

# LAPORAN TAHUNAN ANNUAL REPORT 2014



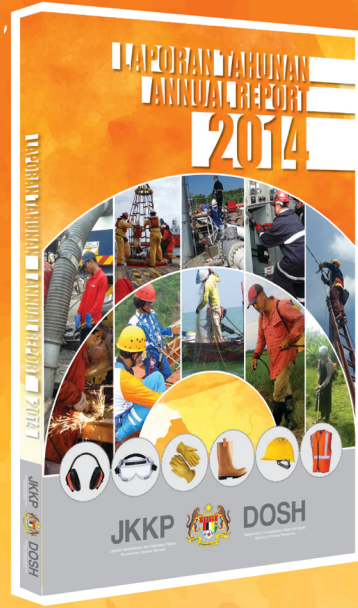
**JKKP**

Jabatan Keselamatan dan Kesihatan Pekerjaan  
Kementerian Sumber Manusia



**DOSH**

Department of Occupational Safety and Health  
Ministry of Human Resources



# JKKP

Jabatan Keselamatan dan Kesihatan Pekerjaan  
Kementerian Sumber Manusia



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# LAPORAN TAHUNAN ANNUAL REPORT 2014





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# PERUTUSAN KETUA PENGARAH

## *Director-General Statement*

### **YBRS. IR. MOHTAR BIN MUSRI**

Ketua Pengarah

*Director-General*

Jabatan Keselamatan dan Kesihatan Pekerjaan Malaysia

*Department of Occupational Safety and Health Malaysia*

Bismillahirrahmanirrahim

Assalamualaikum Warahmatullahi wabarakatuh dan Salam 1 Malaysia

Saya mengambil kesempatan ini untuk merakamkan setinggi-tinggi penghargaan kepada semua yang terlibat dalam menjayakan penerbitan Laporan Tahunan JKKP 2014. Laporan Tahunan ini bukan hanya merakamkan program dan aktiviti yang dilaksanakan sepanjang tahun 2014 malahan menjadi kayu pengukur dalam menilai pencapaian Jabatan secara keseluruhan.

Perubahan pesat yang dibawa oleh arus globalisasi turut merubah ekspektasi rakyat terhadap penyampaian perkhidmatan Jabatan. Kita tidak boleh melakukan perkara yang lazim. JKKP perlu memastikan usaha serta iltizam untuk bersama-sama merealisasikan agenda KKP Negara.

Tahun 2014 nyata ditandai dengan pelbagai cabaran dan kejayaan buat JKKP. Sebagai Jabatan yang bertanggungjawab terhadap keselamatan dan kesihatan pekerjaan di negara ini, beberapa inisiatif bitara yang inovatif dilakukan seperti penubuhan "Safety Patrol Unit" JKKP dan juga pelaksanaan Skim Pemeriksaan Khas (Pemeriksaan Berasaskan Risiko) 2014. Penubuhan Bahagian Keselamatan Tapak Bina, Bahagian Industri Kecil Sederhana dan Sektor Bukan Kilang dan Bahagian Keselamatan Petroleum diharap menjadi titik tolak

*I would like to take this opportunity to extend my highest appreciation to all who are involved in making the publication of the DOSH Annual Report 2014 a success. The Annual Report is not only a record of all the programmes and activities held in 2014, but also serves as a yardstick for the evaluation of the Department's achievements as a whole.*

*The rapid changes brought about by the wave of globalisation have altered the people's expectations of the service delivery of Department. We can no longer do things in the conventional manner. DOSH must focus its efforts and commitments towards realising the OSH National agenda together.*

*Year 2014 was marked by various challenges and successes for DOSH. As a Department responsible for occupational safety and health in this nation, several innovative and niche initiatives were carried out, such as the establishment of the DOSH "Safety Patrol Unit" and the implementation of the Special Scheme of Inspection (Risk-Based Inspection) 2014. It is hoped that the establishment of the Building Construction Safety Division, the SMI & Non Factory Division and the Petroleum Safety Division will become a launching point for more fundamental successes in ensuring*

“Perubahan pesat yang dibawa oleh arus globalisasi turut merubah ekspektasi rakyat terhadap penyampaian perkhidmatan Jabatan. Kita tidak boleh melakukan perkara yang lazim. JKKP perlu memastikan usaha serta iltizam untuk bersama-sama merealisasikan agenda KKP Negara.”

“The rapid changes brought about by the wave of globalisation have altered the people’s expectations of the service delivery of Department. We can no longer do things in the conventional manner. DOSH must focus its efforts and commitments towards realising the OSH National agenda together.”

dalam kejayaan yang lebih mendasar dalam memastikan tempat kerja di seluruh Malaysia adalah selamat dan tanpa risiko kepada kesihatan.

*that every work place in Malaysia is safe and free of health risks.*

Secara keseluruhannya, saya berpuas hati dan berbangga dengan pencapaian yang ditunjukkan oleh warga JKKP sepanjang 2014. Majikan dan pekerja serta seluruh rakyat Malaysia termasuk warga JKKP perlu mengetahui dan berusaha untuk menangani masalah hazard baru yang akan datang. Saya berharap agar semua pihak memainkan peranan untuk bersiap sedia dengan cabaran baharu dalam keselamatan dan kesihatan pekerjaan.

*Overall, I am pleased with and proud of the achievements that the personnel at DOSH have demonstrated throughout 2014. Employers and workers, along with all Malaysians, including DOSH personnel, must be aware of and work hard towards solving emerging new occupational hazards. I hope that all parties will play their roles in preparing for new challenges in the field of occupational safety and health.*

Akhir kata, saya berdoa agar JKKP terus relevan pada masa hadapan bagi memastikan aspirasi membudayakan keselamatan dan kesihatan di tempat kerja dapat direalisasikan sepenuhnya bukan sahaja dalam kalangan para pekerja malah seluruh rakyat Malaysia.

*On a final note, it is my prayer that DOSH will continue to be relevant in the future, to ensure that the aspiration to inculcate occupational safety and health in work places will be fully realised not only among workers, but also all Malaysians.*



**IR MOHTAR BIN MUSRI**

Ketua Pengarah

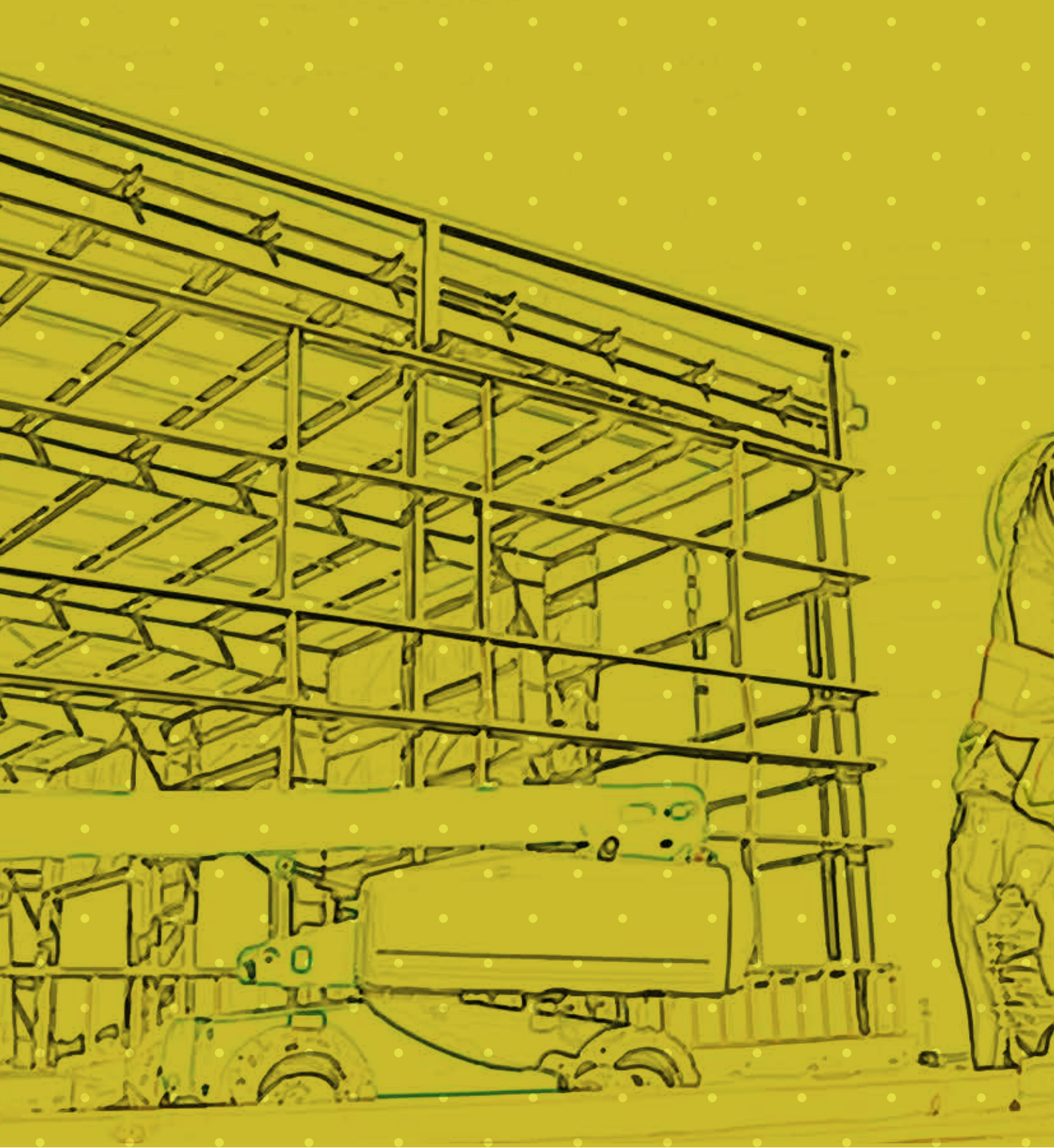
Jabatan Keselamatan dan Kesihatan Pekerjaan Malaysia



**IR MOHTAR BIN MUSRI**

Director General

Department of Occupational Safety and Health Malaysia





**Maklumat Korporat**  
**Corporate Information**

# MAKLUMAT KORPORAT

# CORPORATE INFORMATION

## Latar Belakang

Perundangan baru Keselamatan dan Kesihatan Pekerjaan (KKP) dimulai pada tahun 1994 selepas Akta Keselamatan dan Kesihatan Pekerjaan 1994 (AKKP 1994) diperkenalkan. AKKP 1994 diwujudkan bagi memenuhi keperluan ke atas pekerja dan orang yang mungkin terjejas di atas aktiviti kerja dijalankan akibat perubahan persekitaran dan kemajuan era baru pekerjaan dan perindustrian di Malaysia.

Selari dengan perubahan perundangan KKP tersebut, Jabatan yang dahulunya dikenali sebagai Jabatan Kilang dan Jentera (JKJ) kini telah bertukar kepada Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP) dan fokus Jabatan diluaskan kepada sepuluh (10) sektor pekerjaan. Di bawah akta ini, sektor-sektor industri yang terlibat adalah seperti berikut:

1. Pengilangan
2. Perlombongan dan Penguarian
3. Pembinaan
4. Pertanian, Perhutanan dan Perikanan
5. Kemudahan – Gas, Elektrik, Air dan Perkhidmatan Kebersihan
6. Pengangkutan, Penyimpanan dan Komunikasi
7. Perniagaan Borong dan Runcit
8. Hotel dan Restoran
9. Kewangan, Insurans, Hartanah dan Perkhidmatan Perniagaan
10. Perkhidmatan Awam dan Pihak Berkuasa Berkanun

Dengan ini, JKPP adalah satu-satunya agensi Kerajaan yang bertanggungjawab untuk mentadbir, mengurus dan menguatkuasakan perundangan yang berkaitan dengan keselamatan dan kesihatan pekerjaan di Malaysia.

## Aktiviti Utama

Bagi merealisasikan hala tuju Jabatan ke arah mewujudkan budaya kerja selamat dan sihat di tempat kerja, terdapat tiga (3) aktiviti utama yang dijalankan oleh Jabatan iaitu;

1. Penyediaan Standard
2. Penguatkuasaan
3. Promosi

Tumpuan aktiviti di Ibu Pejabat ialah Penyediaan Standard, Kelulusan, Pengiktirafan dan Analisa Data. Manakala aktiviti di pejabat dan cawangan negeri lebih tertumpu kepada penguatkuasaan akta dan peraturan, pemeriksaan, audit, siasatan dan tindakan undang-undang.

### I. Penyediaan Standard

Standard yang berkaitan dengan KKP dan kebajikan pekerjaan dikaji, digubal dan disediakan dari semasa ke semasa. Ini bertujuan untuk memastikan standard yang digubal adalah relevan dengan keselamatan dan kesihatan di tempat kerja.

#### a) Kajian Dasar

Kajian ke atas dasar-dasar KKP yang sedia ada dijalankan dari semasa ke semasa untuk menilai sejauh mana dasar-dasar tersebut mencapai tujuan asal seperti yang dirancang. Perubahan akan dibuat, jika perlu, untuk memastikan pencapaian matlamat dan ke arah peraturan sendiri di kalangan majikan dan pekerja.

## Background

*The new laws of Occupational Safety and Health (OSH) began in 1994 following the introduction of Occupational Safety and Health Act 1994 (OSH 1994). The Act was passed to meet the needs of workers and persons who may be affected during the performance of work activities as a result of change of environment and the advancement of a new era for work and industry in Malaysia.*

*In line with the change of OSH laws, the Department, formerly known as the Factories and Machinery Department, has now changed its name to the “Department of Occupational Safety and Health” (DOSH), whose focus has expanded to ten (10) work sectors. Under the Act, the industrial sectors involved are as follows:*

1. Manufacturing
2. Mining and Quarrying
3. Construction
4. Agriculture, Forestry and Fishing
5. Utilities - Gas, Electricity, Water and Sanitary Services
6. Transport, Storage and Communication
7. Wholesaling and Retailing Trades
8. Hotels and Restaurants
9. Finance, Insurance, Real Estate and Business Services
10. Public Services and Statutory Authorities

*Thus, DOSH is the only Government agency responsible for the administrating, managing and enforcing legislation regarding to occupational safety and health in Malaysia.*

## Main Activity

*In order to realise the Department’s mission towards creating a safe and healthy work culture at work places, the Department conducts three (3) main activities, which are:*

1. Standard Setting
2. Enforcement
3. Promotion

*The focus of activities at the head Office is on Standards Preparation, Approval, Accreditation and Analysis of Data, whereas activities at the state offices and branches are more focused on the enforcement of acts and regulations, inspection, auditing, investigation and legal actions.*

### I. Standard Setting

*The standards relating to occupational safety and health and occupational welfare are researched, drafted and prepared from time to time. This is to ensure that the standards drafted are relevant to the safety and health of work places.*

#### a) Policy Study

*Studies on existing OSH policies were conducted from time to time to assess the extent to which these policies had achieved their original objectives. Changes would be made, if necessary, to ensure that the goals and the practice of self-regulation among employers and employees were achieved.*

**b) Penggubalan Akta Peraturan, Garis Panduan dan Kod Amalan Industri**

Jabatan menjalankan aktiviti menggubal, mengkaji, menyemak dan meminda akta Peraturan, Perintah, Kod Amalan Industri dan Garis Panduan dari semasa ke semasa. Ini adalah bertujuan untuk membantu pihak industri dalam mematuhi dan memenuhi tanggungjawab sebagai majikan seperti yang dikehendaki oleh Akta Keselamatan dan Kesihatan Pekerjaan 1994.

**2. Penguatkuasaan**

Tujuan aktiviti penguatkuasaan adalah untuk memastikan keselamatan, kesihatan dan kebajikan orang yang sedang bekerja dan juga melindungi orang lain daripada bahaya- yang berpunca dari aktiviti pekerjaan, yang meliputi di bawah akta-akta berikut:

- a. Akta Keselamatan dan Kesihatan Pekerjaan 1994 (Akta 514);
- b. Akta Kilang dan Jentera 1967 (Akta 139); dan
- c. Akta Petroleum (Langkah-Langkah Keselamatan) 1984 (Akta 302)

Aktiviti-aktiviti penguatkuasaan yang dijalankan oleh JKKP adalah:

**a) Kelulusan dan Kebenaran**

Kelulusan yang dikeluarkan oleh Jabatan ialah bagi rekabentuk dan prosedur baik pulih dandang stim, pengandung tekanan tak berapi dan mesin angkat. Manakala kebenaran memasang adalah untuk jentera-jentera am.

**b) Pendaftaran**

Mendaftar kilang dan pemasangan, tempat kerja dan jentera-jentera yang memerlukan perakuan kelayakan seperti dandang stim, pengandung tekanan tak berapi, mesin angkat, lif penumpang dan eskalator.

**c) Pengiktirafan**

Persijilan kompetensi dikeluarkan ke atas individu dan firma yang mempunyai kelayakan pengalaman, kepakaran dan pengetahuan dalam bidang yang diperlukan oleh akta dan peraturan yang dikuatkuasakan. Bidang kompetensi yang diiktiraf oleh Jabatan adalah seperti yang dinyatakan di dalam laman sesawang Jabatan di [www.dosh.gov.my](http://www.dosh.gov.my).

**d) Pemeriksaan**

Pemeriksaan awal, ulangan dan tambahan ke atas dandang stim, pengandung tekanan tak berapi, mesin angkat, kilang dan pemasangan dan lain-lain tempat kerja.

**e) Siasatan Kemalangan dan Aduan**

Penyiasatan ke atas aduan, kemalangan, penyakit dan keracunan pekerjaan.

**f) Tindakan Undang-undang**

Tindakan undang-undang diambil dalam bentuk notis larangan dan pembaikan, kompaun dan pendakwaan di mahkamah.

**3. Aktiviti Promosi**

Dalam usaha untuk meningkatkan kesedaran berkenaan keselamatan dan kesihatan di kalangan pekerja, majikan dan pelanggan Jabatan, penerangan dan tunjuk ajar berkaitan dengan perundangan KKP telah dijalankan. Ini bertujuan supaya semua perundangan yang berkaitan dengan KKP dapat difahami dan dipatuhi. Antara aktiviti promosi dan publisiti yang telah dijalankan oleh JKKP adalah:

**b) Drafting of Acts, Regulations, Guidelines and Industrial Codes of Practice**

*The Department undertakes drafting, study, review and amend the act, Regulations, Industrial Codes of Practice and Guidelines from time to time. This was intended to assist the industry in complying with and fulfill its responsibilities as an employer as required by the Occupational Safety and Health Act, 1994.*

**2. Enforcement**

*The objectives of enforcement activities are to ensure the safety, health and welfare of person at work and to protect other person from dangers resulting from work activities, which encompass the following acts:*

- a. Occupational Safety and Health Act 1994 (Act 514);*
- b. Factories and Machinery Act 1967 (Act 139); and*
- c. Petroleum (Safety Measures) Act 1984 (Act 302)*

*The enforcement activities conducted by DOSH include:*

**a) Approval and Permission**

*The approvals issued by the Department are for the designs and repair procedures of steam boilers, unfired pressure vessels and hoisting machines, whereas installation permissions are for general machineries.*

**b) Registration**

*Registration of factories and installation, work places and machineries requiring certification such as steam boilers, unfired pressure vessels, hoisting machines, passenger lifts and escalators.*

**c) Accreditation**

*Competency certificates are issued to individuals and firms possessing the experience, expertise and knowledge required by the Act and Regulations enforced. The areas of competency recognised by the Department are as stated on the Department's website at [www.dosh.gov.my](http://www.dosh.gov.my).*

**d) Inspection**

*Initial, regular and additional inspections on steam boilers, unfired pressure vessels, hoisting machines, factories, installations and other work places.*

**e) Accident Investigation and Complaints**

*Investigation of complaints, accidents, occupational diseases and poisoning.*

**f) Legal Actions**

*Legal actions are taken in the form of prohibition and improvement notices, compounds and prosecution in court.*

**3. Promotional Activities**

*In an effort of increasing the awareness of occupational safety and health among workers, employers and clients of the Department, briefings and guidance relating to occupational safety and health laws have been conducted. This is to ensure all laws relating to occupational safety and health are understood and adhered to. Among the promotion and publicity activities held by DOSH are:*

- a. Memberi ceramah dan penerangan serta latihan yang berkaitan dengan KKP;
- b. Menganjur kempen dan pameran yang berkaitan KKP
- c. Memberi khidmat kepakaran berkaitan KKP kepada agensi-agensi awam, swasta, persatuan-persatuan majikan dan pekerja dan juga kumpulan-kumpulan profesional; dan
- d. Mengumpul dan menyediakan bahan-bahan maklumat yang berkaitan dengan KKP untuk rujukan, pinjaman dan sebaran.

#### 4. Lain-lain Aktiviti Jabatan

Selain aktiviti utama di atas, Jabatan juga bertanggungjawab memantau pembangunan projek utama di Malaysia dari aspek KKP. Antara projek tersebut adalah:

- a. Transit Aliran Berat (MRT)
- b. RAPID Pengerang Johor
- c. Malaysia NLG Sarawak
- d. Jambatan Kedua Pulau Pinang

- a. *Providing talks and briefings as well as trainings relating to OSH;*
- b. *Organising campaigns and exhibitions relating to OSH;*
- c. *Providing expert services relating to occupational safety and health to public and private agencies, employers and workers as well as professional groups; and*
- d. *Compiling and preparing information material relating to occupational safety and health for reference, loan and distribution.*

#### 4. Other Department Activities

*Apart from the main activities above, the Department is also responsible for monitoring the development of main projects in Malaysia from the aspect of occupational safety and health. Such projects include:*

- a. *Mass Rapid Transit (MRT)*
- b. *RAPID Pengerang Johor*
- c. *Malaysia NLG Sarawak*
- d. *Pulau Pinang Second Bridge*

# Visi *Vision*

Menjadi Peneraju Keselamatan dan  
Kesihatan Pekerjaan

*To be the leader of Occupational Safety and  
Health*

Memastikan Keselamatan dan Kesihatan  
Pekerja Terjamin

*To ensure Safety and Health at Work*

# Misi *Mision*

# Objektif

## Objectives

Mencegah kemalangan industri dan penyakit pekerjaan menjelang tahun 2015 seperti berikut:

1. Pengurangan kadar kemalangan maut sehingga 20%;
2. Pengurangan kadar kemalangan yang dilaporkan (maut, hilang upaya kekal, tanpa hilang upaya kekal) sehingga 30%;
3. Peningkatan bilangan penguatkuasaan dan pemeriksaan tempat kerja sebanyak 20%;
4. Pertambahan orang yang kompeten dalam bidang KKP sebanyak 30%.

*To prevent industrial accidents and occupational diseases by the year 2015 through:*

- 1. Reducing the rate of fatalities up to 20%;*
- 2. Reducing the rate of reported accidents (deaths, permanent loss of ability, temporary loss of ability) up to 30%;*
- 3. Increasing the number of enforcement and inspection by 20%;*
- 4. Increasing the number of OSH competent persons by 30%.*

## Nilai Korporat

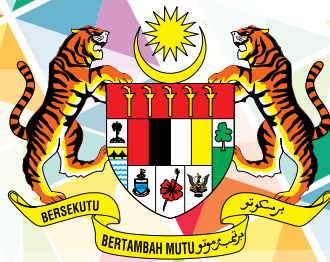
### Corporate Values

Tegas, Adil dan Mesra

*Firm, Fair and Friendly*



**Dasar**  
**Policy**



## JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN KEMENTERIAN SUMBER MANUSIA

### DASAR KUALITI, KESELAMATAN DAN KESIHATAN PEKERJAAN

Adalah menjadi dasar Jabatan Keselamatan dan Kesihatan Pekerjaan untuk secara berterusan mempertingkatkan kualiti produk, perkhidmatan serta prestasi keselamatan dan kesihatan kakitangan disamping mereka yang berkaitan.

