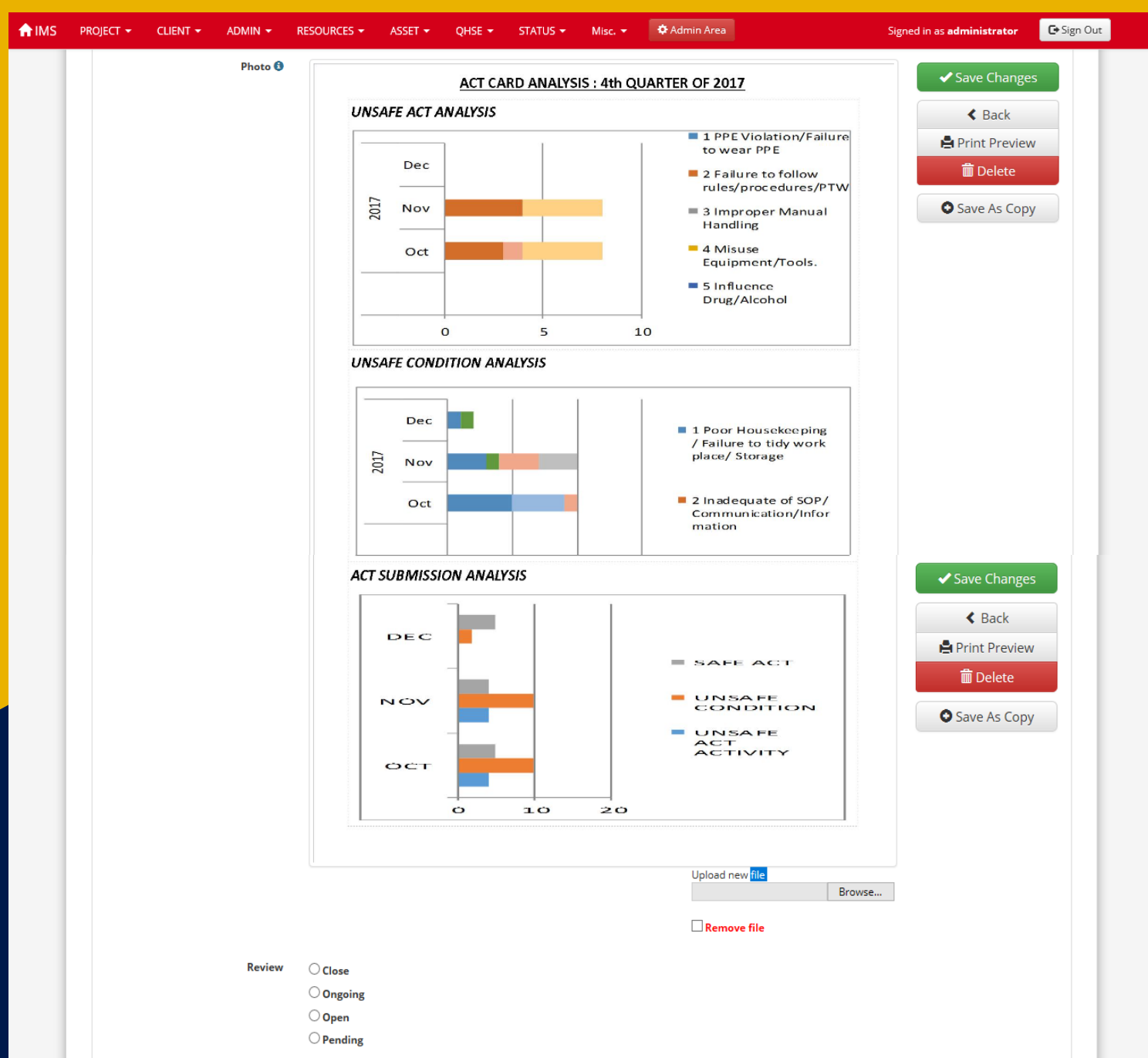
Back

Print Preview

Delete

Save As Copy

# DATA ANALYSIS EXAMPLE





**Thank You.**