Pihak pengurusan dan kakitangannya akan sama-sama berusaha untuk mencegah sebarang potensi ketidakakuran produk dan perkhidmatannya serta sebarang kemungkinan kecederaan dan penyakit dari insiden yang berlaku ditempat kerja.

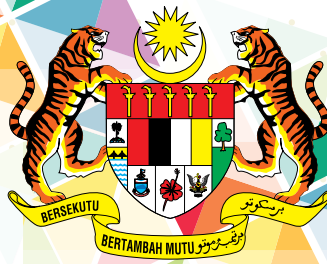
Jabatan ini komited untuk:

- Menyediakan dan menyelenggara suatu tempat dan sistem kerja yang berkualiti, selamat serta sihat dari sebarang hazard dan risiko;
- Memastikan bahawa semua kakitangan mendapat maklumat, arahan, latihan dan penyeliaan berkenaan cara untuk menjalankan tugas dengan betul, berkualiti, selamat dan tanpa risiko kepada kesihatan;
- Menyiasat semua ketidakakuran produk dan perkhidmatannya, insiden, penyakit pekerjaan, keracunan pekerjaan dan kejadian berbahaya serta mengambil langkah-langkah untuk memastikan ianya tersebut tidak berulang lagi;
- Mengenalpasti, mematuhi kehendak-kehendak pelanggan, perundangan dan lain-lain keperluan seperti yang ditetapkan di dalam Akta Keselamatan dan Kesihatan Pekerjaan 1994, peraturan-peraturannya dan tataamalan industri yang diluluskan;
- Mempromosikan dan mencapai objektif kualiti keselamatan dan kesihatan pekerjaan, prosedur kerja, peraturan-peraturan dan garis panduan-garis panduan keselamatan dan kesihatan pekerjaan dikalangan pekerjaannya di seluruh negara.

Untuk memastikan pelaksanaan dasar ini, Sistem Pengurusan Kualiti, Keselamatan dan Kesihatan Pekerjaan diwujudkan, dilaksanakan dan diselenggarakan di Jabatan ini.

.....  
(IR. MOHTAR BIN MUSRI)  
KETUA PENGARAH

JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN MALAYSIA



## DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH MINISTRY OF HUMAN RESOURCES

### QUALITY, OCCUPATIONAL SAFETY AND HEALTH POLICY

*It is a policy of the Department of Occupational Safety and Health to continuously enhance the quality of products, services and safety and health performance of staff alongside the relevant persons.*

*Both the management and the staff will work together in preventing any potential non-conformity of products and services, and any possibility of injury arising from incidents occurring at work places.*

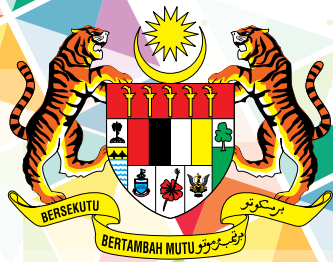
*This Department is committed to:*

- Providing and maintaining a quality, safe and healthy work place and system free of any hazard and risk;*
- Ensuring all staff receive relevant information, directives, trainings and supervision on how to carry out tasks in a correct and quality manner that poses no risks to health;*
- 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;*
- Identifying and complying 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;*
- Promoting and achieving the objectives of occupational safety and health quality, work procedures, and rules and guidelines of occupational safety and health among workers across the country.*

*In order to ensure the implementation of this policy, the Occupational Safety and Health Management System is created, implemented and maintained by this Department.*

(IR.MOHTAR BIN MUSRI)  
DIRECTOR GENERAL

DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH MALAYSIA



## **JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN KEMENTERIAN SUMBER MANUSIA**

### **DASAR LATIHAN**

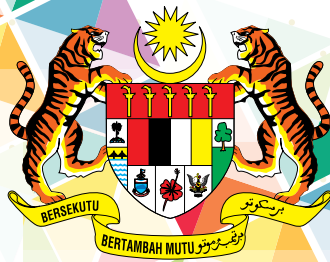
Adalah menjadi matlamat Jabatan untuk membangunkan tenaga kerja yang cekap, terlatih, berintegriti dan profesional melalui pengurusan latihan yang sistematik dan terancang selaras dengan misi dan objektif Jabatan bagi mencapai tujuan berikut:

- Menyediakan tenaga kerja yang berkelayakan, berpengetahuan, berkebolehan dan berintegriti;
- Meningkatkan kemahiran, kecekapan dan kepakaran;
- Mencapai hasil kerja yang produktif dan bermutu tinggi; dan
- Meningkatkan pembangunan kerjaya

Sesungguhnya Jabatan adalah komited untuk menyediakan sumber dan kemudahan yang diperlukan bagi mencapai matlamat di atas.

.....  
**(IR. MOHTAR BIN MUSRI)**  
**KETUA PENGARAH**

**JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN MALAYSIA**



## DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH MINISTRY OF HUMAN RESOURCES

### TRAINING POLICY

*It is the Department's goal to develop a work force that is competent, has integrity and is professional through the management of systematic and well-planned trainings that are in line with the Department's mission and objective to achieve the following:*

- *Providing a work force that is qualified, knowledgeable, capable and has integrity;*
- *Enhancing skills, competence and expertise;*
- *Achieving productive and high quality work results; and*
- *Enhancing career development.*

*The Department is fully committed to providing the resources and facilities required for the achievement of the above goals.*

.....  
**(IR. MOHTAR BIN MUSRI)**  
**DIRECTOR GENERAL**

**DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH MALAYSIA**





**Pengurusan Tertinggi**  
**Top Management**

# Pengurusan Tertinggi

## *Top Management*



**Ir. Mohtar bin Musri**  
Ketua Pengarah  
*Director General*

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**Zabidi bin Dato' Md. Adib**

Timbalan Ketua Pengarah Kesihatan Pekerjaan  
*Deputy Director General of Occupational Health*

---

**Kosong**

Timbalan Ketua Pengarah Keselamatan Pekerjaan  
*Deputy Director General of Occupational Safety*

---

# Pengarah Bahagian *Division Director*



**Ir. Hj. Saiful Azhar bin Mohd Said**  
Pengarah Bahagian  
Keselamatan Petroleum  
*Director of Petroleum  
Safety Division*



**Ir. Ibrahim bin Md. Dol**  
Pengarah Bahagian  
Keselamatan Industri  
*Director of Industrial Safety  
Division*



**Ir. Ke Geok Chuan**  
Pengarah Bahagian  
Kejuruteraan Forensik  
*Director of Forensic  
Engineering Division*



**Ir. Dr. Majahar bin Abdul Rahman**  
Pengarah Bahagian  
Pengurusan Kimia  
*Director of Chemical  
Management Division*



**Nor Hisham bin Ibrahim**  
Pengarah Bahagian  
Khidmat Pengurusan  
*Director of Corporate  
Services Division*



**Dr. Ahmad Fitri bin Abdullah Hair**  
Pengarah Bahagian  
Kesihatan Pekerjaan  
*Director of Occupational  
Health Division*



**Ir. Nor Halim bin Hasan**  
Pegarah Bahagian Higien  
Industri dan Ergonomik  
*Director of Industrial Hygiene  
and Ergonomics Division*



**Husdin bin Che Amat**  
Pegarah Bahagian  
Dasar Antarabangsa dan  
Pembangunan Penyelidikan  
*Director of International  
Policy and Research  
Development Division*



**Kosong**  
Pegarah Bahagian IKS dan  
Sektor Bukan Kilang  
*Director of Small Medium  
Industry and Non Factory  
Sector Division*



**Zainor-Akramin bin Haji Zaini**  
Setiausaha Majlis Negara Bagi  
Keselamatan dan Kesihatan Pekerjaan  
*Secretary of National Council for  
Occupational safety and Health*



**Kosong**  
Pegarah Bahagian  
Keselamatan Tapak Bina  
*Director of Building  
Construction Safety Division*

# Pejabat JKPP Negeri DOSH State Office



**Hj. Zahrim bin Osman**  
Pengarah Negeri Selangor  
*Director of Selangor*

**Abdul Kahar bin Husain**  
Pengarah Wilayah  
Persekutuan Kuala Lumpur  
*Director of the Federal Territory  
of Kuala Lumpur*

**Hj. Jaafar bin Leman**  
Pengarah Negeri Melaka  
*Director of Melaka*

**En. Mohd Anuar bin Embi**  
Pengarah Negeri Pulau Pinang  
*Director of Penang*

**Hj. Ahmad Kahar bin Abu Bakar**  
Pengarah Negeri Sembilan  
*Director of Negeri Sembilan*



**Mohd Jais bin Suratman**  
Pengarah Negeri Kedah  
*Director of Kedah*



**Rukairulaizaman bin  
Ab Rahman**  
Pengarah Negeri Perlis  
*Director of Perlis*



**Mohamad Nizam bin Ali**  
Pengarah Negeri Kelantan  
*Director of Kelantan*



**Ir. Hj. Mohd Hatta bin  
Zakaria**  
Pengarah Negeri Sarawak  
*Director of Sarawak*



**Mohd. Zahari bin Hitam**  
Pengarah Negeri Sabah  
*Director of Sabah*



**Ir. Hj. Kormain bin Mohd Noor**  
Pengarah Negeri Terengganu  
*Director of Terengganu*



**Ir. Hj. Dasuki bin Mohd Heak**  
Pengarah Negeri Perak  
*Director of Perak*



**En. Ahmad Fauzi bin Awang**  
Pengarah Negeri Pahang  
*Director of Pahang*



**Omar bin Mat Piah**  
Pengarah Negeri Johor  
*Director of Johor*



**Kasman bin Nasir**  
Pengarah Wilayah Persekutuan Labuan  
*Director of the Federal Territory of Labuan*

# Pejabat JKPP Cawangan DOISH Branch Office



**Zainee bin Mohamad**  
Ketua Cawangan Miri  
*Head Branch Miri*



**Chai Chong Fong**  
Ketua Cawangan Sibul  
*Head Branch Sibul*



**Jinurah Sintian**  
Ketua Cawangan Sandakan  
*Head Branch Sandakan*

**Kosong**  
Ketua Cawangan Bintulu  
*Head Branch Bintulu*

**Kosong**  
Ketua Cawangan Tawau  
*Head Branch Tawau*

**Ir. Mohtar bin Musri**  
Ketua Pengarah  
Director General

**Zabidi bin Dato' Md. Adib**  
Timbalan Ketua Pengarah  
(Kesihatan Pekerjaan)  
Deputy Director General of  
Occupational Health

**Kosong**  
Timbalan Ketua Pengarah  
(Keselamatan Pekerjaan)  
Deputy Director General of  
Occupational Safety

**Ir. Ke Geok Chuan**  
Pegawai Bahagian  
Kejuruteraan Forensik  
Director of Forensic Engineering  
Division

**Ir. Dr. Majahar bin Abdul Rahman**  
Pegawai Bahagian Pengurusan Kimia  
Director of Chemical Management  
Division

**Ir. Hj. Saiful Azhar bin Mohd Said**  
Pegawai Bahagian Keselamatan Petroleum  
Director Petroleum Safety Division

**Dr. Ahmad Fitri bin Abdullah Hair**  
Pegawai Bahagian Kesihatan Pekerjaan  
Director of Occupational Health Division

**Ir. Norhalim bin Hasan**  
Pegawai Bahagian  
Higien Industri dan Ergonomik  
Director of Industrial Hygiene and  
Ergonomics Division

**Ir. Ibrahim bin Mat Dol**  
Pegawai Bahagian Keselamatan Industri  
Director of Industrial Safety Division

**Nor Hisham bin Ibrahim**  
Pegawai Bahagian Khidmat Pengurusan  
Director of Management Services Division

**Zainor-Akramin bin Haji Zaini**  
Setiausaha Majlis Negara bagi  
Keselamatan dan Kesihatan Pekerjaan  
Secretary of National Council for  
Occupational Safety and Health


**Kosong**  
Pegawai Bahagian IKS dan  
Sektor Bukan Kilang  
Director of Small Medium Industry  
and Non Factory Division

**Kosong**  
Pegawai Bahagian Keselamatan Tapak Bina  
Director of Building Construction Safety Division

**Husdin bin Che Amat**  
Pegawai Bahagian Dasar Antarabangsa  
dan Pembangunan Penyelidikan  
Director of International Policy Research  
and Development Division

# Carta Organisasi

## Organizational Chart



**Intan Noorashikin binti Nasarudin**  
Penasihat Undang-Undang  
Legal Advisers

**JKKP Negeri**  
**DOSH State**



**Omar bin Mat Piah**  
Pengarah Negeri Johor  
Director of Johor



**Hj. Zahrim bin Osman**  
Pengarah Negeri Selangor  
Director of Selangor




**Ir. Hj. Kormain bin Mohd Noor**  
Pengarah Negeri Terengganu  
Director of Terengganu



**Ir. Hj. Dasuki bin Mohd Heak**  
Pengarah Negeri Perak  
Director of Perak



**Abdul Kahar bin Husain**  
Pengarah Wilayah Persekutuan Kuala Lumpur  
Director of the Federal Territory of Kuala Lumpur



**Mohd Jais bin Suratman**  
Pengarah Negeri Kedah  
Director of Kedah



**Hj. Ahmad Kahar bin Abu Bakar**  
Pengarah Negeri Sembilan  
Director of Negeri Sembilan



**Hj. Jaafar bin Leman**  
Pengarah Negeri Melaka  
Director of Melaka



**Ahmad Fauzi bin Awang**  
Pengarah Negeri Pahang  
Director of Pahang



**Mohd Anuar bin Embi**  
Pengarah Negeri Pulau Pinang  
Director of Pulau Pinang



**Ir. Hj. Mohd Hatta bin Zakaria**  
Pengarah Negeri Sarawak  
Director of Sarawak




**Mohd. Zahari bin Hitam**  
Pengarah Negeri Sabah  
Director of Sabah



**Rukairulaizaman bin Ab Rahman**  
Pengarah Negeri Perlis  
Director of Perlis




**Mohamad Nizam bin Ali**  
Pengarah Negeri Kelantan  
Director of Kelantan



**Kasman bin Nasir**  
Pengarah Wilayah Persekutuan Labuan  
Director of the Federal Territory of Labuan



**Chai Chong Fong**  
Ketua Cawangan Sibul  
Head Branch Sibul



**Jinurah Sintian**  
Ketua Cawangan Sandakan  
Head Branch Sandakan



**Zainee bin Mohamad**  
Ketua Cawangan Miri  
Head Branch Miri

**Kosong**  
Ketua Cawangan Bintulu  
Head Branch Bintulu

**Kosong**  
Ketua Cawangan Tawau  
Head Branch Tawau





**Sistem Pengurusan Kualiti JKPP**  
*DOSH Quality Management System*

# SEJARAH SISTEM PENGURUSAN KUALITI, KESELAMATAN DAN KESIHATAN PEKERJAAN

Sebelum proses integrasi, pengiktirafan pensijilan dibuat oleh dua (2) badan iaitu bagi Sistem Pengurusan Kualiti (ISO) dilaksanakan oleh Moody International Certification (M) Sdn Bhd. Manakala bagi Sistem Pengurusan Keselamatan dan Kesihatan Pekerjaan (KKP) dilaksanakan oleh NIOSH Certification Sdn Bhd.

Pada tahun 2014, Sistem Pengurusan ISO & Sistem Pengurusan KKP telah lengkap digabungkan menjadi Sistem Pengurusan Kualiti, Keselamatan dan Kesihatan Pekerjaan (SP QKKP). Sebanyak 60 Prosedur Kerja (PK) digabungkan menjadi 24 PK sahaja tetapi masih mematuhi tiga (3) standard yang ditetapkan iaitu MS ISO 9001:2008, MS 1722:2011 dan OHSAS 18001:2007.

Aktiviti SP QKKP diurus dan diselenggarakan oleh Jawatankuasa SP QKKP di peringkat Pejabat Negeri. Manakala di peringkat Jabatan diurus dan diselenggarakan oleh Jawatankuasa Pelaksana yang dipengerusikan oleh Wakil Pengurusan iaitu Timbalan Ketua Pengarah (Kesihatan Pekerjaan).

Seterusnya pengauditan pematuhan standard telah dilaksanakan oleh satu badan sahaja iaitu NIOSH Certification Sdn Bhd.

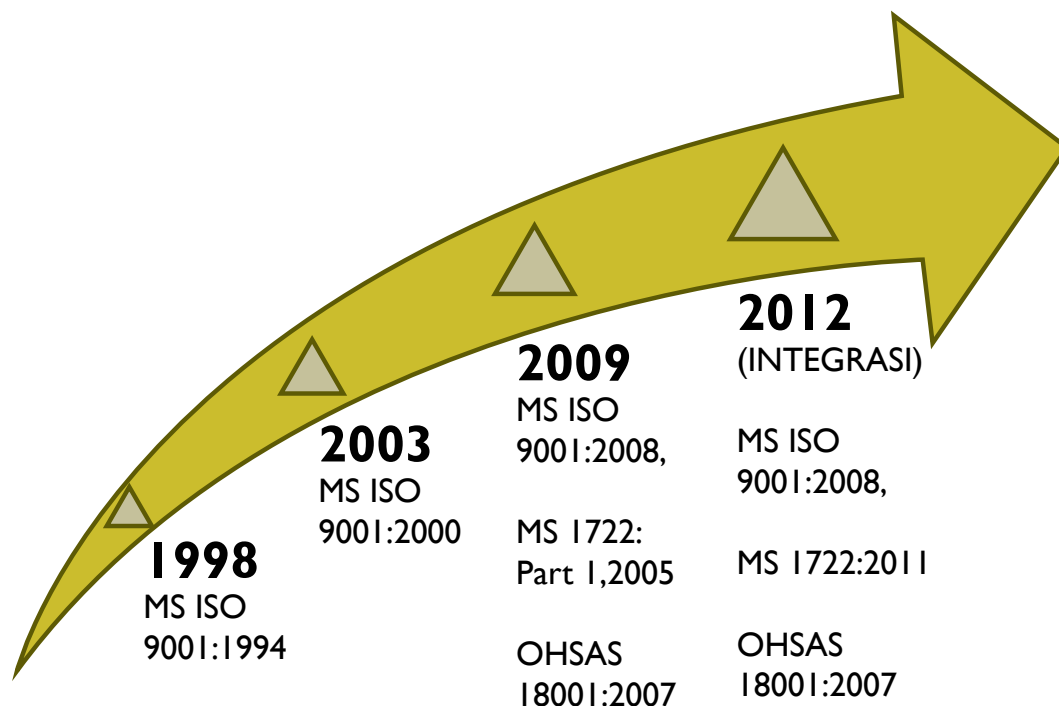
# HISTORY OF THE OCCUPATIONAL QUALITY, SAFETY AND HEALTH MANAGEMENT SYSTEM

*Before the existence of the integration process, recognition certification was completed by two (2) bodies, which are the ISO carried out by Moody International Certification (M) Sdn Bhd, and the Occupational Safety and Health Management System (OSHMS) performed by NIOSH Certification Sdn Bhd.*

*In 2014, the ISO Management System and the OSHMS were fully merged as the Occupational Quality, Safety and Health Management System (OQSHMS). A total of 60 Work Procedures were combined into 24 Work Procedures, which were nonetheless still in compliance with the fixed standards of MS ISO 9001:2008, MS 1722:2011 and OHSAS 18001:2007.*

*OQSHMS activities were managed and coordinated by the OQSHMS Committee at State Office levels, while at Department level they were managed and coordinated by the Executive Committee chaired by the Management Representative, i.e. the Deputy Director General (Occupational Health).*

*Following that, standard compliance audits were performed by one body only, which is*



**Aktiviti Yang Telah Dilaksanakan Sepanjang Tahun 2014**

**Activities Conducted Throughout 2014**

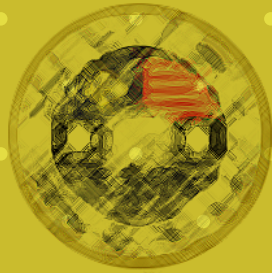
Bil / No	Aktiviti / Activity	Tarikh / Date
<b>Audit Dalaman / Internal Audits</b>		
1.	Kedah, Negeri Sembilan, Pahang, Selangor, Ibu Pejabat	16 – 18 Jun 2014
	Perlis	2 – 3 Julai 2014
	Pulau Pinang, Perak, WP Kuala Lumpur / Putrajaya, Melaka, Johor, Terengganu, Kelantan, Sabah, Sarawak, WP Labuan	1 - 30 Ogos 2014
	<b>Audit Luaran / External Audits</b>	
2.	Kelantan	7 – 8 September 2014
	Terengganu	9 – 10 September 2014
	Sabah	8 & 9 September 2014
	WP Labuan	10 & 11 September 2014
	Pahang	17 & 18 September 2014
	Sarawak	17 & 18 September 2014
	Ibu Pejabat	14 – 15 Oktober 2014
3.	Mesyuarat Jawatankuasa Pelaksana Bil.1/2014 / Executive Committee Meeting 1/2014	24 – 26 Jun 2014
4.	Senarai Kursus / Latihan 2014 / Course/Training List 2014	
5.	Mesyuarat Kajian Semula Pengurusan 2014 / Management Review Meeting 2014	8 Oktober 2014

**Penemuan Audit Dalaman dan Audit Luaran**

**Findings of Internal Audit and External Audit**

Perkara / Item	Bilangan Penemuan Number of Discoveries	
	Audit Dalaman Internal Audits	Audit Luaran External Audits
Ketidakakuran (Major) / Non-Compliance (Major)		
Ketidakakuran (Minor) / Non-Compliance (Minor)	3	7
Pemerhatian / Observations	45	
Cadangan Peluang Penambahbaikan Suggestions for Improvement		20

# THIRD COUNTRY TRAINING PROGRAM OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT 8 - 20 SEPT



PROGRAMME (TCTP) MALAYSIA

UNIT FOR LAO FOR MYANMAR AND VIETNAM (LMV)

SEPTEMBER 2014



**PELAN INDUK KKP (OSH-MPI5)**

*OSH Master Plan (OSH-MPI5)*

# PELAN INDUK KKP 2015 (OSH-MP15)

Pelan Induk Keselamatan dan Kesihatan Pekerjaan (*Occupational Safety and Health Master Plan*) 2015 atau lebih dikenali sebagai OSH-MP15 telah dirasmikan oleh Perdana Menteri Malaysia, Y.A.B Dato' Seri Najib bin Tun Abdul Razak pada 2 Mei 2009. Pelan Induk ini dibangunkan selaras dengan halatuju kerajaan di mana setiap strategi yang dibangunkan adalah menyokong asas-asas ke arah sebuah Negara "High Income, Advance Technology" menjelang 2020 kelak. Disamping itu, OSH-MP15 adalah satu pernyataan komitmen oleh Jabatan terhadap Decent Work KSM iaitu Melaksanakan Amalan KKP Yang Dinamik.

Matlamat utama pelaksanaan OSH-MP15 adalah bagi memindahkan kebertanggungjawaban KKP daripada Kerajaan kepada pihak industri. Bagi mencapai matlamat ini, pelan pelaksanaan OSH-MP15 merangkumi 4 strategi utama. Pencapaian aktiviti adalah seperti jadual di bawah:

## PENCAPAIAN SEHINGGA 2014

Perlaksanaan program di bawah OSH-MP15 dilaksanakan mengikut perancangan dan hampir keseluruhan program telah mencapai sasaran yang telah ditetapkan. Namun terdapat juga beberapa program diberi nafas baru dalam menjayakan matlamat dan misi OSH-MP15. Berikut ringkasan pencapaian setiap Strategi OSH-MP15.

### STRATEGI 1: MENINGKATKAN DAN MEMPERKASA KEPIMPINAN DAN AMALAN KERAJAAN

# OSH MASTER PLAN 2015 (OSH-MP15)

*The Occupational Safety and Health Master Plan 2015, more commonly known as OSH-MP15, was officiated by the Prime Minister of Malaysia Y.A.B Dato' Seri Najib bin Tun Abdul Razak on 2 May 2009. The Master Plan was developed in line with the government's vision to support the foundations of a "High Income, Advance Technology" nation by 2020. In addition, OSH-MP15 is the statement of a commitment by the Department towards Decent Work at Ministry of Human Resources, i.e. the Implementation of Dynamic Occupational Safety and Health Practices.*

*The main goal of the implementation of OSH-MP15 is to shift the occupational safety and health responsibilities from the Government to the industries. In order to achieve this goal, the implementation plan of OSH-MP15 encompasses 4 main strategies. The achievements in activities are as stated in the table below:*

## ACHIEVEMENTS UP TO 2014

*The programmes under OSH-MP15 have been implemented according to plan and almost all the programmes have achieved the set targets. Several programmes were also given a breath of fresh air in achieving the goals and missions of OSH-MP15. The following are a summary of the achievements for each OSH-MP15 Strategy.*

### STRATEGY 1: ENHANCING AND STRENGTHENING LEADERSHIP AND GOVERNMENT PRACTICES

<b>Program 1: Memperkasakan Kerangka Perundangan dan Dasar KKP</b> <i>Programme 1: Strengthening the Legal and Policy Framework for Occupational Safety and Health</i>	
<b>Inisiatif 1:</b> Identify needs for new legislation <i>Initiative 1: Identify needs for new legislation</i>	Satu (1) Laporan "Identify Needs For New Legislation" telah dibangunkan <i>One (1) Report - "Identify Needs For New Legislation" developed</i>
<b>Inisiatif 2:</b> Study of relevance and adequacy of existing legislation <i>Initiative 2: Study of relevance and adequacy of existing legislation</i>	Satu (1) Laporan "Study of relevance and adequacy of existing legislation" telah dibangunkan <i>One (1) Report - "Study of relevance and adequacy of existing legislation" developed</i>
<b>Program 2: Menyediakan Bimbingan Pematuhan ke atas perundangan</b> <i>Programme 2: Preparing Guidance for Legal Compliance</i>	
<b>Inisiatif 1:</b> Develop, review, align and evaluate standard, code of practice and guidance within the legislative framework. <i>Initiative 1: Develop, review, align and evaluate standards, codes of practice and guidance within the legislative framework.</i>	Mengadaptasi SME Master Plan sebagai Model Pematuhan bercirikan konsep bimbingan oleh pegawai IKS Negeri <i>Adapting the SME Master Plan as a Compliance Model guidance featuring the guidance concepts of Small and Medium Industries officers.</i>
<b>Inisiatif 2:</b> Develop simplification plan for OSH compliance <i>Initiative 2: Develop simplification plan for OSH compliance</i>	Tujuh (7) Modul Bimbingan kepada IKS telah dibangunkan untuk digunapakai oleh Pejabat Negeri JKKP. <i>Seven (7) Guidance Modules for Small and Medium Industries developed to be used by State JKKP Offices.</i>
<b>Program 3a: Melaksanakan Penguatkuasaan Berkesan</b> <i>Programme 3a: Implementing Effective Enforcement</i>	
<b>Inisiatif 1:</b> Develop, implement and monitor National Injury Prevention Strategies for priority areas. Strengthen OSH in high risk sectors <i>Initiative 1: Develop, implement and monitor National Injury Prevention Strategies for priority areas. Strengthen OSH in high risk sectors</i>	Kertas Cadangan pelaksanaan "National Injuries Prevention for Agriculture" sedia dibentang untuk kelulusan <i>The Proposal for the implementation of "National Injury Prevention for Agriculture" ready to be presented for approval</i>
<b>Inisiatif 2:</b> Improve data collection on occupational accidents and diseases <i>Initiative 2: Improve data collection on occupational accidents and diseases</i>	Cadangan Sistem Seheni Pengumpulan Data <i>Proposal for a One-Stop System for Data Collection</i>

<b>Program 4: Melancarkan Program Khas dan Pendekatan Baru untuk menambahbaik KKP</b> <i>Programme 4: Launching Special Programme and New Approach to Improve Occupational Safety and Health</i>	
<b>Inisiatif 1:</b> Develop and implement WIND & WISE <i>Initiative 1: Develop and implement WIND &amp; WISE</i>	Pelaksanaan dan pemantauan program: • WISE : 300 Tempat kerja • WIND : 237 Tempat kerja Implementing and Monitoring Programme: • WISE : 300 Work Places • WIND : 237 Work Places
<b>Program 5: Perkongsian Amalan Terbaik</b> <i>Programme 5: Sharing Best Practices</i>	
<b>Inisiatif 1:</b> Identifying and compile local best practices to serve as benchmarks <i>Initiative 1: Identify and compile local best practices to serve as benchmarks</i>	Satu (1) Klip Video Amalan Baik KKP dalam Pengendalian Mesin Kerja Kayu di Industri Pembuatan Perkayuan telah dibangunkan <i>One (1) Good Occupational Safety and Health Practices Video Clip in Handling Woodworking Machines in Wood Manufacturing Industry was produced</i>
<b>Inisiatif 2:</b> Sharing information on OSH best practices in different industries through <i>Initiative 2: Share information on OSH best practices in different industries through</i>	Klip Video Amalan Baik KKP telah dimuat naik ke dalam Laman Sesawang Jabatan <i>Good Occupational Safety and Healthy Practices Video Clip uploaded onto Department Website</i>
<b>Program 6: Memperkasa NIOSH</b> <i>Programme 6: Strengthening NIOSH</i>	
<b>Inisiatif 1:</b> Enhance R & D activities <i>Initiative 1: Enhance R &amp; D activities</i>	Kertas Cadangan Penambahbaikan NIOSH telah siap dan sedia dibentang untuk kelulusan Mesyuarat MNKKP. <i>Proposal for Improvement of NIOSH ready to be presented for approval in National Council for Occupational Safety and Health Meeting.</i>
<b>Inisiatif 2:</b> Improve laboratory services <i>Initiative 2: Improve laboratory services</i>	
<b>Inisiatif 3:</b> Strengthen consultancy services <i>Initiative 3: Strengthen consultancy services</i>	
<b>Inisiatif 4:</b> Establish a system to attract and retain OSH experts in NIOSH – Revise Terms and Conditions of Service <i>Initiative 4: Establish a system to attract and retain OSH experts in NIOSH – Revise Terms and Conditions of Service</i>	
<b>Inisiatif 5:</b> Upgrade exhibition centre with up to date equipment and technology <i>Initiative 5: Upgrade exhibition centre with up-to-date equipment and technology</i>	
	Pusat pameran telah dibangunkan pada 2012 di bawah projek RMK-9 <i>Exhibition centre developed in 2012 under Project RMK-9</i>
<b>Program 7: Mempermudah Latihan KKP dan Perkhidmatan Maklumat KKP</b> <i>Programme 7: Facilitating Occupational Safety and Health Trainings and Information Services</i>	
<b>Inisiatif 1:</b> Develop and integrate competencies according to NOSS for existing courses to increase workers' awareness of OSH <i>Initiative 1: Develop and integrate competencies according to NOSS for existing courses to increase workers' awareness of OSH</i>	65 NOSS yang dibangunkan oleh JPK telah dimasukkan elemen KKP <i>65 NOSS developed by Human Resources Department (JTK) entered into Occupational Safety and Health Elements</i>
<b>Inisiatif 2:</b> Developing training incentive schemes to encourage skills upgrading by experienced workers <i>Initiative 2: Developing training incentive schemes to encourage skills upgrading by experienced workers</i>	Kertas Cadangan Developing Training Incentive Schemes sedia dibentang untuk kelulusan MSDJ. <i>Proposal for Developing Training Incentive Schemes read to be presented for approval by MSDJ.</i>
<b>Inisiatif 3:</b> Integrating OSH into the academic syllabus of relevant professional courses; <i>Initiative 3: Integrating OSH into the academic syllabus of relevant professional courses;</i>	3 Modul daripada Kolej Space UTM telah ditambahbaik dari aspek KKP <i>3 Modules of UTM's SPACE College improved from aspects of Occupational Safety and Health</i>
<b>Inisiatif 4:</b> Develop and implement OSH Trainer Recognition Scheme (OTRS) <i>Initiative 4: Develop and implement OSH Trainer Recognition Scheme (OTRS)</i>	Model "OSH Trainer Recognition Scheme (OTRS)" sedia dibentang untuk kelulusan MSDJ <i>"OSH Trainer Recognition Scheme (OTRS)" Model ready to be presented for approval by MSDJ</i>
<b>Program 8: Memperkasakan Kapasiti Kerajaan dalam Mempengaruhi Keberkesanan KKP</b> <i>Programme 8: Strengthening Government's Capacity to Influence Occupational Safety and Health Effectiveness</i>	
Inisiatif I :Provide leadership in OSH through the government role as an employer and purchaser	<ul style="list-style-type: none"> <li>• 14 Bengkel Pemantapan Pemahaman OSH MPI5 di Sektor Awam telah dilaksanakan.</li> <li>• Audit pematuhan KKP dan Analisis</li> <li>• 14 Public Sector's Understanding of OSH MPI5 Consolidation Workshops conducted</li> <li>• Occupational Safety and Health Compliance Audit and Analysis</li> </ul>

**Program 9: Mempermudah, membangun dan menggalak Kajian Berkaitan KKP***Programme 9: Facilitating, developing and encouraging Research related to Occupational Safety and Health*

<b>Inisiatif 1:</b> Conduct research into accidents and case studies and publish findings to promote a business case for good OSH management	<p>Satu (1) Kajian “Behavior Based Safety (BBS) Implementation Reduce Incidents At The Workplace” telah dibangunkan dan dibentangkan di 3<sup>rd</sup> Scientific Conference On Occupational Safety and Health 2014</p> <p><i>One (1) “Research on Behaviour-Based Safety (BBS) Implementation to Reduce Incidents at the Workplace” developed and presented at the 3<sup>rd</sup> Scientific Conference On Occupational Safety and Health 2014</i></p>
	<p>Satu (1) Garis Panduan Keutamaan untuk Menjalankan Kajian KKP oleh IPTA/IPTS sedia untuk dibentangkan dalam MSDJ</p> <p><i>One (1) Main Guideline for Conducting Research on Occupational Safety and Health by public and private higher education institutions ready to be presented for approval by MSDJ</i></p>
<b>Inisiatif 2:</b> Calculation of accident cost	<p>Kalkulator KKP bagi 5 sektor telah dibangunkan di bawah projek RMK-10</p> <p><i>Occupational Safety and Health Calculator for 5 sectors developed under Project RMK-10</i></p>
<b>Inisiatif 3:</b> Research-Commuting accident	<p>Satu (1) Laporan telah dibangunkan oleh PERKESO.</p> <p><i>One (1) Report developed by PERKESO.</i></p>

**Program 10: Skim Penggalakan dan Pengiktirafan ke atas Pengamal KKP***Programme 10: Occupational Safety and Health Practitioner Encouragement and Recognition Scheme*

<b>Inisiatif 1:</b> Establish incentive system which include Tax exemption, awards, less inspection and certification	<p>Kertas cadangan <i>non-monetary scheme</i> dan <i>monetary scheme</i> sedia dibentangkan dalam mesyuarat MSDJ</p> <p><i>Proposal for non-monetary and monetary schemes ready to be presented in MSDJ meeting</i></p>
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**Program 11: Memperkenalkan Skim Keselamatan Sosial Berasaskan Risiko***Programme 11: Introducing Risk-Based Social Security Scheme*

<b>Inisiatif 1:</b> Carry out study to introduce risk based social security scheme	<p>Satu (1) Kertas Cadangan Pelaksanaan <i>Social Security Scheme</i> sedia dibentangkan dalam Mesyuarat MNKPP</p> <p><i>One (1) Proposal for Implementation of Social Security Scheme ready to be presented in MNKPP meeting</i></p>
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**Program 12: Menerimapiakai Konvesyen ILO***Programme 12: Adopting ILO Convention*

<b>Inisiatif 1:</b> Ratify appropriate and relevant convention	<ul style="list-style-type: none"> <li>• C187- telah diratifikasi pada 2012</li> <li>• C155- sedia dibentangkan untuk kelulusan KSU KSM</li> <li>• <i>C187 ratified in 2012</i></li> <li>• <i>C155 ready to be presented for approval by Chief Secretary of Ministry of Human Resources</i></li> </ul>
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**STRATEGI 2:  
MENYEMAI BUDAYA MENCEGAH DI TEMPAT  
KERJA**

**STRATEGY 2:  
INSTILLING CULTURE OF PREVENTION AT WORK  
PLACE**

<b>Program 1: Menggalakkan Budaya Kerja Selamat</b>	
<p><b>Inisiatif 1:</b> Hari OSH Sedunia <i>Initiative 1: World OSH Day</i></p>	<p>Pelaksanaan Hari OSH Sedunia;</p> <ul style="list-style-type: none"> <li>• 2011 – Nusajaya, Johor</li> <li>• 2012 – Muadzam, Pahang</li> <li>• 2013 – Dataran Bersejarah, Melaka</li> <li>• 2014 – DUN Lama, Kuching</li> </ul> <p><i>Implementing World OSH Day;</i></p> <ul style="list-style-type: none"> <li>• 2011 – Nusajaya, Johor</li> <li>• 2012 – Muadzam, Pahang</li> <li>• 2013 – Dataran Bersejarah, Melaka</li> <li>• 2014 – DUN Lama, Kuching</li> </ul>
<p><b>Inisiatif 2:</b> Perayaan Minggu KKP Sedunia <i>Initiative 2: World Occupational Safety and Health Week</i></p>	<p>Pelaksanaan Minggu KKP Sedunia;</p> <ul style="list-style-type: none"> <li>• 2011 - Menara Tun Mustapha, Kota Kinabalu</li> <li>• 2012 -Pusat Maritim Putrajaya</li> <li>• 2013 - Kuching Waterfront</li> <li>• 2014 - Nippon Paint, Selangor</li> </ul> <p><i>Implementing World Occupational Safety and Health Week;</i></p> <ul style="list-style-type: none"> <li>• 2011 - Menara Tun Mustapha, Kota Kinabalu</li> <li>• 2012 -Pusat Maritim Putrajaya</li> <li>• 2013 - Kuching Waterfront</li> <li>• 2014 - Nippon Paint, Selangor</li> </ul>
<p><b>Inisiatif 3:</b> Pengenalan KKP di sekolah. KKP diserap dalam modul atau silibus yang sesuai. <i>Initiative 3: Introducing Occupational Safety and Health in schools. Occupational Safety and Health to be absorbed into appropriate modules or syllabus.</i></p>	<ul style="list-style-type: none"> <li>• 4 Program “OSH in School” setiap tahun</li> <li>• 7 sekolah perintis telah dilahirkan</li> <li>• Membangunkan draf Garispanduan KKP untuk aktiviti Ko-Kurikulum di sekolah</li> <li>• 2 terbitan Majalah OSH in School</li> <li>• 4 “OSH in School” Programmes every year</li> <li>• 7 pilot schools selected</li> <li>• Developed Draft Guidelines for Occupational Safety and Health for Co-Curricular Activities in School</li> <li>• 2 OSH in School Magazine Publications</li> </ul>
<b>Program 2: Mencegah penyakit pekerjaan dengan lebih efektif</b> <i>Programme 2: More effective prevention of occupational diseases</i>	
<p><b>Inisiatif 1:</b> Membangunkan dan melaksanakan “Basic Occupational Health Services Program (BOH)” <i>Initiative 1: Develop and implement “Basic Occupational Health Services Program (BOH)”</i></p>	<ul style="list-style-type: none"> <li>• 673 lawatan BOH telah dijalankan</li> <li>• Panduan Pelaksanaan BOH bagi pegawai JKPP telah dibangunkan</li> <li>• 673 visits to BOHs conducted</li> <li>• BOH Implementation Guidance for JKPP officers developed</li> </ul>
<p><b>Inisiatif 2:</b> Menambah bilangan OHN, OHD, OHP <i>Initiative 2: Increase the number of OHN, OHD, OHP</i></p>	<ul style="list-style-type: none"> <li>• Jumlah kumulatif OHD sehingga 2014 = 932</li> <li>• 9 Majlis Dialog OHD telah diadakan</li> <li>• Penerbitan Pamphlet Promosi Pendaftaran Sebagai OHD</li> <li>• Jalinan kerjasama bersama agensi (NIOSH dan PERKESO) dan lawatan teknikal</li> <li>• Mencadangkan peraturan berkaitan OHD, majikan dan pekerja</li> <li>• Cumulative total number of OHD up to 2014 = 932</li> <li>• 9 OHD Dialogue Sessions conducted</li> <li>• Publication of Promotional Pamphlet for Registration as OHD</li> <li>• Establishing cooperation with agencies (NIOSH and PERKESO) and technical visits</li> <li>• Proposing Regulations relating to OHD, employers and workers</li> </ul>
<p><b>Inisiatif 3:</b> Appropriate Diagnostic Tools dan Treatment <i>Initiative 3: Appropriate Diagnostic Tools and Treatment</i></p>	<p>Terdapat perolehan peralatan kesihatan industri di bawah RMK-10 bagi menambahbaik aktiviti BOH seperti berikut:</p> <ul style="list-style-type: none"> <li>• Highly Portable Multifunction Touch Screen Diagnostic Spirometer – 8 unit</li> <li>• Portable audiometry - 3 unit</li> <li>• Infrared Thermometer – 1 unit</li> </ul> <p><i>Acquisition of industrial safety equipment under RMK-10 for improving BOH activities such as:</i></p> <ul style="list-style-type: none"> <li>• Highly Portable Multifunction Touch Screen Diagnostic Spirometer – 8 units</li> <li>• Portable Audiometry - 3 units</li> <li>• Infrared Thermometer – 1 units</li> </ul>

### Program 3: Penghapusan hazard pada peringkat rekabentuk

#### Programme 3: Eliminating hazards at the design stage

**Inisiatif 1:** Meningkatkan kesedaran kepentingan rekabentuk yang selamat dikalangan pereka, pelanggan dan komuniti

**Initiative 1:** Enhance awareness of important of safe designs among designers, customers and the community

- 4 Majlis Dialog bersama pembuat, pembekal dan pengguna
- 3 siri lawatan teknikal
- 4 Dialogue Sessions with manufacturers, suppliers and users
- 3 series of technical visits

**Inisiatif 2:** Memperkenalkan Skim Keselamatan Jentera untuk jentera berbahaya

**Initiative 2:** Introduce Machinery Safety Scheme for dangerous machineries

- Penyediaan senarai semak pemeriksaan
- Penyediaan Skim Keselamatan Jentera untuk Mesin Himpitan Kuasa
- Preparing inspection checklist
- Preparing Machinery Safety Scheme for Power Crunching Machines

### Program 4: Merekabentuk, dan membangunkan persekitaran kerja, sistem dan produk yang selamat

#### Programme 4: Designing and developing safe working environments, systems and products

**Inisiatif 1:** Melaksanakan Pengurusan OSH MS/RISK

**Initiative 1:** Implement OSH MS/RISK Management

- 16 siri seminar/promosi OSHMS
- Kursus Persediaan Auditor ke arah Pewartaan Peraturan SPKKP 201X & taklimat penggunaan Senarai Semak Pematuhan Peraturan SPKKP 201X
- Menjalankan audit kepada 50 syarikat yang telah melaksanakan SPKKP dengan menggunakan senarai semak pematuhan yang baru
- 16 seminar/promotion series for OSHMS
- Auditor Preparation Course for the gazetting of SPKKP 201X Regulations, and briefings on the use of Compliance Checklist of SPKKP 201X Regulations
- Conducting audits on 50 companies that have implemented using new compliance checklists

**Inisiatif 2:** Safe Malaysian Product Logo

**Initiative 2:** Safe Malaysian Product Logo

Logo National OSH Excellence Award bagi pemenang Anugerah KKP Kebangsaan  
The National OSH Excellence Award logo for winner of the National OSH Award

**Inisiatif 3:** Membangunkan dan melaksanakan Program Intervensi

**Initiative 3:** Develop and implement Intervention Programme

5 program intervensi Jabatan telah dikumpulkan  
5 Department intervention programmes have been gathered

### Program 5: Pengetahuan maklumat pencegahan yang terkini

#### Programme 5: Latest Knowledge on Prevention Information

**Inisiatif 1:** Membentuk kumpulan utama untuk mengenalpasti, mengumpul, menyimpan dan menyampaikan maklumat (Nanoteknologi, Bioteknologi dan Nuklear)

**Initiative 1:** Form main groups to identify, collect, keep and disseminate information (Nanotechnology, Biotechnology and Nuclear)

- 15 lawatan teknikal melibatkan industri bioteknologi dan nanoteknologi
- Menganjurkan 1 Dialog KKP di industri bioteknologi dan nanoteknologi
- Draf laporan bagi biotek dan nanotek untuk menjadikan bahan rujukan dan maklumat kepada kakitangan Jabatan
- 15 technical visits involving Biotechnology and Nanotechnology industries
- Conducting 1 Dialog KKP in Biotechnology and Nanotechnology Industries
- Draft reports for Biotech and Nanotech to become reference materials and information for Department staff

### Program 6: Menambah kualiti dan kuantiti Pengamal KKP

#### Programme 6: Enhancing Quality and Quantity of Occupational Safety and Health Practitioners

**Inisiatif 1:** Kursus latihan yang terbuka dan berpatutan

**Initiative 1:** Open and Appropriate Training Courses

- Kertas cadangan untuk meningkatkan pengamal KKP melalui peningkatan pusat pengajar yang diluluskan dan penambahan kursus kompetensi yang ditawarkan oleh pusat pengajar sedia ada telah dibentangkan kepada pihak pengurusan tertinggi Jabatan.
- Proposal for enhancing Occupational Safety and Health practitioners through enhancing registered teaching centres and increasing competency courses offered by existing teaching centres was presented to the top management of the Department.

<p><b>Inisiatif 2:</b> Memperkasa Kompetensi KKP <i>Initiative 2: Strengthening Occupational Safety and Health Competencies</i></p>	<ul style="list-style-type: none"> <li>• Cadangan satu mekanisme penyemakan setiap silibus &amp; modul latihan dan menilai keperluan semakan yang perlu dibuat</li> <li>• JK mencadangkan penubuhan <i>Board Of Examination</i> bagi menentukan TOR keperluan semakan silibus dan modul latihan</li> <li>• <i>Proposal for an Inspection Mechanism for each training syllabus and module, and the evaluation of inspection requirements</i></li> <li>• <i>Committee proposed the establishment of a Board Of Examination for determining the TOR of training syllabus and module inspection</i></li> </ul>
<p><b>Inisiatif 3:</b> Skim Verifikasi <i>Initiative 3: Verification Scheme</i></p>	<ul style="list-style-type: none"> <li>• 19 sistem verifikasi sedia ada telah dibangunkan oleh Jabatan</li> <li>• <i>19 existing verification systems developed by the Department</i></li> </ul>
<p><b>Inisiatif 4:</b> Meningkatkan akauntabiliti <i>Initiative 4: Increasing accountability</i></p>	<ul style="list-style-type: none"> <li>• Mengadakan latihan dan pemantauan berkaitan penggunaan system MyKad untuk kompetensi OYK</li> <li>• mengadakan Program Pembelajaran Berterusan (PPB) kepada OYK berkaitan (drebar enjin stim dan IPD)</li> <li>• <i>Conducting trainings and monitoring activities relating to use of MyKad for the competencies of Competent Persons</i></li> <li>• <i>Conducting Continuing Education Programme for relevant Competent Persons (steam engine drivers and IPD)</i></li> </ul>

**STRATEGI 3:  
KEPIMPINAN INDUSTRI BERSAMA  
PENGLIBATAN KOMUNITI DALAM  
MEMBUDAYAKAN AMALAN KKP**

**STRATEGY 3:  
INDUSTRIAL LEADERSHIP AND COMMUNITY'S  
INVOLVEMENT IN INSTILLING OCCUPATIONAL  
SAFETY AND HEALTH PRACTICES**

<p><b>Program 1: Membina keupayaan yang kukuh dalam menambahbaik kepimpinan KKP</b> <i>Programme 1: Develop sound capabilities in improving occupational safety and health leadership</i></p>	
<p><b>Inisiatif 1:</b> 500 syarikat dipersijilkan 'OSH-MS Certified' <i>Initiative 1: 500 companies 'OSH-MS Certified'</i></p>	<p>1,356 Syarikat mendapat Pensijilan OSH-MS <i>1,356 companies received OSH-MS certification</i></p>
<p><b>Inisiatif 2:</b> Mengadakan 1 dialog/seminar <i>Initiative 2: Conducting 1 dialogue/seminar</i></p>	<p>1 - Dialog di Perlis 1 - Dialog di Kelantan <i>1 Dialogue in Perlis</i> <i>1 Dialogue in Kelantan</i></p>
<p><b>Inisiatif 3:</b> Membangunkan Pamphlet berkaitan 'Pengenalan KKP' <i>Initiative 3: Producing pamphlets relating to the 'Introduction of Occupational Safety and Health'</i></p>	<p>Deraf pamphlet telah dibangunkan, dan di dalam proses semakan akhir <i>Draft pamphlet produced and in the process of final review</i></p>
<p><b>Inisiatif 4:</b> Pembangunan Garispanduan "Process Safety Management" <i>Initiative 4: Developing "Process Safety Management" Guidelines</i></p>	<p>85% deraf garispanduan telah dibangunkan dengan kerjasama industri <i>85% of draft guidelines have been developed in cooperation with the industries</i></p>
<p><b>Inisiatif 5:</b> 10,000 syarikat mempunyai peruntukan dan pasukan KKP. <i>Initiative 5: 10,000 companies to possess occupational safety and health allocations and teams.</i></p>	<p>18,579 syarikat mempunyai OSH-Team dan Budget <i>18,579 companies possessing OSH-Team and Budget</i></p>
<p><b>Inisiatif 6:</b> Mengadakan Dialog dengan fokus kepada sektor Perusahaan Kecil dan Sederhana (PKS) <i>Initiative 6: Conducting Dialogues with a focus on Small and Medium Industries</i></p>	<p>Sesi dialog bersama sektor PKS telah diadakan. <i>Dialogue sessions with the Small and Medium Industries sector conducted.</i></p>
<p><b>Inisiatif 7:</b> Mengadakan lawatan pematuhan kepada syarikat yang tidak mempunyai OSH Team. <i>Initiative 7: Conducting compliance visits to companies not possessing OSH Team.</i></p>	<p>1,333 syarikat telah dikenalpasti dan tindakan selanjut oleh Pejabat JKPP Negeri. <i>1,333 companies identified and further actions carried out by JKPP Offices.</i></p>

**Program 2: Industri menerajui pogram-program outreach melibatkan Persatuan-Persatuan Industri**  
**Programme 2: Industries spearheading outreach programmes involving Industrial Associations**

<p><b>Inisiatif 1:</b> Sektor berisiko tinggi menjalankan seminar tahunan  <i>Initiative 1: High-Risk Sectors to conduct annual seminars</i></p>	<p><b>2011</b> – Pembinaan: 2 seminar; Pembuatan: 9 seminar, Pertanian: 2 seminar.  <b>2012</b> - Pertanian: 5 seminar; Perikanan: 1 seminar; Pembuatan: 5 seminar  <b>2013</b> – Pembuatan: 5 seminar; Pertanian: 5 seminar; Pembinaan: 5 seminar  <b>2014</b> – Pengilangan : 31, Pertanian - 8: dan Tapak bina: 11. Syarikat mendapat Pensijilan OSH-MS  <b>2011</b> – Construction: 2 seminars; Manufacturing: 9 seminars, Agriculture: 2 seminars.  <b>2012</b> - Agriculture: 5 seminars; Fishery: 1 seminar; Manufacturing: 5 seminars  <b>2013</b> – Manufacturing: 5 seminars; Agriculture: 5 seminars; Construction: 5 seminars  <b>2014</b> – Factories : 31, Agriculture - 8: and Construction Sites : 11.</p>
<p><b>Inisiatif 2:</b> Program outreach memberi tumpuan pada 4 sektor  <i>Initiative 2: Outreach programmes focusing on 4 sectors</i></p>	<p><b>2011</b> - 4 Outreach program untuk pembinaan, perkhidmatan perniagaan, pembuatan, penanaman padi dan 1 poster Pertanian.  <b>2012</b> – Outreach di sektor pertanian dan pembuatan; 1 modul outreach programme di Sektor Perikanan Akuakultur 2 bahasa  <b>2013</b> – 1 modul outreach program Sektor Perladangan.  <b>2014</b> – 1 Bengkel Industri Dodol di Kedah dan 1 Bengkel Industri Serunding di Kelantan.  <b>2011</b> - 4 outreach programmes for agriculture, business services, manufacturing, rice cultivation, and 1 Agriculture poster.  <b>2012</b> – Outreach in agricultural and manufacturing sectors; 1 bilingual Fishery and Aquaculture Sector outreach programme module.  <b>2013</b> – 1 Farming Sector outreach programme module.  <b>2014</b> – 1 Dodol Industry Workshop in Kedah and 1 Meat Floss Industry Workshop in Kelantan.</p>
<p><b>Inisiatif 3:</b> SR programs - 1 modul, 3 workshop, 3 dialogue  <i>Initiative 3: SR programs - 1 module, 3 workshops, 3 dialogues</i></p>	<p><b>2012</b> - 2 Persatuan MACRA dan Persatuan Penternak Ikan Arowana Malaysia Utara; 2 dialog, 2 bengkel  <b>2013</b> - 15 bengkel konsep PAOT, 15 dialog 15 persatuan  <b>2012</b> - 2 MACRA and North Malaysia Arowana Fish Farmers Association activities; 2 dialogues, 2 workshop  <b>2013</b> - 15 PAOT concept workshops PAOT, 15 dialogues for 15 associations.</p>
<p><b>Inisiatif 4:</b> Pembangunan system pelaporan promosi  <i>Initiative 4: Developing a promotion report system</i></p>	<p><b>2014</b> - 1 Sistem pelaporan promosi mengguna Google Drive telah dibangunkan kepada JKKP Negeri.  <b>2014</b> - 1 promotion report system using Google Drive developed with State JKKPs.</p>

**Program 3: Program penambahbaikan melalui kepimpinan organisasi besar (GLC, MNC) kepada pengeluar, pembekal dan subkontraktor**  
**Programme 3: Improvement Programme through leadership of large organisations (GLCs, MNCs) towards manufacturers, suppliers and subcontractors**

<p><b>Inisiatif 1:</b> Dialog  <i>Initiative 1: Dialogues</i></p>	<p><b>2011</b> - 5 dialog (Kedah, Penang, Johor, Selangor &amp; Sabah)  <b>2012</b> - 12 Dialog  <b>2011</b> - 5 dialogues (Kedah, Penang, Johor, Selangor &amp; Sabah)  <b>2012</b> - 12 Dialogues</p>
<p><b>Inisiatif 2:</b> Program Mentor Mentee  <i>Initiative 2: Mentor-Mentee Programmes</i></p>	<p><b>2011</b> - 4 pasangan mentor mentee program, 10 pasangan mentor mentee sedang berjalan  <b>2012</b> - 6 pasangan mentor mentee, 30 pasangan mentor mentee sedang berjalan.  <b>2013</b> - Program mentor mentee (pemantauan) dan audit keberkesanan disemua pejabat negeri.  <b>2014</b> – Cetakan buletin, pamflet dan poster  <b>2011</b> - 4 pairs of mentor-mentee programmes conducted; 10 pairs mentor-mentee programmes ongoing  <b>2012</b> - 6 pairs of mentor-mentee programmes conducted; 30 pairs of mentor-mentee programmes ongoing.  <b>2013</b> – Mentor-mentee programmes (monitoring) and effectiveness audit on all state offices.  <b>2014</b> – Newsletters, pamphlets and poster printed.</p>

<b>Program 4: Menganggar kos sebenar kemalangan dan kesannya, seterusnya mempromosi sistem pengurusan KKP</b> <i>Programme 4: Estimating real costs of accidents and their effects, followed by promotion of occupational safety and health management system</i>	
<b>Inisiatif 1:</b> Pembangunan Kalkulator Kos Kemalangan di dalam portal. <i>Initiative 1: Developing Accident Cost Calculator on the portal.</i>	OSH-Accident Cost Calculator mendapat hit sebanyak 15,000 viewers <i>OSH-Accident Cost Calculator received 15,000 viewer hits.</i>
<b>Inisiatif 2:</b> Pembangunan Poster dan Pamphlet <i>Initiative 2: Producing Posters and Pamphlets</i>	54,000 poster & pamphlet telah dicetak <i>54,000 posters and pamphlets printed.</i>
<b>Inisiatif 3:</b> Mengadakan 50 seminar dan dialog sebagai hebahan <i>Initiative 3: Conducting 50 seminars and dialogues as publicity</i>	Slot pembentangan di dalam 27 seminar & dialog <i>Presentation slots in 27 seminars and dialogues.</i>
<b>Inisiatif 3:</b> Kajian dan pembangunan kalkulator untuk mengira kos kemalangan <i>Initiative 3: Research on and development of accident cost calculator</i>	5 Kajian dibawah RMK-10 telah selesai. <i>5 researches under RMKe 10 completed.</i>
<b>Inisiatif 4:</b> Pembangunan OSHACCV2 <i>Initiative 4: Developing OSHACCV2</i>	Perisian 5 kajian kos kemalangan sedang dibangunkan secara online. <i>5 accident cost research software being developed online.</i>
<b>Program 5: Menerapkan amalan KKP dalam amalan kerja</b> <i>Programme 5: Applying occupational safety and health practices at work</i>	
<b>Inisiatif 1:</b> Membangunkan prestasi KKP dalam Garispanduan Kontrak. <i>Initiative 1: Developing occupational safety and health performance in the Contract Guidelines.</i>	Dialog maklum balas telah diadakan dan JK sedang menyemak garis panduan <i>Feedback dialogues conducted and guidelines being reviewed by Committee.</i>
<b>Program 6: Menerbitkan dan menyampaikan maklumat berkaitan KKP</b> <i>Programme 6: Publishing and delivering information relating to occupational safety and health</i>	
<b>Inisiatif 1:</b> Membangunkan forum dalam Portal JKKP <i>Initiative 1: Developing forum on JKKP Portal</i>	Talian Forum KKP telah diganti dengan Facebook MNKKP. <i>KKP Forum Line is replaced with Facebook MNKKP.</i>
<b>Inisiatif 2:</b> Membangunkan satu sistem yang boleh menyebarkan maklumat OSH <i>Initiative 2: Developing a system that can disseminate OSH information</i>	Pembangunan sistem pada 81% <i>System developed up to 81%.</i>
<b>Inisiatif 3:</b> Penyebaran bahan latihan untuk kemudahan latihan dalaman pekerja <i>Initiative 3: Disseminating training materials for the ease of workers' internal training</i>	JK sedang mengumpul modul latihan dan slaid pembentangan pegawai. <i>Committee is gathering training modules and presentation slides of officers.</i>
<b>Program 7: Mengenalpasti dan mengiktiraf wakil industri dan komuniti sebagai juara KKP (jurucakap)</b> <i>Programme 7: Identifying and recognising industrial and community representatives as occupational safety and health champions (spokespersons)</i>	
<b>Inisiatif 1:</b> 5 Klip video perkongsian pengalaman oleh pemimpin perniagaan yang berjaya dalam KKP <i>Initiative 1: 5 video clips of business leaders successful in occupational safety and health sharing their experiences</i>	1. 1 Video Pilot sebagai draf. 2. Mensasarkan untuk pemenang anugerah KKP <i>1. 1 Pilot Video as draft. 2. Targeting occupational safety and health award winners</i>

**STRATEGI 4 :  
MENINGKATKAN HUBUNGAN KKP DI  
PERINGKAT ANTARABANGSA**

**STRATEGY 4 :  
ENHANCING OCCUPATIONAL SAFETY AND  
HEALTH RELATIONSHIPS AT AN INTERNATIONAL  
LEVEL**

<b>Program 1: Mempertingkatkan keupayaan dan fungsi MNKPP (NCOSH)</b> <i>Programme 1: Enhancing capabilities and functions of National Council for Occupational Safety and Health (NCOSH)</i>	
<p><b>Inisiatif 1:</b> I Kajian untuk, meningkatkan struktur dan fungsi MNKPP dan meningkatkan laporan prestasi keselamatan dan kesihatan.</p> <p><i>Initiative 1: I Research for studying and enhancing the structure and functions of the NCOSH and for enhancing the reporting of safety and health performance.</i></p>	<ul style="list-style-type: none"> <li>Laporan penambahbaikan untuk memperkasakan MNKPP telah dibentangkan ke pihak pengurusan tertinggi Jabatan.</li> <li>Laporan prestasi KKP Negara telah dibangunkan dan diserahkan kepada pihak MNKPP.</li> <li><i>Improvement report for the enhancement of the NCOSH has been presented to the top management of the Department.</i></li> <li><i>National occupational safety and health performance report produced and submitted to the NCOSH.</i></li> </ul>
<p><b>Inisiatif 2:</b> Memberi kepimpinan dan halatuju dalam mempromosikan keselamatan dan kesihatan</p> <p><i>Initiative 2: Providing leadership and direction in the promotion of safety and health</i></p>	<p>MNKPP telah melaksanakan 29 seminar, 6 lawatan teknikal dan 3 majlis sambutan KKP.</p> <p><i>NCOSH conducted 29 seminars, 6 technical visits and 3 occupational safety and health celebration events.</i></p>
<p><b>Inisiatif 3:</b> Mengadakan bengkel KKP secara usahasama antara JKKP/MNKPP bersama agensi lain. (1 bengkel/setahun)</p> <p><i>Initiative 3: Conducting occupational safety and health workshops as a joint effort between JKKP/NCOSH and other agencies. (1 workshop each year)</i></p>	<p>22 program usahasama melibatkan 13 agensi luar seperti NUTP, KGKS, SME Corp, IRDA, MPHTJ, DBKU, dan agensi lain.</p> <p><i>22 joint programmes involving 13 external agencies such as NUTP, KGKS, SME Corp, IRDA, MPHTJ, DBKU, etc.</i></p>

<b>Program 2: Memperkasakan Kerjasama Antarabangsa (OSHNet)</b> <i>Programme 2: Enhancing International Cooperation (OSHNet)</i>	
<p><b>Inisiatif 1:</b> Program-program MTCP/TCTP</p> <p><i>Initiative 1 : MTCP/TCTP Programmes</i></p>	<p>Sebanyak 6 program MTCP dan 3 program TCTP telah dilaksanakan, melibatkan sebanyak 146 peserta antarabangsa dengan 13 negara terlibat.</p> <p><i>6 MTCP programmes and 3 TCTP programmes conducted, involving 146 international participants from 13 countries.</i></p>
<p><b>Inisiatif 2:</b> Meningkatkan kerjasama peringkat ASEAN dan OIC OSHNet</p> <p><i>Initiative 2: Enhancing cooperation at the level of ASEAN and OIC OSHNet</i></p>	<ul style="list-style-type: none"> <li>JKKP telah menghadiri 4 persidangan CBM dan membangunkan 1 garis panduan berkaitan sistem pengurusan KKP (OSH-MS) untuk negara ASEAN.</li> <li>'Blue-print' OIC-OSHNet telah dibangunkan dan dibentangkan pada persidangan di Ankara, Turkey. 5 pakar KKP Malaysia telah berdaftar sebagai "OIC Roster of OSH Expert".</li> <li><i>JKKP attended 4 CBM conferences and developed 1 set of guidelines relating to the occupational safety and health management system (OSH-MS) for ASEAN countries.</i></li> <li><i>'Blue-print' OIC-OSHNet developed and presented at the conference in Ankara, Turkey. Five Malaysian occupational safety and health experts registered as "OIC Roster of OSH Experts".</i></li> </ul>
<p><b>Inisiatif 3:</b> Perkongsian amalan KKP terbaik (Sharing OSH Best Practices)</p> <p><i>Initiative 3: Sharing OSH Best Practices</i></p>	<p>3 program perkongsian amalan KKP terbaik telah dilaksanakan, melibatkan seramai 500 peserta dan 8 agensi luar terlibat.</p> <p><i>3 Sharing OSH Best Practices programmes conducted, involving 500 participants and 8 external agencies.</i></p>

<b>Program 3: Membangunkan pakar-pakar KKP tempatan untuk terlibat di dalam Jawatankuasa &amp; badan-badan Antarabangsa</b> <i>Programme 3: Developing local occupational safety and health experts for involvement in international committees and bodies</i>	
<p><b>Inisiatif 1:</b> Membangunkan direktori pakar/rujukan dan menentukan pegawai JKKP semasa dalam Jawatankuasa Teknikal Antarabangsa (ITC)</p> <p><i>Initiative 1: Developing expert/reference directories and determining current JKKP officers for International Technical Committees (ITC)</i></p>	<p>JKKP telah menganggotai 21 JK Teknikal Antarabangsa (ITC), antaranya PALEA, ABIH, AIOH, IAAPA, CWC, GHS, SOEMM dan beberapa yang lain.</p> <p><i>JKKP has been a member of 21 International Technical Committees, including PALEA, ABIH, AIOH, IAAPA, CWC, GHS, SOEMM, etc.</i></p>
<p><b>Inisiatif 2:</b> Membina rangkaian dan pembentangan kertas kerja di seminar dan konvensyen antarabangsa</p> <p><i>Initiative 2: Developing work paper series and presentations at international seminars and conventions</i></p>	<ul style="list-style-type: none"> <li>Sebanyak 53 kertas kerja teknikal telah dibentangkan di peringkat antarabangsa</li> <li>JK Teknikal telah mewujudkan platform 'call for papers'.</li> <li><i>53 technical work papers presented at international level</i></li> <li><i>Technical Committee created 'call for papers' platform.</i></li> </ul>



**Bahagian Khidmat Pengurusan**  
*Corporate Services Division*

# BAHAGIAN KHIDMAT PENGURUSAN

# CORPORATE SERVICE DIVISION

## Perbelanjaan Mengurus

Peruntukan Perbelanjaan Mengurus yang diluluskan oleh Kementerian Kewangan kepada JKPP pada tahun 2014 adalah sebanyak RM98.1 juta. Peruntukan ini digunakan bagi melaksanakan fungsi Jabatan yang terbahagi kepada tiga aktiviti utama, iaitu Pengurusan, Operasi dan Pemeriksaan Berkanun.

Peruntukan yang disediakan di bawah Dasar Sedia Ada bagi aktiviti Pengurusan adalah sebanyak RM13.4 juta, aktiviti Operasi pula diperuntukkan sejumlah RM11.5 juta, manakala aktiviti Pemeriksaan Berkanun diluluskan sebanyak RM73.2 juta. Peruntukan yang disediakan di bawah One-off adalah sebanyak RM1.3 juta.

Dari segi perbelanjaan, aktiviti Pengurusan membelanjakan RM13 juta, iaitu 97.01% daripada peruntukan. Bagi aktiviti Operasi dan Pemeriksaan Berkanun, sebanyak RM11.1 juta dan RM74.8 juta telah dibelanjakan. Jumlah ini bersamaan dengan 95.65% dan 102.19%. Manakala sejumlah RM1.2 juta atau 92.31% peruntukan One-off telah dibelanjakan.

Carta berikut menunjukkan prestasi Perbelanjaan Mengurus untuk setiap aktiviti yang dinyatakan.

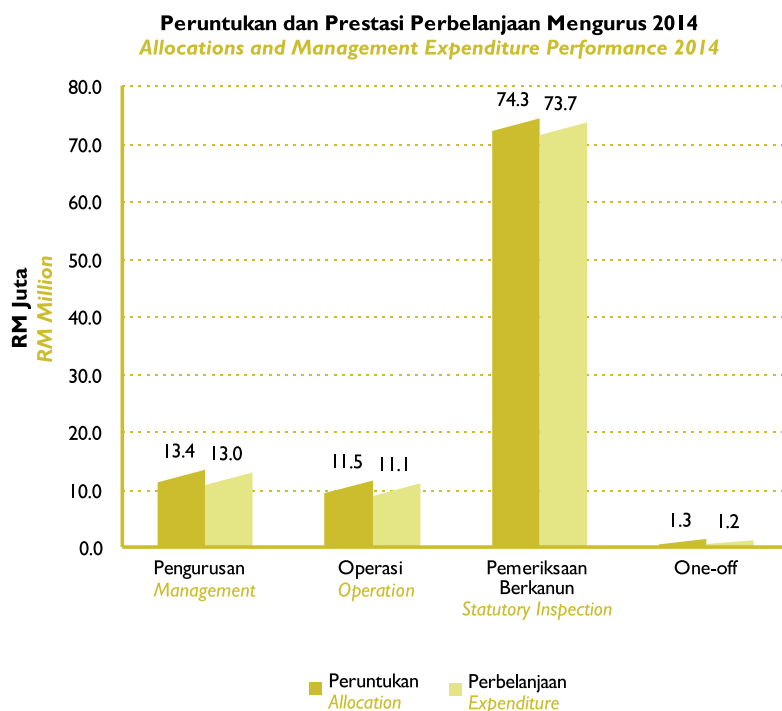
## Management Expenses

The Allocation for Management Expenses approved by the Ministry of Finance for JKPP in 2014 was RM 98.1 million. This allocation was used for carrying out the Department's functions, which are divided into three main activities: Management, Operation and Statutory Inspection.

The allocation provided under Existing Policies for Management Activities was RM 13.4 million, and Operation activities were allocated RM 11.5 million, while Statutory Inspection activities were approved with RM 73.2 million. The allocation provided under One-off was RM 1.3 million.

In terms of expenditure, Management activities have spent RM 13 million, which is 97.01% of the allocation. For Operation and Statutory Inspection activities, RM 11.1 million and RM 74.8 million have been expended, amounting to an equivalent of 95.65% and 102.19% respectively; while RM 1.2 million has been spent under the One-off allocation.

The chart below shows the Management Expenditure Performance for each stated activity.



## Perbelanjaan Pembangunan

Peruntukan yang diluluskan oleh Kementerian Kewangan kepada JKKP di bawah Rancangan Malaysia Ke-10 bagi tahun 2014 adalah sebanyak RM5,681,000.00. Peruntukan tersebut adalah bagi melaksanakan dua projek utama JKKP, iaitu Projek Pembangunan Alat Jabatan Keselamatan dan Kesihatan Pekerjaan (01400) dan Projek Perluasan dan Peningkatan Penguatkuasaan Keselamatan dan Kesihatan Pekerjaan (01700).

Dari segi perbelanjaan, Projek 01400 telah membelanjakan sebanyak RM3,492,179.80 bersamaan dengan 96.47%. Manakala bagi Projek 01700, sejumlah RM2,060,447.70 bersamaan 99.97% telah dibelanjakan.

Berikut adalah laporan terperinci prestasi Perbelanjaan Pembangunan JKKP bagi tahun 2014:

### Peruntukan dan Prestasi Perbelanjaan Pembangunan 2014

Bil / No	Butiran / Item	Peruntukan 2014 Allocation for 2014	Perbelanjaan 2014 Expenditure for 2014	Baki Peruntukan Balance of Allocation
1	01400	3,620,000.00	3,492,179.80	127,820.20
2	01700	2,061,000.00	2,060,447.70	552.30

## Kutipan Hasil

Selaras dengan penguatkuasaan Akta Kilang dan Jentera 1967, JKKP juga menjalankan kutipan hasil untuk Kerajaan. Kutipan hasil JKKP terdiri daripada bayaran permohonan kelulusan jentera berperakuan, pendaftaran dan pemeriksaan berkanun ke atas kilang, pemasangan jentera berperakuan kelayakan serta bayaran kompaun. Pada tahun 2014, kutipan hasil JKKP adalah sebanyak RM32.14 juta.

Berikut adalah kutipan hasil JKKP dari tahun 2005 hingga 2014.

## Development Expenditure

The allocation approved by the Ministry of Finance for JKKP under the 10th Malaysia Plan for 2014 was RM 5,681,000.00. The allocation was for the implementation of two main JKKP projects, i.e. the Occupational Safety and Health Department Equipment Development Project (01400) and the Occupational Safety and Health Enforcement Expansion and Enhancement Project (01700).

In terms of expenditure, Project 01400 has spent RM3,492,179.80, equivalent to 96.47%; while Project 01700 has spent RM2,060,447.70, equivalent to 99.97%.

The following is the detailed report on JKKP's Development Expenditure for 2014:

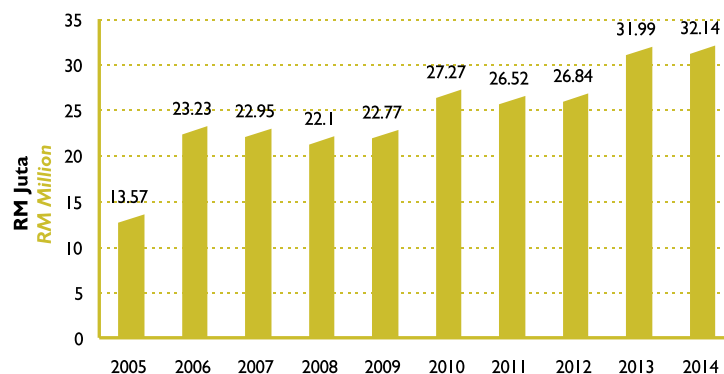
### Allocations and Development Expenditure Performance 2014

## Revenue Collections

In line with the enforcement of the Factories and Machinery Act 1967, JKKP also collects revenue for the government. JKKP's revenue collections consist of application fees for certified machinery approval, registration and statutory inspection of factories, installation of qualified certified machineries and compound payments. In 2014, JKKP has collected RM 32.14 million in revenue.

The following are the revenues collected by JKKP from 2005 to 2014.

Kutipan Hasil dari Tahun 2005 hingga 2014  
Revenue Collections from 2005 to 2014



# SEKSYEN TEKNOLOGI MAKLUMAT

Mendepani cabaran-cabaran getir globalisasi, diakui bahawa tugas menerajui tranformasi ICT di jabatan ini bukanlah suatu tugas yang mudah. Justeru itu, selaras dengan perkembangan teknologi maklumat yang pesat dan pantas, jabatan tidak ketinggalan dalam memastikan sistem-sistem ICT dijadikan sebagai satu platform dan medium bagi memudahcara dan menambahbaik sistem aliran kerja serta sistem penyampaian perkhidmatan jabatan.

Menyelak semula tirai tahun 2014, pelbagai aktiviti telah berjaya dilaksanakan dalam usaha menambahbaik dan meningkatkan tahap penggunaan ICT jabatan dan seterusnya meningkatkan tahap penyampaian perkhidmatan jabatan kepada orang ramai. Antara aktiviti yang telah berjaya dilaksanakan adalah:

- Perolehan peralatan ICT baru jabatan
- Perlaksanaan Transformasi Projek Pembangunan Sistem Keselamatan dan Kesihatan Pekerjaan (MyKKP)
- Perluasan Perkhidmatan Pembayaran Secara Atas Talian di Semua JKKP Negeri
- Pencapaian Laman Web Jabatan

## SISTEM-SISTEM ICT JABATAN

### (i) Pelaksanaan Transformasi Projek Pembangunan Sistem Keselamatan dan Kesihatan Pekerjaan (MyKKP)

Pelaksanaan Transformasi Projek Pembangunan Sistem Keselamatan dan Kesihatan Pekerjaan (MyKKP) merupakan salah satu inisiatif Program Transformasi Ekonomi (ETP) di bawah Bidang Ekonomi Utama Nasional (NKEA) Komunikasi, Kandungan dan Infrastruktur (CCI) : EPP E-Kerajaan. Ianya merupakan sistem aplikasi secara atas talian yang mempunyai fungsi-fungsi seperti:

- Serahan elektronik (E- submission) di mana semua permohonan, pembaharuan, pendaftaran, aduan dan lain-lain berkaitan dengan proses kerja jabatan dapat dilaksanakan secara atas talian
- Aplikasi mobil yang membolehkan akses kepada sistem MyKKP dibuat menggunakan *smart devices* atau telefon
- Pencarian maklumat dan notifikasi melalui sistem pesanan ringkas (SMS)
- Pembayaran berkaitan permohonan, pembaharuan, kompaun dan lain-lain dapat dilakukan secara atas talian
- Merupakan sistem utama dalam melaksanakan proses-proses kerja utama jabatan

Projek Sistem MyKKP yang sedang dalam pembangunan ini dimulakan pada April 2014 dan dijangka siap pada Februari 2016. Projek ini telah dibahagikan kepada dua (2) fasa dimana fasa pertama akan merangkumi 39 modul utama manakala fasa kedua pula merangkumi 65 modul yang menyokong perkhidmatan jabatan ini.

# INFORMATION TECHNOLOGY SECTION

*Faced with the severe challenges of globalisation, pioneering the transformation of ICT in the Department is no easy task. Therefore, in line with the rapid development of information technology, the Department strives to ensure that ICT systems are a platform and medium that facilitates and improves the workflow and service delivery systems of the Department.*

*Looking back on 2014, various activities were conducted successfully in the effort of improving and enhancing the level of ICT usage in the Department and enhancing the service delivery from the Department to the people. The activities that were successfully conducted include:*

- *Acquisition of new Department ICT equipment*
- *Implementation of the Occupational Safety and Health System Development Transformation Project (MyKKP)*
- *Expansion of Online Payment Service in all State JKKP Departments*
- *Department Website Achievement*

## DEPARTMENT ICT SYSTEMS

### (i) Implementation of Occupational Safety and Health System Development Transformation Project (MyKKP)

*The implementation of the Occupational Safety and Health System Development Transformation Project was one of the Economic Transformation Programmes under the Communications, Content and Infrastructure National Key Economic Area: the E-Government EPP. It is an online application system with the following functions:*

- *E- submission, where all applications, renewals, registrations, complaints and other matters relating to the Department work processes may be done online*
- *Mobile applications with access to the MyKKP system through smart devices or phones*
- *Information search and notifications through SMS*
- *Payments relating to applications, renewals, compounds and other matters may be made online*
- *As the main system that carries out the main work processes of the Department*

*The MyKKP System Project that is currently under development began in April 2014 and is expected to complete in February 2016. This Project is divided into two (2) phases, where the first phase consists of 39 main modules and the second phase 65 modules supporting the Department's services.*

Bagi menjayakan projek pembangunan sistem MyKKP, beberapa siri bengkel telah diadakan sepanjang tahun 2014.

*In order to make the MyKKP System Development Project a success, several workshop series were conducted throughout 2014.*

BIL / NO	NAMA BENGKEL / WORKSHOP TITLE	TARIKH / DATE
1.	Bengkel Kajian Keperluan Pengguna <i>User Requirements Study Workshop</i>	14 Mei - 19 Jun 2014 <i>14 May - 19 June 2014</i>
2.	Bengkel Pengesahan Maklumat Data Migrasi <i>Migration Data Information Verification Workshop</i>	11 Ogos 2014 <i>11 August 2014</i>
3.	Bengkel Semakan dan Pengesahan User Requirement Document (URD) <i>User Requirement Document (URD) Inspection and Verification Workshop</i>	12 - 13 Ogos 2014 <i>12 - 13 August 2014</i>
4.	Bengkel Penyediaan Dokumen Sistem Rekabentuk MyKKP <i>MyKKP Design System Document Preparation Workshop</i>	3 - 4 September 2014 <i>3 - 4 September 2014</i>

**(ii) Sistem Pengesanan dan Pelaporan Penyakit dan Keracunan Pekerja Atas Talian (eJKKP7)**

Sistem e-JKKP7 ini berfungsi sebagai satu 'platform' bagi para majikan dan pengamal perubatan berdaftar melaporkan penyakit dan keracunan pekerjaan kepada pihak JKKP secara dalam talian.

Menurut Akta Keselamatan dan Kesihatan Pekerjaan 1994 (Akta 514) majikan dan pengamal perubatan perlu melaporkan kepada Jabatan Keselamatan dan Kesihatan Pekerjaan paling dekat jika ada penyakit dan keracunan pekerjaan berlaku di tempat kerja. Akta ini juga menyatakan bahawa setiap pengamal perubatan berdaftar hendaklah melaporkan jika pekerja dipercayai / disyaki mengidap penyakit pekerjaan atau keracunan pekerjaan kepada Ketua Pengarah JKKP.

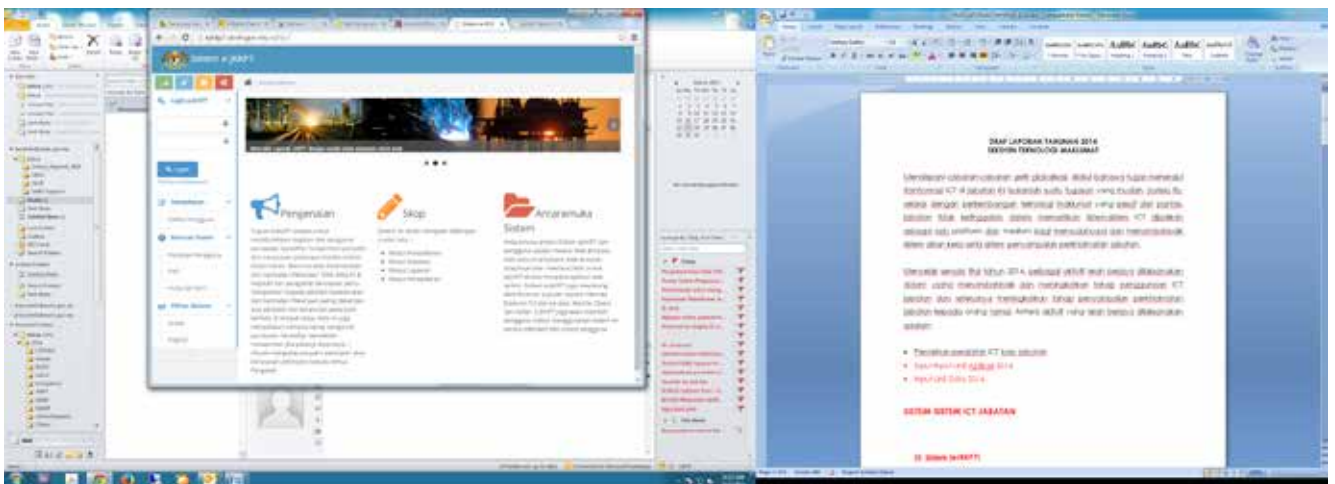
Sistem ini juga dibangunkan bagi membantu Bahagian Keselamatan Pekerjaan mengumpul data-data dari majikan secara seragam bagi memudahkan proses penganalisa dan memastikan kesahihan keputusan statistik.

**(ii) Online Occupational Disease and Poisoning Detection and Reporting System (eJKKP7)**

*The e-JKKP7 System functions as a platform for employers and registered medical practitioners to report occupational diseases and poisoning to JKKP online.*

*According to the Occupational Safety and Health Act (Act 514), employers and medical practitioners must report to the nearest Occupational Safety and Health Department in the event of the occurrence of an occupational disease and poisoning at a work place. The Act also states that any registered medical practitioner is required to report to the Director General if a worker is believed / suspected to have contracted or suffered from an occupational disease or poisoning.*

*The system is also developed to facilitate the Occupational Safety Division in gathering data from employers uniformly in order to ease the process of analysis and ensure the validity of statistical results.*



**(iii) Sistem Penaksiran Ringkas Risiko Dan Kawalan Bahan Kimia (SiRAC)**

Sistem SiRAC merupakan satu sistem yang bertujuan untuk mengurus maklumat berkaitan penaksiran ringkas risiko bahan kimia yang diguna ditempat kerja oleh majikan.

**(iii) Simple Risk Assessment and Control (SiRAC) System**

*The SiRAC System aims to manage information relating to simple risk assessments of chemicals used by employers at work places.*

Sistem ini dibangunkan bagi kegunaan majikan-majikan di Malaysia untuk melakukan penaksiran ringkas ke atas semua bahan kimia bagi mengenalpasti, menilai dan mengawal apa-apa risiko kesihatan yang berkaitan aktiviti kerja yang melibatkan penggunaan bahan kimia. Penaksiran ini adalah selaras dengan tanggungjawab majikan sebagaimana yang ditetapkan dalam Akta Keselamatan dan Kesihatan Pekerjaan 1994 (AKKP), dimana satu kewajiban utama majikan adalah melindungi pekerja mereka daripada kesan bahan kimia yang memudaratkan.

Majikan boleh melantik penaksir dari kalangan luar atau pegawai syarikat yang terlatih dalam bidang penaksiran bahan kimia bagi melakukan penaksiran. Penaksir perlu membangunkan pelan tindakan bagi setiap langkah-langkah pencegahan.

Maklumat SiRAC yang direkod membantu pegawai JKKP memantau pelaksanaan langkah-langkah pencegahan.

*The system is built for use by employers in Malaysia to carry out simple assessments on all chemicals in order to identify, assess and control any health risks relating to work activities that involve the use of chemicals. This assessment is in line with the obligations of an employer as stipulated in the Occupational Safety and Health Act 1994, of which the main obligation is to protect his workers from harmful chemical effects.*

*Employers may appoint external assessors or company officers who are trained in the field of chemical assessment to conduct the assessment. The assessor must build an action plan for each preventive measure.*

*The recorded information of SiRAC will help JKKP officers in monitoring the implementation of the preventive measures.*

SiRAC ONLINE  
Department of Occupational Safety and Health  
Ministry of Human Resources

Select : Bahasa Malaysia | English Monday - 23/03/2015 - 03:42:36 PM

Home About SiRAC CGS List

Easy steps to control health risks from chemicals.

Under Part IV of the Occupational Safety and Health (Use and Standard of Exposure of Chemicals Hazardous to Health) Regulations 201X, hereinafter referred to as USECHH Regulations 201X, the duty to perform an assessment of health risks arising from the use of chemicals hazardous to health at the place of work is mandatory whereby employers are not permitted to use any chemicals hazardous to health unless an assessment has been conducted. However, the employer may choose to conduct a simple assessment instead of the full assessment if the chemical meets the criteria specified under sub regulation 10(3) of the USECHH Regulations 201X:

SiRAC does not generally apply to the following types of chemicals, though they are covered by USECHH Regulations 201X:

- (a) chemical classified as carcinogenicity category 1, mutagenicity category 1 or respiratory sensitization category 1;
- (b) process generated dusts and fumes (e.g. wood dusts, solder and welding fume);
- (c) organic dust, e.g. grain dust, cotton dust and paddy husk dust;
- (d) gases, e.g. hydrogen sulphide, ammonia, hydrogen, etc.; and
- (e) scheduled waste as listed in the First Schedule to the Environmental Quality (Scheduled Wastes) Regulations 2005.

Note:  
\*These are not classified and are not listed in the chemical register, although many of the solutions described in SiRAC can successfully control these problems.

A simple assessment involves a process of grouping workplace risks into control bands based on combination of hazard and exposure information. A simple assessment may be conducted, instead of the full assessment, if all chemicals hazardous to health used in a particular work unit meets the criteria of subregulation 10(3) of USECHH Regulations 201X.

Begin Assessment

Home About SiRAC CGS List

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## PEROLEHAN PERALATAN ICT BARU JABATAN

Sejajar dengan pertambahan pegawai dan keperluan semasa jabatan, Seksyen Teknologi Maklumat telah melaksanakan perolehan peralatan ICT 2014 melibatkan beberapa komputer peribadi. Pecahan perolehan dan agihan adalah seperti berikut:

JKKP / DOSH	Komputer Peribadi / Personal Computers
Ibu Pejabat / Head Office	41
Johor	13
Melaka	9
Negeri Sembilan	9
Selangor	13
W. P. Kuala Lumpur	13
Perak	10
Pulau Pinang	13
Kedah	9
Perlis	9
Pahang	10
Terengganu	13
Kelantan	9
Sarawak	10
Sabah	10
W. P. Labuan	10
<b>Jumlah / Total</b>	<b>201</b>

## ACQUISITION OF NEW DEPARTMENT ICT EQUIPMENT

*In line with the addition of officers and the current needs of the Department, the Information Technology Section has carried out the Acquisition of ICT Equipment 2014, which includes personal computer units. The breakdown of the Acquisition and distribution is as follows:*

## PELUASAN PERKHIDMATAN PEMBAYARAN SECARA ATAS TALIAN DI SEMUA JKKP NEGERI

Selari dengan perkembangan teknologi kini, Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP) telah mengambil inisiatif menyediakan satu alternatif dan kemudahan kepada pelanggan untuk membuat bayaran secara atas talian.

Perkhidmatan ini telah mula dilaksanakan pada Ogos 2011 di mana JKKP Negeri Sembilan telah terpilih sebagai perintis untuk melaksanakan perkhidmatan ini. Berikutan maklumbalas positif dari pihak pelanggan, perkhidmatan ini telah diperluaskan kepada empat belas (14) pejabat JKKP Negeri pada Oktober 2014 secara berperingkat.

Beberapa sesi *handholding* yang disertai oleh pihak syarikat serta industri juga telah diadakan di setiap JKKP Negeri. Sesi *handholding* ini adalah bertujuan untuk memberi penerangan ringkas berkaitan sistem serta menggalakkan pelanggan untuk terus menggunakan perkhidmatan berkenaan dengan membuat bayaran bil sedia ada secara atas talian menerusi sistem *Online Payment* JKKP.

## EXPANSION OF ONLINE PAYMENT SERVICE IN ALL STATE DOSH DEPARTMENTS

*In line with current technological developments, the Occupational Safety and Health Department has taken the initiative in providing an alternative and convenience for customers to make their payments online.*

*The implementation of the service began in August 2011, where DOSH Negeri Sembilan was chosen as the pilot department for the service. Following positive feedback from customers, this service was expanded in stages to fourteen (14) State DOSH Offices in October 2014.*

*Several handholding sessions participated by companies and members of the industry were also held in each State DOSH. The objectives of the handholding sessions were to provide a briefing on the system and to encourage customers to continue using the relevant services by making payments of existing bills online through the DOSH Online Payment system.*



## PENGURUSAN LAMAN WEB JABATAN

Laman web JKKP merupakan salah satu platform penting dalam menyebarkan maklumat yang berkaitan perkhidmatan-perkhidmatan utama di JKKP di samping menjadi sumber rujukan yang berinformasi berkenaan keselamatan dan kesihatan pekerjaan. Penambahbaikan secara berterusan sentiasa dilaksanakan bagi memastikan laman web lebih interaktif dan mesra pengguna serta memenuhi kriteria-kriteria Penilaian Portal / Laman Web Kerajaan Malaysia (MGPWA) oleh MDEC.

### Pencapaian

1. Pertandingan Laman Web Terbaik (Tempat ketiga) Sempena Bulan Inovasi Kementerian Sumber Manusia 2014.

### Aktiviti

Bil / No	Nama Aktiviti / Activity Title	Tarikh / Tempat / Date / Venue
1	Bengkel Pemantapan Pencapaian Lima Bintang Laman Web JKKP 2014 <i>DOSH Website's Five Star Achievement Consolidation Workshop 2014</i>	13-15 Ogos 2014 : A' Famosa Resort, Melaka <i>13-15 August 2014 : A' Famosa Resort, Melaka</i>
2	Mesyuarat Persidangan ICT Pegawai-Pegawai IT JKKP Malaysia 2014 <i>DOSH Malaysia IT Officers' ICT Conference Meeting 2014</i>	8-11 September 2014 : A' Famosa Resort, Melaka <i>8-11 September 2014 : A' Famosa Resort, Melaka</i>

## DEPARTMENT WEBSITE MANAGEMENT

*The DOSH website is one of the important platforms for disseminating information relating to DOSH's primary services, while also being a source of reference for information regarding occupational safety and health. Continuous improvements have been carried out constantly to ensure the website is more interactive and user-friendly, and satisfies the Malaysian Government Portal / Website Assessment criteria by MDEC.*

### Achievement

1. *Third place in the Best Website Competition in conjunction with the Ministry of Human Resources Innovation Month 2014*

### Activities



**Bahagian Dasar Antarabangsa  
dan Pembangunan Penyelidikan**  
*International Policy and Research  
Development Division*

# BAHAGIAN DASAR, ANTARBANGSA DAN PEMBANGUNAN PENYELIDIKAN

Bahagian Dasar Antarabangsa dan Pembangunan Penyelidikan (BDAPP) telah terbentuk hasil dari penstrukturan semula Jabatan yang dibuat pada tahun 2014 bagi memenuhi sistem perundangan yang semakin mencabar. BDAPP pada asasnya masih menjalankan teras pertama jabatan iaitu Penyediaan Standard. Bagi melaksanakan objektif dan fungsi BDAPP maka diwujudkan dua (2) seksyen iaitu:

- i. Seksyen Dasar dan Antarabangsa
- ii. Seksyen Pembangunan

**Jadual 1: Aktiviti Seksyen Dasar & Antarabangsa**

BIL NO	PERKARA / MATTER	AKTIVITI / ACTIVITIES
1	Menjalankan Kajian dan Penyelidikan <i>Conducting Studies and Research</i>	<ul style="list-style-type: none"> <li>• Kajian Tahap Pendedahan Bunyi Bising disebabkan Oleh Siren di Kalangan Pemandu Ambulans</li> <li>• OSH Calculator</li> <li>• Score Card</li> <li>• OSH Improvement in Courier Services</li> <li>• Kajian-Kajian KKP di Bawah RMKe-10</li> <li>• Research on Noise Exposure caused by Sirens among Ambulance Drivers</li> <li>• OSH Calculator</li> <li>• Score Card</li> <li>• OSH Improvement in Courier Services</li> <li>• Occupational Safety and Health Researches under RMKe-10</li> </ul>
2	Urusetia Mesyuarat dan Jawatankuasa <i>Meeting and Committee Secretariat</i>	<p>Menjadi urusetia bagi Mesyuarat dan Jawatankuasa:</p> <ul style="list-style-type: none"> <li>• Mesyuarat Jawatankuasa Semakan Dasar Jabatan</li> <li>• Mesyuarat Pasca Kabinet</li> <li>• Mesyuarat Pengarah-Pengarah JKPP</li> <li>• Parlimen: Dewan Rakyat, Dewan Negara, Titah Diraja, Nota Jemaah Menteri</li> <li>• Jawatankuasa Kerjasama JKPP, Pertubuhan Keselamatan Sosial (PERKESO) dan Institut Negara bagi Keselamatan dan Kesihatan Pekerjaan (NIOOSH)</li> <li>• Polisi Pemeriksaan dan Penguatkuasaan</li> <li>• Third County Technical Program (TCTP)</li> <li>• Pelan Transformasi KSM</li> </ul> <p><i>Act as Secretariat for Meetings and Committees:</i></p> <ul style="list-style-type: none"> <li>• Department Policy Review Committee Meetings</li> <li>• Post-Cabinet Meetings</li> <li>• DOSH Directors Meetings</li> <li>• Parliament: House of Representatives, Senate, Royal Decrees, Notes of Cabinet Meetings</li> <li>• DOSH Cooperative Committees, Social Security Organisation (PERKESO) and National Institute of Occupational Safety and Health (NIOOSH)</li> <li>• Inspection and Enforcement Policies</li> <li>• Third County Technical Programme (TCTP)</li> <li>• Ministry of Human Resources Transformation Plan</li> </ul>

# INTERNATIONAL, POLICY AND RESEARCH DEVELOPMENT DIVISION

The Policy, International and Research Development Division (PIRDD) was formed as a result of the restructuring of the Department in 2014 in order to meet the requirements of the challenging legal system. IPRDD fundamentally still carries out the first core task of the Department, which is Providing Standards. In order to perform the objectives and functions of IPRDD, two (2) sections were created:

- i. Policy and International Section
- ii. Development Section

**Table 1: Activities of Policy and International Section**

3	<p>Pemantauan <i>Monitoring</i></p>	<p>Memantau:</p> <ul style="list-style-type: none"> <li>• OSH-MPI 5</li> <li>• Aktiviti rutin Bahagian/Pejabat Negeri</li> <li>• Makmal Lapangan Pemeriksa Kilang dan Jentera J48, J44, J41</li> <li>• Pendakwaan</li> <li>• Laporan DS 037 (DS-04-002)</li> <li>• Laporan DS 038 (DS-04-004)</li> </ul> <p><i>Monitoring:</i></p> <ul style="list-style-type: none"> <li>• OSH-MPI 5</li> <li>• Division/State Offices Routine Activities</li> <li>• Field Laboratories of Inspectors of Factories and Machineries - J48, J44, J41</li> <li>• Prosecutions</li> <li>• DS 037 (DS-04-002) Report</li> <li>• DS 038 (DS-04-004) Report</li> </ul>
4	<p>Analisis Data <i>Data Analysis</i></p>	<p>Menganalisis data bagi:</p> <ul style="list-style-type: none"> <li>• Statistik kemalangan PERKESO dan Jabatan Tenaga Kerja (JTK)</li> <li>• Laporan JKKP 8: Laporan Kemalangan Tahunan</li> <li>• Kes mahkamah</li> </ul> <p><i>Analyse data for:</i></p> <ul style="list-style-type: none"> <li>• Accident Statistics for SOCSO and Department of Human Resources</li> <li>• DOSH 8 Report: Annual Accident Reports</li> <li>• Court Cases</li> </ul>
5	<p>Aktiviti-aktiviti Lain <i>Other Activities</i></p>	<ul style="list-style-type: none"> <li>• Khidmat nasihat, ulasan dan maklum balas</li> <li>• Penyediaan cadangan kertas kerja dan bajet</li> <li>• Penyediaan cadangan Key Performance Index (KPI) Kementerian Sumber Manusia (YB Menteri dan KSU)</li> <li>• Buku data dan maklumat ringkas</li> <li>• Penyediaan Journal Pendakwaan</li> <li>• Focus Group Business Process Re-engineering (FGBPR) di bawah ICU, JPM</li> <li>• Advisory, Review and Feedback Services</li> <li>• Preparation of Working Paper and Budget Proposals</li> <li>• Preparation of Proposals for Key Performance Index (KPI) of Ministry of Human Resources (Minister and Chief Secretary)</li> <li>• Data Books and Brief Information</li> <li>• Preparation of Prosecution Journal</li> <li>• Focus Group Business Process Re-engineering (FGBPR) under ICU, JPM</li> </ul>

**Jadual 2: Aktiviti Seksyen Pembangunan**

**Table 2: Activities of Development Section**

Bil No	Perkara / Matter	Aktiviti / Activities
I	Menggubal Akta, Peraturan, Tataamalan Industri, Garis Panduan dan Pekeliling Ketua Pengarah baru <i>Drafting Acts, Regulations, Industry Codes of Practice, Guidelines and new Director General Circulars</i>	<p>Peraturan yang sedang digubal di bawah AKJ (Akta 139) dan AKKP (Akta 514):</p> <ul style="list-style-type: none"> <li>i. Peraturan-Peraturan Keselamatan Dan Kesihatan Pekerjaan (Sistem Pengurusan Keselamatan Dan Kesihatan Pekerjaan)</li> <li>ii. Peraturan-Peraturan Keselamatan Dan Kesihatan Pekerjaan (Jentera Berbahaya)</li> </ul> <p>Tataamalan Industri dan Garis Panduan baru yang sedang digubal di bawah Akta 139 dan Akta 514:</p> <ul style="list-style-type: none"> <li>i. Tataamalan Industri Pendedahan Bunyi Bising</li> <li>ii. Guidelines on Factories and Machinery (Special Scheme Inspection) (Risk-Based Inspection) Regulations 2014 P.U(A) 96/2014</li> <li>iii. Garispanduan Kelulusan Reka bentuk Perancah</li> <li>iv. Garis Panduan Menjalankan Siasatan (Inkuari)</li> <li>v. Guidelines on Control of Molds Contamination</li> <li>vi. Manual Penaksiran Ringkas Risiko dan Kawalan Bahan Kimia Berbahaya Kepada Kesihatan (SiRAC)</li> <li>vii. Guideline on Safe Use of Power Press</li> <li>viii. Garis Panduan Pembinaan dan Operasi Loji Biogas</li> </ul> <p>Peraturan/Perintah telah diwartakan di bawah AKJ (Akta 139) dan AKKP (Akta 514) pada tahun 2014:</p> <ul style="list-style-type: none"> <li>i. Peraturan-Peraturan Kilang Dan Jentera (Skim Pemeriksaan Khas) (Pemeriksaan Berasaskan Risiko) 2014 P.U(A) 96/2014</li> <li>ii. Peraturan-Peraturan Kilang Dan Jentera (Orang-Orang Menjaga) (Pindaan) 2014 P.U(A) 270/2014</li> </ul> <p>Tataamalan Industri telah diwartakan di bawah AKJ (Akta 139) dan AKKP (Akta 514) pada tahun 2014:</p> <ul style="list-style-type: none"> <li>i. Tataamalan Industri Mengenai Pengelasan Bahan Kimia dan Komunikasi Hazard P.U(B) 128/2014</li> </ul> <p>Pekeliling Ketua Pengarah telah dikeluarkan pada tahun 2014:</p> <ul style="list-style-type: none"> <li>i. Pengecualian Fi Pemeriksaan Kilang &amp; Jentera yang dikendalikan oleh Kerajaan Persekutuan dan Kerajaan Negeri.</li> </ul> <p><i>Regulations being drafted under Factories and Machinery Act (Act 139) and Occupational Safety and Health Act (Act 514):</i></p> <ul style="list-style-type: none"> <li>i. <i>Occupational Safety and Health (Occupational Safety and Health Management System) Regulations</i></li> <li>ii. <i>Occupational Safety and Health (Dangerous Machineries) Regulations</i></li> </ul> <p><i>New Industry Codes of Practice and Guidelines being drafted under Act 139 and Act 514:</i></p> <ul style="list-style-type: none"> <li>i. <i>Industry Codes of Practice on Noise Exposure</i></li> <li>ii. <i>Guidelines on Factories and Machinery (Scheme of Special Inspection) (Risk-Based Inspection) Regulations 2014 P.U(A) 96/2014</i></li> <li>iii. <i>Scaffolding Design Approval Guidelines</i></li> <li>iv. <i>Guidelines on Conduct of Investigation (Enquiry)</i></li> <li>v. <i>Guidelines on Control of Mould Contamination</i></li> <li>vi. <i>Hazardous Chemicals Simple Risk Assessment and Control Manual (SiRAC)</i></li> <li>vii. <i>Guidelines on Safe Use of Power Press</i></li> <li>viii. <i>Guidelines on Biogas Tank Construction and Operation</i></li> </ul> <p><i>Regulations/Orders gazetted under Act 139 and Act 514 in 2014:</i></p> <ul style="list-style-type: none"> <li>i. <i>Factories and Machinery (Skim of Special Inspection) (Risk-Based Inspection) Regulations 2014 P.U(A) 96/2014</i></li> <li>ii. <i>Factories and Machinery (Persons-in-Charge) (Amendment) Regulations 2014 P.U(A) 270/2014</i></li> </ul> <p><i>Industry Codes of Practice gazetted under Act 139 and Act 514 in 2014:</i></p> <ul style="list-style-type: none"> <li>i. <i>Industry Codes of Practice on Classifications of Hazardous Chemicals and Communications P.U (B) 128/2014</i></li> </ul> <p><i>Director General Circular issued in 2014:</i></p> <ul style="list-style-type: none"> <li>i. <i>Exemption of Inspection Fees on Factories and Machineries operated by Federal and State Governments</i></li> </ul>

<p>2</p>	<p>Menyemak Akta, Peraturan, Tataamalan Industri, Garis Panduan dan Pekeliling Ketua Pengarah sedia ada <i>Review existing Acts, Regulations, Industry Codes of Practice, Guidelines and Director General Circulars</i></p>	<p>Akta yang sedang disemak :</p> <ul style="list-style-type: none"> <li>i. Akta Kilang dan Jentera 1967.</li> </ul> <p>Peraturan yang sedang disemak di bawah AKJ (Akta 139) dan AKKP (Akta 514):</p> <ul style="list-style-type: none"> <li>i. Peraturan-Peraturan Keselamatan Dan Kesihatan Pekerjaan (Pegawai Keselamatan Dan Kesihatan) 1997</li> <li>ii. Peraturan-Peraturan Keselamatan Dan Kesihatan Pekerjaan (Penggunaan Dan Standard Pendedahan Bahan Kimia Berbahaya Kepada Kesihatan) 2000</li> <li>iii. Peraturan-Peraturan Kilang Dan Jentera (Pendedahan Bising) 1989</li> <li>iv. Peraturan-Peraturan Kilang Dan Jentera (Kendalian Bangunan Dan Kerja-Kerja Binaan Kejuruteraan) (Keselamatan) 1986</li> </ul> <p>Perintah yang sedang disemak di bawah AKJ (Akta 139) dan AKKP (Akta 514):</p> <ul style="list-style-type: none"> <li>i. Perintah Keselamatan Dan Kesihatan Pekerjaan (Pegawai Keselamatan Dan Kesihatan) 1997</li> </ul> <p>Garis Panduan yang sedang disemak di bawah AKJ (Akta 139) dan AKKP (Akta 514):</p> <ul style="list-style-type: none"> <li>i. Assessment Of The Health Risks Arising From Use Of Hazardous Chemical In The Workplace (2nd Edition)</li> </ul> <p><i>Act being reviewed :</i></p> <ul style="list-style-type: none"> <li>i. <i>Factories and Machinery Act 1967.</i></li> </ul> <p><i>Regulations reviewed under Factories and Machinery Act (Act 139) and Occupational Safety and Health Act (Act 514):</i></p> <ul style="list-style-type: none"> <li>i. <i>Occupational Safety and Health (Safety and Health Officers) Regulations 1997</i></li> <li>ii. <i>Occupational Safety and Health (Use and Standards of Exposure of Hazardous Chemicals) Regulations 2000</i></li> <li>iii. <i>Factories and Machinery (Noise Exposure) Regulations 1989</i></li> <li>iv. <i>Factories and Machinery (Building Operations and Works of Engineering Construction) (Safety) Regulations 1986</i></li> </ul> <p><i>Order being reviewed under Act 139 and Act 514:</i></p> <ul style="list-style-type: none"> <li>i. <i>Occupational Safety and Health (Safety and Health Officers) Order 1997</i></li> </ul> <p><i>Guideline being reviewed under Act 139 and Act 514:</i></p> <ul style="list-style-type: none"> <li>i. <i>Assessment Of Health Risks Arising From Use Of Hazardous Chemical In The Workplace (2nd Edition)</i></li> </ul>
<p>3</p>	<p>Bertindak sebagai urusetia kepada Standard Writing Organization (SWO) <i>Act as secretariat of Standard Writing Organization (SWO)</i></p>	<p>Jabatan telah siap membangunkan standard:</p> <ul style="list-style-type: none"> <li>i. MS Safety and Health Signage in used in the Workplaces:- Specification (First Revision) MS 2558:2014</li> </ul> <p>Jabatan sebagai Permanent- member (P-member) dalam membangunkan ISO antarabangsa</p> <ul style="list-style-type: none"> <li>i. ISO/PC 283(Project Committee 283) ISO standard to be known as "ISO 45001 Occupational health and safety management systems – Requirements with guidelines for use".</li> </ul> <p><i>Department has completed the following Standards:</i></p> <ul style="list-style-type: none"> <li>i. <i>MS Safety and Health Signage in use at Workplaces:- Specification (First Revision) MS 2558:2014</i></li> </ul> <p><i>Department as Permanent- Member (P-member) in developing international ISO</i></p> <ul style="list-style-type: none"> <li>i. <i>ISO/PC 283(Project Committee 283) ISO standard to be known as "ISO 45001 Occupational Health and Safety Management Systems – Requirements with Guidelines for Use".</i></li> </ul>

## Pemantauan Statistik Kemalangan

BDAPP juga menjalankan pemantauan ke atas laporan kemalangan yang disiasat oleh Jabatan melalui pejabat-pejabat negeri. Pada tahun 2014, jumlah kes kemalangan yang disiasat ialah 2808 berbanding 2832 kes pada tahun 2013. Pecahan kes kemalangan mengikut sektor adalah seperti dibawah:

**Jadual 3: Jumlah Kemalangan yang dilaporkan kepada JKPP mengikut Sektor**

Sektor / Sector	THUK Without Permanent Injuries		HUK Permanent Injuries		Maut Deaths	
	2013	2014	2013	2014	2013	2014
Pembuatan / <i>Manufacturing</i>	1469	1510	128	112	58	45
Perlombongan dan Kuari / <i>Mining and Quarrying</i>	30	43	0	4	5	15
Pembinaan / <i>Construction</i>	83	94	12	6	69	72
Pertanian, Perhutanan, Pembalakan dan Perikanan <i>Agriculture, Forestry, Logging and Fishery</i>	488	441	14	9	33	42
Kemudahan / <i>Utilities</i>	100	69	1	1	7	1
Pengangkutan, Penyimpanan dan Komunikasi <i>Transport, Storage and Communications</i>	84	84	1	3	8	15
Perdagangan Borong dan Runcit <i>Wholesale and Retail Trade</i>	66	74	7	3	5	6
Hotel & Restoran / <i>Hotel &amp; Restaurant</i>	19	56	1	1	2	2
Kewangan, Insurans, Hartanah dan Perkhidmatan Perniagaan <i>Finance, Insurance, Real Estate and Business Services</i>	70	65	1	5	2	4
Perkhidmatan Awam dan Badan Berkanun <i>Public Services and Statutory Bodies</i>	67	20	0	1	2	5

## Monitoring Accident Statistics

PIRDD also carries out monitoring activities on accident reports investigated by the Department through state offices. In 2014, the total number of accidents investigated is 2,808, compared to 2,832 cases in 2013. The breakdown of accident cases according to sectors is as follows:

**Table 3: Total Number of Accidents Reported to DOSH According to Sectors**

**Jadual 4: Jumlah Kemalangan dilaporkan kepada JKPP mengikut negeri dan sektor pada tahun 2014**

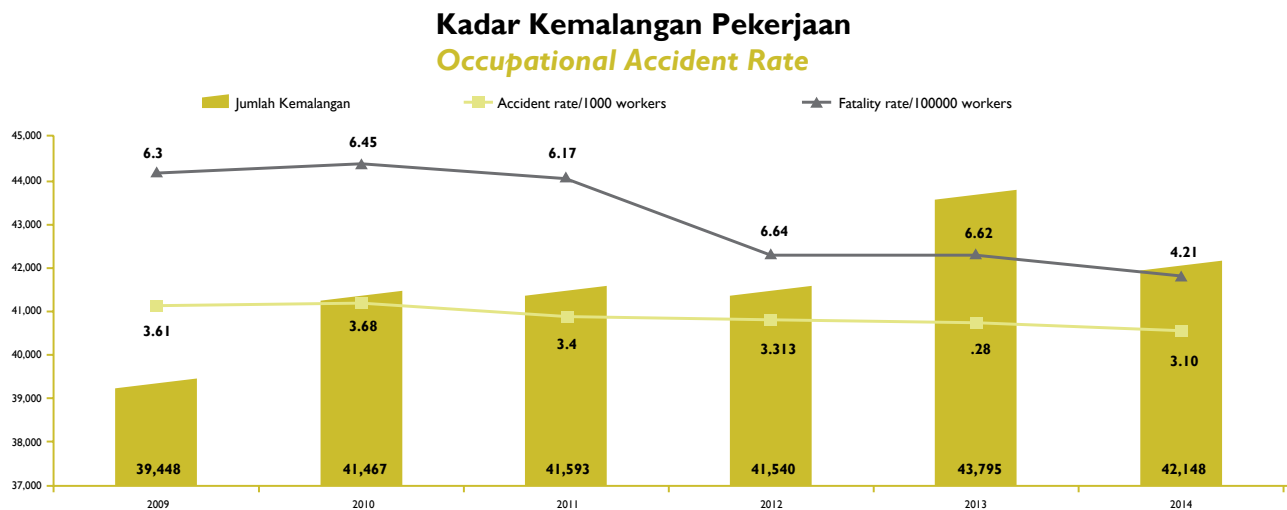
Sektor / Sector	NEGERI / State															Jumlah Total
	Johor	Kedah	Kelantan	Melaka	N9	Penang	Pahang	Perak	Perlis	Sabah	Sarawak	Selangor	Terengganu	WPKL	Labuan	
Pembuatan <i>Manufacturing</i>	121	89	26	127	302	215	61	247	36	107	179	105	23	24	5	1667
Perlombongan dan Kuari <i>Mining and Quarrying</i>	0	2	3	0	5	1	5	4	1	2	38	0	1	0	0	62
Pembinaan <i>Construction</i>	19	1	1	5	12	7	3	12	7	21	29	22	8	24	1	172
Pertanian, Perhutanan, Pembalakan dan Perikanan <i>Agriculture, Forestry, Logging and Fishery</i>	30	15	41	13	58	0	52	69	1	123	60	3	27	0	0	492
Kemudahan <i>Utilities</i>	1	0	1	10	25	4	2	8	0	6	6	2	5	1	0	71
Pengangkutan, Penyimpanan dan Komunikasi <i>Transport, Storage and Communications</i>	30	3	1	1	3	16	5	6	1	6	16	9	2	2	1	102

**Table 4: Total Number of Accidents Reported to DOSH According to States and Sectors in 2014**

Perdagangan Borong dan Runcit <i>Wholesale and Retail Trade</i>	1	3	16	4	15	2	1	16	0	8	8	5	2	2	0	83
Hotel dan Restoran <i>Hotel and Restaurants</i>	0	1	0	0	7	0	1	1	0	12	3	0	1	32	0	58
Kewangan, Insurans, Hartanah dan Perkhidmatan Perniagaan <i>Finance, Insurance, Real Estate and Business Services</i>	0	0	8	7	11	9	2	9	1	5	9	3	2	9	0	75
Perkhidmatan Awam dan Badan Berkanun <i>Public Services and Statutory Authorities</i>	0	1	2	3	3	1	0	5	2	3	4	0	2	0	0	26
<b>JUMLAH / TOTAL</b>	<b>202</b>	<b>115</b>	<b>99</b>	<b>170</b>	<b>441</b>	<b>255</b>	<b>132</b>	<b>377</b>	<b>49</b>	<b>293</b>	<b>352</b>	<b>149</b>	<b>73</b>	<b>94</b>	<b>7</b>	

**Jadual 5: Kadar Kemalangan Pekerjaan bagi tahun 2009 sehingga 2014**

**Table 5: Occupational Accident Rates from 2009 to 2014**



**Senarai Kajian yang telah disiapkan pada tahun 2014**

**List of researches completed in 2014**

Pada tahun 2013-2014, terdapat sebanyak 17 Kajian KKP yang berjaya disiapkan di bawah Peruntukan Bajet Pembangunan RMKe-10. Kajian yang telah dibangunkan ini bertujuan untuk meningkatkan tahap pematuhan dan pembangunan KKP di negara ini. Kajian-kajian tersebut adalah:

*In 2013-2014, 17 Occupational Safety and Health Researches were successfully completed under the Budget Allocation for Development of RMKe-10. The researches developed were aimed at enhancing the country's level of occupational safety and health compliance and development. The researches were:*

<b>PEMATUHAN SOKONGAN / COMPLIANCE SUPPORT</b>	
<b>Bil / No</b>	<b>Tajuk Kajian / Research Title</b>
1	Mengkaji, Mencadang, dan Menyediakan Pelan Tindakan Penambahbaikan KKP di Sektor Pembuatan (Logam) di Malaysia <i>Researching, Proposing and Preparing Action Plan for Improvement of Occupational Safety and Health in Manufacturing Sector (Metal) in Malaysia</i>
2	Pendedahan Bahan Kimia Berbahaya Kepada Kesihatan di Kalangan Pesawah Padi Semenanjung Malaysia <i>Exposure of Chemical Hazardous to Health Among Rice Planters in Peninsular Malaysia</i>
3	Mengkaji, Mencadang, dan Menyediakan Pelan Tindakan Penambahbaikan KKP di Sektor Perlombongan dan Penguarian di Malaysia <i>Review, Recommend and Preparing Action Plans for Improvement of Occupational Safety and Health in Mining and Quarrying Sector in Malaysia</i>

4	Mengkaji, Mencadang, Dan Menyediakan Pelan Tindakan Penambahbaikan KKP Di Sektor Kemudahan Di Malaysia <i>Researching, Proposing and Preparing Action Plans for Improvement of Occupational Safety and Health in Utilities Sector in Malaysia</i>
5	Mengkaji, Mencadang, Dan Menyediakan Pelan Tindakan Penambahbaikan KKP Di Sektor Pembinaan MRT di Lembah Klang <i>Researching, Proposing and Preparing Action Plans for Improvement of Occupational Safety and Health in MRT Construction Sector in Klang Valley</i>

#### ANALISIS KESAN PERATURAN / REGULATORY IMPACT ANALYSIS (RIA)

Bil / No	Tajuk Kajian / Research Title
6	Kajian Impak Perundangan (RIA) Ke Atas Pemeriksaan Statutori Bagi Jentera Berperakuan Kelayakan Oleh Pihak Ketiga (Lisenced Person) <i>Regulatory Impact Analysis (RIA) on Statutory Inspections of Certified Machineries by Third Parties (Licensed Persons)</i>
7	Kajian Impak Perundangan (RIA) Terhadap Penyeliaan Pihak Berkuasa Memeriksa Ketiga Terhadap Aktiviti-Aktiviti Rekabentuk, Pemasangan, Pemeriksaan, Pengujian, Pentauliahan dan Hentian Operasi (Abahdonment) Talian Paip Petroleum <i>Regulatory Impact Analysis (RIA) on Third Party Supervision on Design, Installation, Inspection, Testing, Commissioning and Abandonment of Petroleum Pipeline Activities.</i>
8	Kelestarian Migrasi Akta Kilang Dan Jentera (1967) Dan Akta Keselamatan Dan Kesihatan Pekerjaan (1994) <i>Preservation of Migration of Factories and Machinery Act 1967 and Occupational Safety and Health Act 1994</i>
9	Kajian Impak Perundangan (RIA) mengenai Kelestarian Occupational Safety and Health (Control of Industrial Major Accident Hazards) Regulations 1996 (CIMAH 1996) <i>Regulatory Impact Analysis (RIA) on Preservation of Occupational Safety and Health (Control of Industrial Major Accident Hazards) Regulations 1996 (CIMAH 1996)</i>

#### OSH CALCULATOR

Bil / No	Tajuk Kajian / Research Title
10	Kajian Mengenai Kos Kemalangan Di Tempat Kerja Bagi Sektor Pembuatan <i>Research on Accident Costs at Work Place for Manufacturing Sector</i>
11	Kajian Mengenai Kos Kemalangan Di Tempat Kerja Bagi Sektor Perkhidmatan Utiliti <i>Research on Accident Costs at Work Place for Utilities Services Sector</i>
12	Kajian Mengenai Kos Kemalangan Di Tempat Kerja Bagi Sektor Pembinaan <i>Research on Accident Costs at Work Place for Construction Sector</i>
13	Kajian Mengenai Kos Kemalangan Di Tempat Kerja Bagi Sektor Pertanian <i>Research on Accident Costs at Work Place for Agriculture Sector</i>
14	Kajian Mengenai Kos Kemalangan Di Tempat Kerja Bagi Sektor Perkhidmatan Awam <i>Research on Accident Costs at Work Place at Work Place for Public Services Sector</i>

#### KESIHATAN / HEALTH

Bil / No	Tajuk Kajian / Research Title
15	Membangunkan Sistem Pengurusan Dan Pengawalan Komprehensif Asbestos Serta Penyakit Yang Berkaitan Ditempat Kerja <i>Developing a Comprehensive Management and Control System for Asbestos and Other Work Place-Related Diseases</i>
16	Kajian Pelaporan Penyakit Dan Keracunan Pekerjaan Oleh Pengamal Perubatan <i>Research on Reporting of Occupational Diseases and Poisoning by Medical Practitioners</i>
17	Penetapan Paras Biomarker Yang Sesuai Dan Kriteria Diagnosis Bagi Tujuan Program Pengawasan Perubatan (Medical Surveillance) Di Kalangan Pekerja Di Malaysia <i>Determining Appropriate Biomarker Level and Diagnostic Criteria for Medical Surveillance Programme among Workers in Malaysia</i>

#### Lain-lain Aktiviti di BDAPP

##### Third Country Training Programme (TCTP)

Pada tahun 2014, JKKP telah menganjurkan kursus antarabangsa "Occupational Safety and Health Management for Lao PDR, Myanmar and Vietnam" di bawah Third Country Training Programme (TCTP) dengan kerjasama Kementerian Luar Negeri dan Japan International Cooperation Agency (JICA). Kursus TCTP ini telah diadakan pada Januari 8 – 26 September 2014. Kursus ini bertujuan untuk berkongsi maklumat, pengetahuan serta kepakaran pengalaman amalan baik dalam pengurusan KKP terutamanya dalam bidang pembinaan khusus untuk negara Lao PDR, Myanmar dan Vietnam.

#### Other Activities of IPRDD

##### Third Country Training Programme (TCTP)

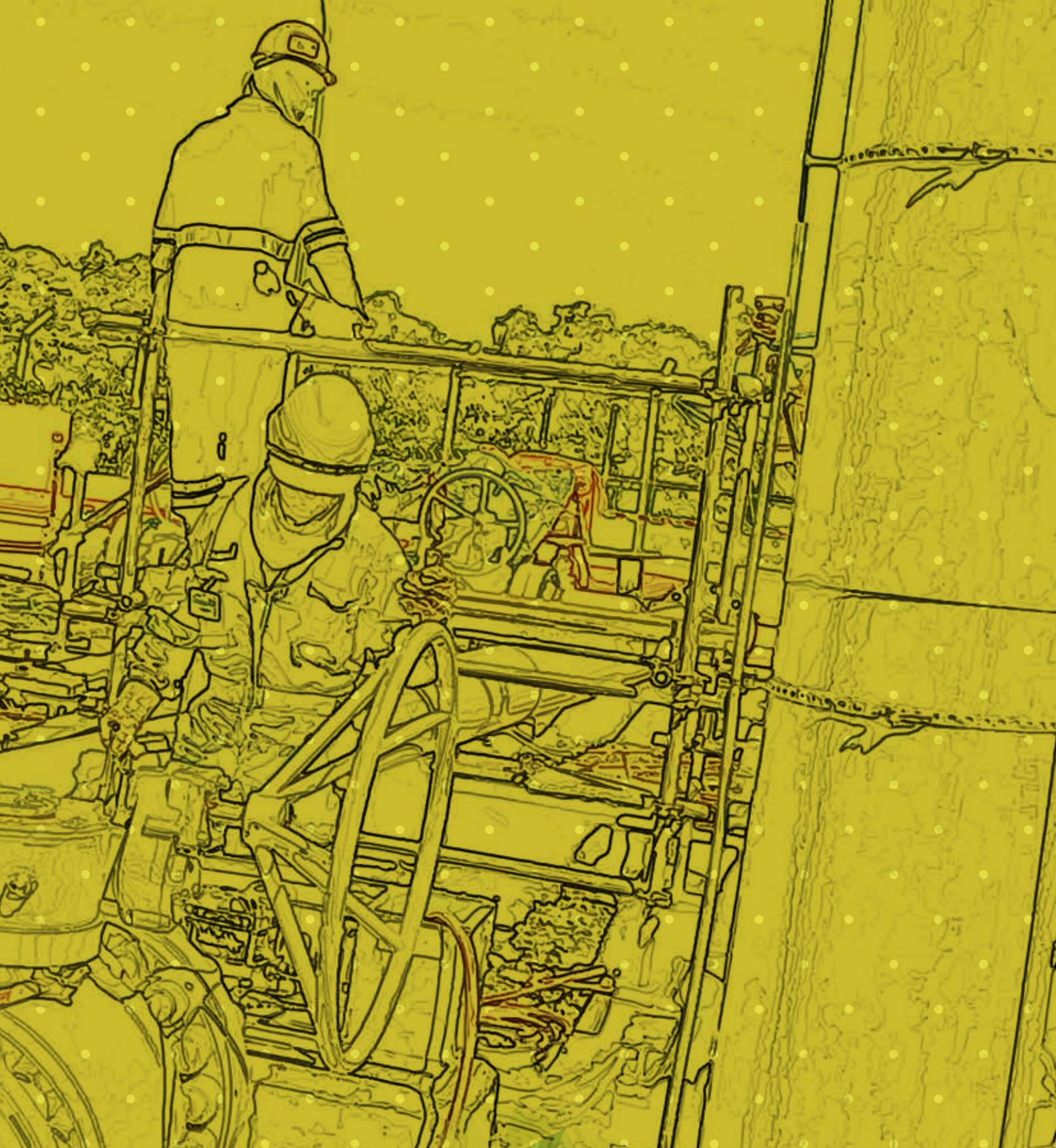
In 2014, DOSH organised the "Occupational Safety and Health Management for Lao PDR, Myanmar and Vietnam" international course under the Third Country Training Programme (TCTP) with the cooperation of the Ministry of Foreign Affairs and the Japan International Cooperation Agency (JICA). The TCTP course was held on 8 – 26 September 2014. The objective of the course was to share information, knowledge and expertise on best practices in occupational safety and health management, mainly in the construction field specific to Lao PDR, Myanmar and Vietnam.

**Rajah 1 - Para peserta TCTP bersama Ir Mohtar bin Musri Ketua Pengarah JKKP**

**Diagram 1 – TCTP Participants with DOSH Director General Ir Mohtar bin Musri**







**Bahagian Keselamatan Industri**  
**Industrial Safety Division**

# BAHAGIAN KESELAMATAN INDUSTRI

# INDUSTRIAL SAFETY DIVISION

Bahagian Keselamatan Industri terdiri daripada Seksyen Rekabentuk dan Seksyen Peperiksaan, Persijilan dan Pengiktirafan. Objektif bahagian ini adalah seperti berikut:

- i. Bertanggungjawab untuk menyemak, memproses dan meluluskan spesifikasi rekabentuk dandang stim, pengandung tekanan tak berapi, lif, dan mesin angkat.
- ii. Mengawalselia perkhidmatan firma dan orang yang kompeten supaya mematuhi kehendak undang-undang dan peraturan yang ditetapkan melalui perkhidmatan pendaftaran, pemantauan dan pembaharuan pendaftaran.

The Industrial Safety Division consists of the Design Section and the Examination, Certification and Accreditation Section. The objective of this Division is as follows:

- i. To be responsible for reviewing, processing and approving design specifications of steam boilers, unfired pressure vessels, lifts and hoisting machines.
- ii. To regulate the services of competent firms and persons to ensure compliance with legal requirements and rules through registration, monitoring and registration renewal services.

## Seksyen Rekabentuk

Seksyen Rekabentuk terdiri daripada empat unit iaitu Unit Dandang Stim (DS), Unit Pengandung Tekanan Tak Berapi (PTTB), Unit Lif, dan Unit Mesin Angkat (MA). Unit-unit ini bertanggungjawab dalam memastikan rekabentuk suatu jentera-jentera berbahaya seperti dandang stim, pengandung tekanan tak berapi, lif, eskalator dan mesin angkat direkabentuk menepati piawaian yang diiktiraf oleh jabatan dan dalam masa yang sama mematuhi kehendak dan keperluan yang ditetapkan di dalam Akta Kilang dan Jentera 1967, melalui aktiviti-aktiviti memproses permohonan kelulusan rekabentuk bagi setiap jentera-jentera tersebut. Selain itu, seksyen ini juga menjalankan aktiviti-aktiviti lain seperti yang dinyatakan di bawah:

## Design Section

The Design Section comprises four units, i.e. the Steam Boiler Unit, the Unfired Pressure Vessel Unit, the Lift Unit and the Hoisting Machine Unit. These units are responsible for ensuring that any dangerous machinery such as steam boilers, unfired pressure vessels, lifts, escalators and hoisting machines, is designed in accordance to standards recognised by the Department and at the same time satisfies the requirements stipulated in the Factories and Machinery Act 1967, through the application processes for design approval of such machineries. In addition, the Section also operates other activities as stated below:

- a. Menyemak dan memproses permohonan pengecualian Ujian Hidrostatik ke atas dandang stim dan pengandung tekanan tak berapi baru.
- b. Menyemak dan memproses permohonan pengubahsuaian ke atas jentera berperakuan.
- c. Menyemak dan memproses permohonan pengecualian daripada pendaftaran untuk jentera berperakuan.
- d. Penyemakan semula dan penambahbaikan ke atas prosedur, piawaian, garis panduan, dan sebagainya yang berkaitan dengan kelulusan rekabentuk.

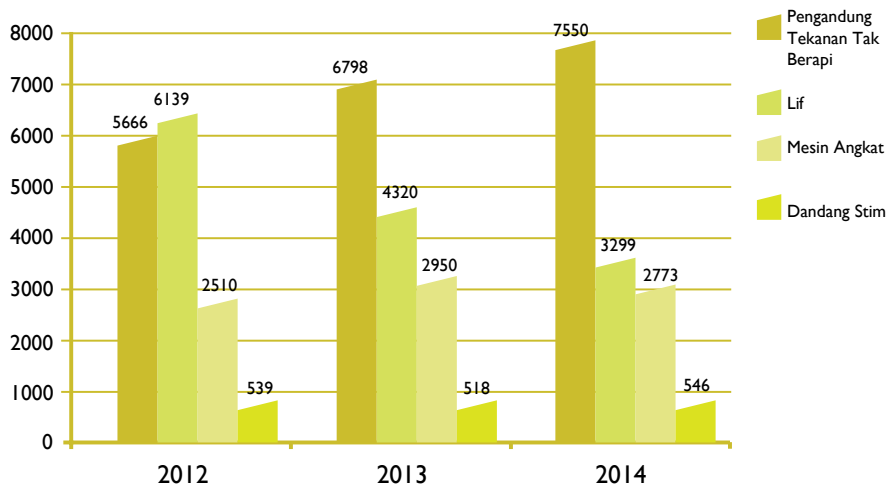
- a. Reviewing and processing applications for exemption of Hydrostatic Tests on steam boilers and unfired pressure vessels.
- b. Reviewing and processing applications for modification of certified machineries.
- c. Reviewing and processing applications for exemption of registration for certified machineries.
- d. Reviewing and improving on procedures, standards, guidelines and other matters relating to design approval.

Statistik di bawah menunjukkan peningkatan kelulusan rekabentuk jentera yang diproses dari tahun 2012 hingga 2014.

The below statistics show the increase of machinery design approvals from 2012 to 2014

**Carta 1: Statistik Kelulusan Rekabentuk Jentera Yang Diproses Dari Tahun 2012**

**Chart 1: Statistics of Number of Machinery Design Approvals from 2012**



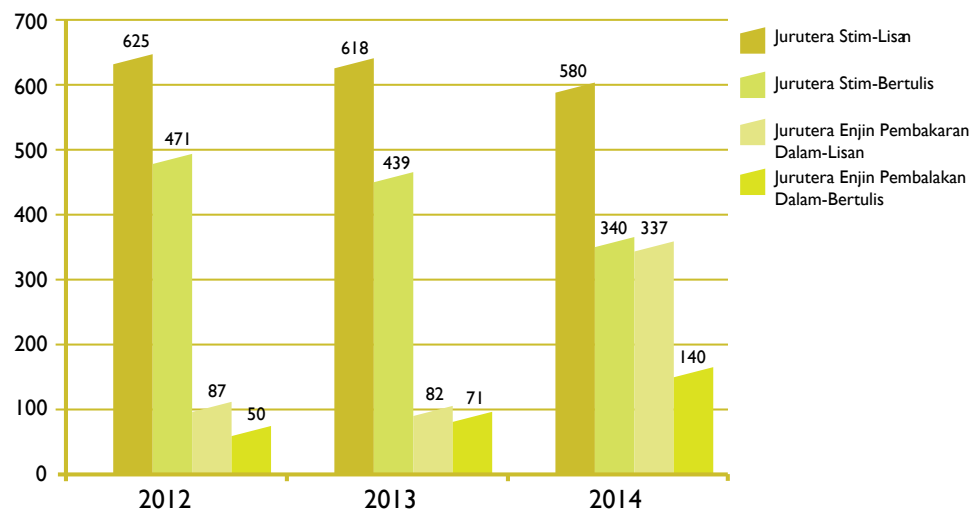
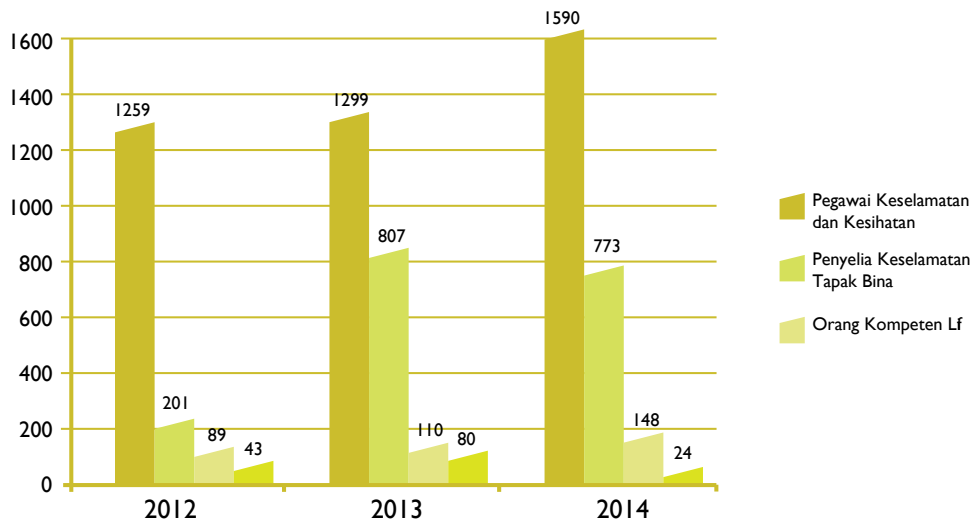
**Seksyen Peperiksaan, Persijilan dan Pengiktirafan**

Seksyen Peperiksaan, Persijilan dan Pengiktirafan (PPP) mempunyai dua unit, iaitu Unit Pengiktirafan dan Unit Peperiksaan Dan Persijilan. Fungsi utama seksyen ini adalah bagi mengawalselia Orang dan Firma Kompeten yang berdaftar dengan jabatan supaya kehendak perundangan dan peraturan yang ditetapkan sentiasa dipatuhi. Orang Yang Kompeten dan Firma Yang Kompeten perlu didaftarkan dengan jabatan sebelum boleh melakukan aktiviti yang dikawalselia oleh jabatan.

Berikut adalah senarai Orang Yang Kompeten (OYK) yang didaftarkan dengan jabatan seperti Pegawai Keselamatan dan Kesihatan, Orang Kompeten Lif, Orang Bertanggungjawab Pemasang-Penyelenggara Kren Menara / Mesin Angkat Penumpang / Barang dan Gondola, Jurutera Stim, Jurutera Enjin Pembakaran Dalam dan Penyelia Keselamatan Tapak Bina.

Statistik di bawah menunjukkan pendaftaran orang yang kompeten ( OYK ) yang diproses dari tahun 2012 hingga 2014.

**Carta 2: Statistik Pendaftaran OYK Yang Diproses Dari Tahun 2012**



**Examination, Certification and Accreditation Section**

The Examination, Certification and Accreditation Section consists of two units, i.e. the Recognition Unit and the Examination and Certification Unit. The primary function of this Section is to regulate the Competent Persons and Firms registered with the Department to ensure legal requirements and rules are constantly adhered to. Competent Persons and Firms must be registered with the Department before they are able to carry out activities regulated by the Department.

The following is a list of the Competent Persons registered with the Department, such as the Safety and Health Officers, Lift Competent Persons, Persons Responsible for Tower Crane / Passenger Hoisting Machine / Goods and Gondola, Steam Engineers, Internal Combustion Engineers and Site Safety Supervisors.

The below statistics show the number of registered competent persons from 2012 to 2014.

**Chart 2: Statistics of Number of Registered Competent Persons from 2012**

Senarai Firma Yang Kompeten (FYK) yang berdaftar dengan jabatan pula adalah seperti pembuat & pembaikpulih pengandung tekanan tak berapi / dandang stim / silinder LPG, kontraktor talian paip gas, pembuat-penyelenggara lif / kontraktor, pemasang, penyelenggara & perombak kren menara / mesin angkat penumpang/ kren menara, pembuat mesin angkat dan badan kuasa memeriksa.

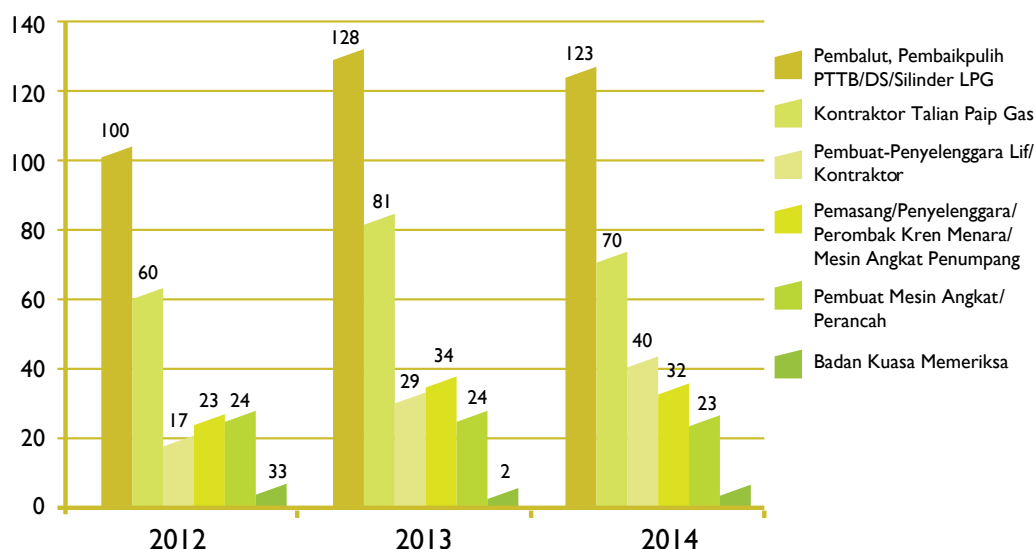
The list of Competent Firms registered with the Department includes: unfired pressure vessel / steam boiler/ LPG cylinder manufacturers and repairers; gas pipeline contractors; lift manufacturers and maintainers / contractors; tower crane / passenger hoisting machine erectors, maintainers and dismantlers; hoisting machine manufacturers; and inspection bodies.

Statistik di bawah menunjukkan peningkatan pendaftaran firma yang kompeten dari tahun 2012 hingga 2014.

The below statistics show the increase of registered competent firms from 2012 to 2014.

**Carta 3: Statistik Pendaftaran FYK Yang Diproses Dari Tahun 2012**

**Chart 3: Statistics of Number of Registered Competent Firms from 2012**

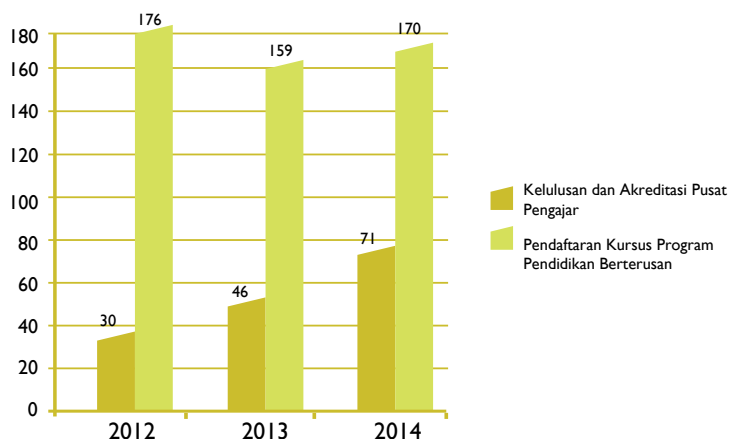


Selain itu juga, seksyen ini turut memproses permohonan untuk Kelulusan Dan Akreditasi Pusat Pengajar dan juga pendaftaran Kursus Program Pendidikan Berterusan. Statistik permohonan yang diproses dari tahun 2012 adalah seperti di bawah.

Apart from that, the Section also processes applications for approval and accreditation of Training Provider and registration of Continuing Education Course Programmes. The statistics of the number of applications processed from 2012 are as shown below.

**Carta 4: Statistik Permohonan Kelulusan Dan Akreditasi Pusat Pengajar / Pendaftaran Kursus Program Pendidikan Berterusan Yang Diproses dari tahun 2012**

**Chart 4: Statistics of Number of Approvals and Accreditation of Teaching Centres / Continuing Education Course Programmes from 2012**



## Aktiviti Bahagian Keselamatan Industri *Industrial Safety Division Activity Pictures*



Taklimat teknikal berkenaan kod rekabentuk *The American Society for Mechanical Engineers (ASME)* dari Badan Kuasa Memeriksa.  
*Technical Briefing on Design Code of the American Society for Mechanical Engineers (ASME) by the Inspection Body.*



Kursus Penilai Kren di salah sebuah Pusat Pengajar  
*Crane Assessment Course at a Training Provider*



Pemeriksaan ujian hidrostatik pada Ultra supercritical Boiler di Stesen Janakuasa.  
*Hydrostatic test on Ultra supercritical Boiler at Power Station.*



Lawatan tapak di Mass Rapid Transit ( MRT ), Kuala Lumpur  
*Site Visit at Mass Rapid Transit ( MRT), Kuala Lumpur*



Lawatan tapak Projek Mega di Kimanis, Sabah.  
*Site Visit at Mega Project in Kimanis, Sabah*



Pemeriksaan jentera menggunakan alat Positive Material Identification (PMI)  
*Machinery inspection using Positive Material Identification ( PMI ) instrument*



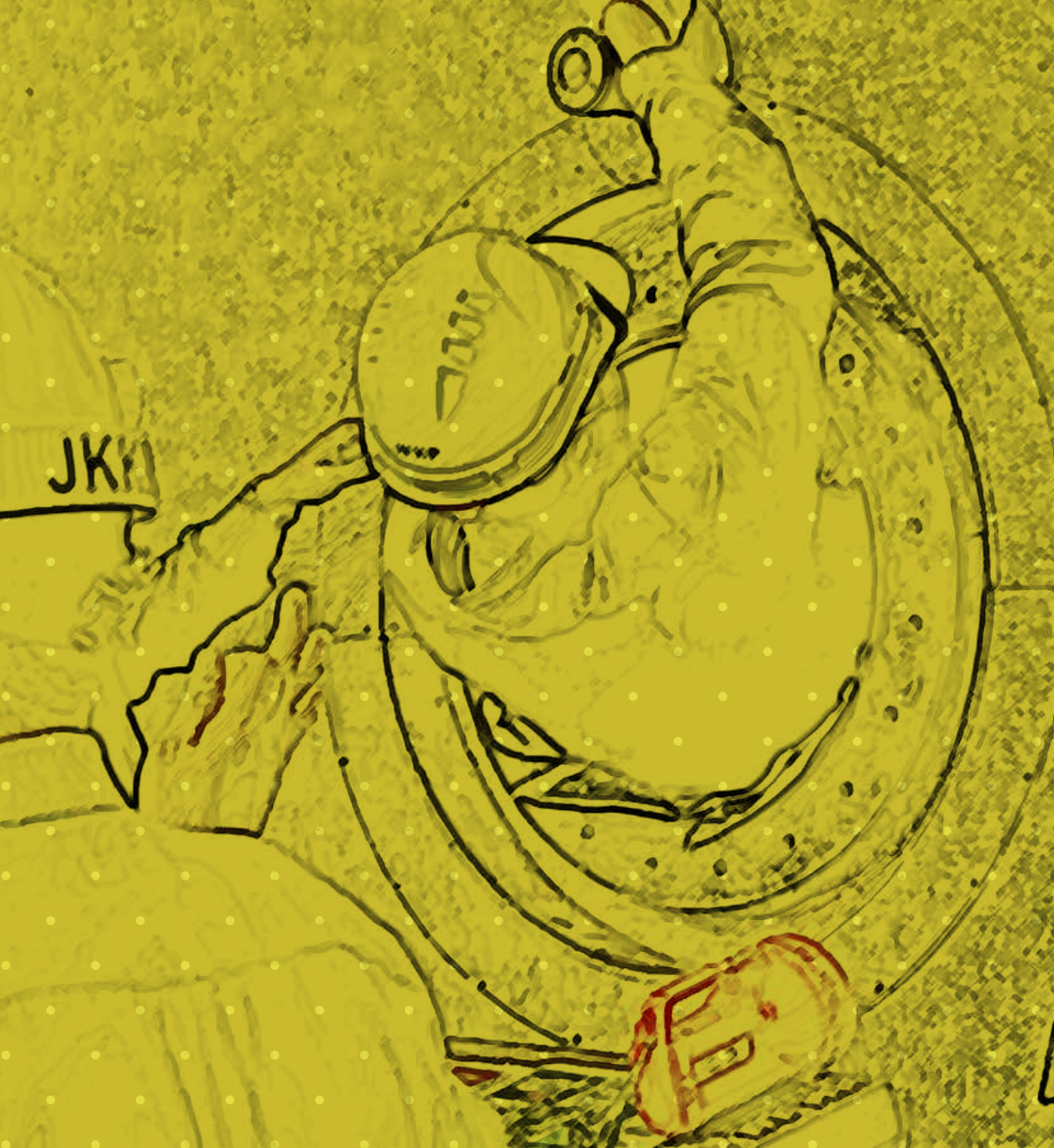
Lawatan teknikal di salah sebuah kilang pembuat disc brake, di Negeri Sembilan.  
*Technical visit at a disc brake manufacturing plant in Negeri Sembilan.*



Taklimat teknikal berkenaan pemasangan lif dari Firma Yang Kompeten ( FYK ).  
*Technical Briefing on lift installation by Competent Firm*



Temuduga Orang Yang Kompeten ( OYK )  
*Interview of Competent Person*



**Bahagian Higien Industri dan Ergonomik**  
*Industrial Hygiene and Ergonomics Division*

# PENGENALAN BAHAGIAN HIGIEN INDUSTRI DAN ERGONOMIK

Bahagian Higien Industri & Ergonomik (BHIE) terdiri daripada 2 seksyen utama yang memainkan peranan penting dalam menjana dan menggerakkan bahagian untuk mencapai matlamat jabatan. Seksyen yang dimaksudkan ialah Seksyen Pengiktirafan dan Kelulusan Higien Industri dan Seksyen Kawalan Higien Industri dan Ergonomik.

## FUNGSI BAHAGIAN HIGIEN INDUSTRI DAN ERGONOMIK

- 1) Melaksanakan aktiviti pengiktirafan orang yang kompeten (OYK), orang yang bertanggungjawab (OYB) dan pusat pengajar. Melaksanakan aktiviti kelulusan ke atas peralatan perlindungan diri, pusat ujian audiometrik dan proses pembagasan pasir.
- 2) Mengenalpasti bahaya higien industri dan ergonomik dan menyediakan kaedah penilaian dan pengawasan untuk dilaksanakan oleh pejabat negeri.
- 3) Merancang dan memantau aktiviti Higien Industri dan Ergonomik pejabat negeri.
- 4) Menguruskan peralatan teknikal jabatan.
- 5) Membantu menjalankan siasatan aduan, kemalangan dan penyakit pekerjaan.
- 6) Mengenal pasti dan menjalankan kajian terhadap hazard baru berkaitan higien industri & ergonomik.

## PENGIKTIRAFAN DAN KELULUSAN HIGIEN INDUSTRI

Pada tahun 2014, seramai 5338 OYK dan OYB Higien Industri telah berdaftar dengan Jabatan. Peningkatan bilangan OYK dan OYB yang didaftar oleh Jabatan menunjukkan semakin ramai yang berminat untuk membantu Jabatan dalam usaha meningkatkan keselamatan dan kesihatan di tempat kerja.

**Jadual 1: Statistik OYK dan OYB higien yang berdaftar dari tahun 2012 sehingga tahun 2014.**

Jenis pendaftaran <i>Type of Registration</i>	Jumlah Kumulatif (Orang) <i>Cumulative Total (number of persons)</i>		
	Sehingga 2012 <i>Up to 2012</i>	Sehingga 2013 <i>Up to 2013</i>	Sehingga 2014 <i>Up to 2014</i>
OYK (Pemonitoran Pendedahan Bising) <i>Competent Person (Noise Exposure Monitoring)</i>	121	120	143
Pengapit <i>Clamper</i>	320	337	359
Juruteknik Higien 1 <i>Hygiene Technician 1</i>	185	190	195
Juruteknik Higien 2 <i>Hygiene Technician 2</i>	185	191	198
Pengapit Kualiti Udara Dalam <i>Internal Air Quality Clamper</i>	21	23	30

# INTRODUCTION TO THE INDUSTRIAL HYGIENE AND ERGONOMICS DIVISION

The Industrial Hygiene & Ergonomic Division (HIED) consists of 2 main sections that play an important in generating and moving the Division towards achieving the Department goals. They are the Industrial Hygiene Recognition and Approval Section and the Industrial Hygiene and Ergonomic Control Section.

## FUNCTIONS OF INDUSTRIAL HYGIENE AND ERGONOMIC DIVISION

- 1) Carry out recognition activities for Competent Persons, Responsible Persons and teaching centres. Carry out approval activities for self-protection equipment, audiometric test centres and sandblasting processes.
- 2) Identify dangers in industrial hygiene and ergonomics and provide assessment and supervision methods for implementation by state offices.
- 3) Plan and monitor Industrial Hygiene and Ergonomic activities of state offices.
- 4) Manage the Department's technical equipment.
- 5) Facilitate the investigation of complaints, accidents and occupational diseases.
- 6) Identify and conduct research on new hazards relating to industrial hygiene and ergonomics.

## RECOGNITION AND APPROVAL OF INDUSTRIAL HYGIENE

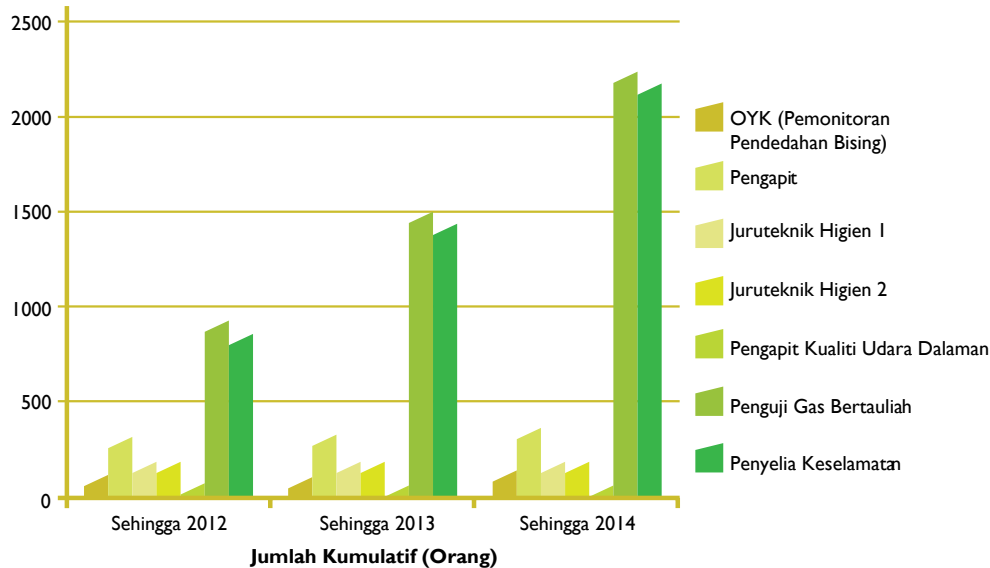
In 2014, 5338 Industrial Hygiene Competent Persons and Responsible Persons were registered with the Department. The increase of the number of registered Competent Persons and Responsible Persons with the Department shows that there is an increasing number of people interested in helping the Department in enhancing work place safety and health.

**Table 1: Statistics of number of registered Hygiene Competent Persons and Responsible Persons from 2012 to 2014.**

Penguji Gas Bertauliah <i>Accredited Gas Tester</i>	929	1501	2242
Penyelia Keselamatan <i>Safety Supervisor</i>	863	1439	2171
<b>Jumlah Total</b>	<b>2624</b>	<b>3801</b>	<b>5338</b>

**Graf 1 : Statistik OYK dan OYB higien yang berdaftar dari tahun 2012 sehingga tahun 2014.**

**Graph 1 : Statistics of number of registered Competent Persons and Responsible Persons from 2012 to 2014.**



**Jadual 2: Pendaftaran Firma Kompeten**

**Table 2: Registration of Competent Firms**

Jenis Pendaftaran / Type of Registration	Jumlah Kumulatif Firma Cumulative Total Number of Firms
	Sehingga 2014 / Up to 2014
Pusat Ujian Audiometrik Tidak Bergerak (Klinik) <i>Stationary Audiometric Test Centre (Clinic)</i>	287
Pusat Ujian Audiometrik Tidak Bergerak (Kilang) <i>Stationary Audiometric Test Centre (Factory)</i>	93
Pusat Ujian Audiometrik Bergerak <i>Mobile Audiometric Test Centre</i>	19
Makmal Analisis Timah Hitam Dalam Darah <i>Laboratory for Analysis of Lead in Blood</i>	5
<b>Jumlah Total</b>	<b>404</b>

**KELULUSAN PERALATAN HIGIEN INDUSTRI**

**APPROVAL OF INDUSTRIAL HYGIENE EQUIPMENT**

Bahagian Higien Industri dan Ergonomik telah memberi kelulusan kepada beberapa peralatan dan proses seperti yang dinyatakan dalam Jadual 3 dan Graf 2

The Industrial Hygiene and Ergonomic Division approved several equipment and processes as stated in Table 3 and Graph 2.

**Jadual 3: Kelulusan Peralatan Higien Industri**

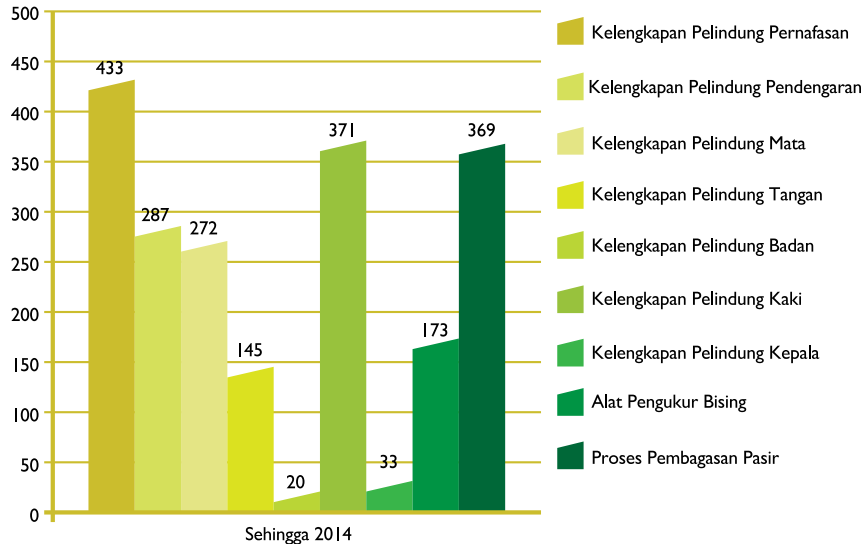
**Table 3: Approvals of Industrial Hygiene Equipment**

Jenis Kelulusan / Type of Approval	Jumlah Kumulatif / Cumulative Total
	Sehingga 2014 / Up To 2014
Kelengkapan Pelindung Pernafasan / Breathing Protector Equipment	443
Kelengkapan Pelindung Pendengaran / Hearing Protector Equipment	287
Kelengkapan Pelindung Mata / Eye Protector Equipment	272
Kelengkapan Pelindung Tangan / Hand Protector Equipment	145
Kelengkapan Pelindung Badan / Body Protector Equipment	20

Kelengkapan Pelindung Kaki / <i>Leg Protector Equipment</i>	351
Kelengkapan Pelindung Kepala / <i>Head Protector Equipment</i>	33
Alat Pengukur Bising / <i>Noise Measuring Equipment</i>	173
Proses Pembagasan Pasir / <i>Sandblasting Process</i>	349
<b>Jumlah / Total</b>	<b>2040</b>

**Graf 2 : Kelulusan Peralatan Higien Industri**

**Graph 2 : Approvals of Industrial Hygiene Equipment**



**Penguatkuasaan Higien Industri Tahun 2014**

**Enforcement of Industrial Hygiene in 2014**

Aktiviti penguatkuasaan higien industri dilaksanakan di peringkat pejabat negeri. Penguatkuasaan yang dijalankan melibatkan peraturan-peraturan yang berkaitan dengan amalan kesihatan dan higien industri di bawah Akta Kilang dan Jentera 1967 (Akta 139) dan Akta Keselamatan dan Kesihatan Pekerjaan 1994 (Akta 514). Jadual 4 menunjukkan aktiviti penguatkuasaan higien industri bagi tahun 2014.

*Industrial Hygiene enforcement activities are carried out at state office levels. The enforcement carried out involves regulations relating to safety and industrial hygiene practices under the Factories and Machinery Act 1967 (Act 139) and the Occupational Safety and Health Act 1994 (Act 514). Table 4 shows the industrial hygiene enforcement activities carried out in 2014.*

**Jadual 4: Aktiviti Penguatkuasaan Higien Industri Tahun 2014.**

**Table 4: Industrial Hygiene Enforcement Activities in 2014.**

Bil / No	Aktiviti Penguatkuasaan Negeri / <i>State Enforcement Activities</i>	Jumlah / Total
1	Pemeriksaan Ergonomik / <i>Ergonomic Inspections</i>	1209
2	Pemeriksaan Higien Industri / <i>Industrial Hygiene Inspections</i>	2519
3	Permonitoran Bunyi Bising / <i>Noise Monitoring</i>	115
4	Permonitoran Kimia / <i>Chemicals Monitoring</i>	56
5	Penaksiran Pencahayaan / <i>Light Exposure Assessment</i>	288
6	Penaksiran Tegasan Haba / <i>Thermal Stress Assessment</i>	87
7	Pemantauan Peralatan Kawalan (LEV/General Ventilation, Water Spray) / <i>Control Equipment Monitoring (LEV/General Ventilation, Water Spray)</i>	94
8	Penguatkuasaan Bunyi Bising / <i>Noise Enforcement</i>	2298
9	Penguatkuasaan Timah Hitam/Habuk Galian/Asbestos / <i>Lead/Mineral Dust/Asbestos Enforcement</i>	157
10	Penguatkuasaan / Operasi USECHH / <i>USECHH Enforcement / Operation</i>	3350
11	Penguatkuasaan CPL / CLASS / <i>CPL / CLASS Enforcement</i>	221
12	Audit Ruang Terkurung / <i>Confined Space Audits</i>	765
13	pemeriksaan / audit IAQ / <i>IAQ Inspections / Audits</i>	195
14	Penaksiran CHRA / <i>CHRA Assessments</i>	52
15	Memantau kerja-kerja OYK/OYB / <i>Monitoring of Work of Competent Persons and Responsible Persons</i>	853
16	Penyediaan Kertas siasatan HIGIEN Industri / <i>Preparation of Industrial Hygiene Investigation Papers</i>	20
	<b>Jumlah Keseluruhan / Total</b>	<b>12279</b>

\*USECHH - Use and Standards Of Exposure Of Chemicals Hazardous To Health  
\*CLASS - Classification, Labelling And Safety Data Sheet Of Hazardous  
\*CHRA- Chemicals Hazardous Risk Assessment  
\*IAQ- Indoor Air Quality

## AKTIVITI-AKTIVITI YANG DIJALANKAN OLEH BAHAGIAN HIE PADA TAHUN 2014

### 1) Pengukuran Sinaran Bukan Mengion di Public Bank, Kangar Perlis

Pengukuran Sinaran Bukan Mengion yang telah dijalankan pada November 25, 2014 di Public Bank, Kangar Perlis hanya merangkumi penilaian terhadap sinaran elektromagnet (RF dan HF) yang wujud iaitu pengukuran pada kira-kira 1.5 meter dari lantai / tanah dalam kawasan sekitar bangunan Public Bank

Objektif utama pengukuran adalah untuk mengenal pasti tahap pendedahan radiasi medan elektrik dan medan elektromagnet kepada orang awam dan pekerja tidak melebihi paras selamat yang telah ditetapkan oleh Suruhanjaya Komunikasi dan Multimedia Malaysia dan Garis Panduan Suruhanjaya Antarabangsa Terhadap Perlindungan Radiasi Bukan Pengionan (ICNIRP).

Hasil daripada pengukuran yang telah dibuat mendapati bahawa elektromagnet (RF) pengionan hadir dalam bangunan Public Bank adalah boleh diukur tetapi berada pada tahap rendah. Kekuatan medan elektrik adalah di bawah had pendedahan yang ditetapkan oleh garis panduan ICNIRP untuk pekerja dan orang awam.



Pengukuran medan elektromagnet dan medan elektrik sedang dijalankan di persekitaran luar bangunan Public Bank menggunakan selective radiation meter.  
*measurement of electromagnetic field and electric field being conducted in the vicinity of Public Bank building using selective radiation meter.*

### 2) Kursus Bekerja Selamat di dalam Ruang Terkurung

Bahagian Higien Industri dan Ergonomik (BHIE) telah menganjurkan Kursus Bekerja Selamat di dalam Ruang Terkurung pada tahun 2014 untuk pegawai teknikal JKKP. Objektif utama kursus ini adalah untuk meningkatkan tahap kemahiran pegawai teknikal JKKP melalui pendedahan secara teori dan praktikal termasuk penggunaan peralatan yang akan digunakan semasa menjalankan aktiviti di dalam

## ACTIVITIES CONDUCTED BY HIE DIVISION IN 2014

### 1) Measurement of Non-Ionizing Radiation at Public Bank, Kangar Perlis

*The Measurement of Non-Ionizing Radiation conducted on November 25, 2014 at Public Bank, Kangar Perlis included only the assessment of electromagnetic radiation (RF and HF) that existed, i.e. measurement at approximately 1.5 metres from floor / ground in the vicinity of the Public Bank building.*

*The main objective of the measurement was to identify and ensure that the level of exposure of electric and electromagnetic fields to the public and workers does not exceed the safety level required by the Malaysia Communications and Multimedia Commission and the Guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).*

*The results of the measurement showed that the ionizing electromagnet present in the Public Bank building was measurable but remained at a low level. The force of the electric field was below the exposure limit fixed in the ICNIRP guidelines for workers and the public.*



Pengukuran sinar tak mengion dijalankan di ruang pejabat.  
*Measurement of non-ionizing radiation conducted in office space.*

### 2) Working Safely in Confined Space Course

*The Industrial Hygiene and Ergonomic Division (HIED) organised the Working Safely in Confined Space Course in 2014 for DOSH technical officers. The main objective of the course was to enhance the skills of DOSH technical officers through theoretical and practical exposures including the use of equipment that will be used when performing activities in a confined space. Besides, it is hoped that the course will*

ruang terkurung. Di samping itu, melalui penganjuran kursus ini diharapkan dapat melahirkan pegawai yang mahir dalam bidang ini seterusnya menjadi pakar rujuk dalam memberikan khidmat nasihat dan kepakaran mereka dalam menangani sebarang permasalahan yang berkaitan ruang terkurung.

Untuk makluman, kursus perintis telah dijalankan di JKKP Ibu Pejabat pada 20 – 21 Ogos 2014 yang turut melibatkan semua pegawai daripada JKKP Ibu Pejabat dan wakil pegawai daripada setiap JKKP Pejabat Negeri seluruh negara. Berikut adalah, Kalendar Kursus Bekerja Selamat di dalam Ruang Terkurung yang telah dan akan dijalankan oleh BHIE sepanjang tahun 2014 dan perancangan untuk tahun 2015 adalah seperti berikut:

*create more officers skilled in this field who will then become experts providing their advice and expertise for solving any problem relating to confined space*

*A pilot course was carried out in DOSH Head office on 20 – 21 August 2014 which involved all officers from DOSH Head Office and representative officers from each DOSH State Office across the country. The Calendar of Courses for Working Safely in Confined Space that have and will be conducted by HIED in 2014 and planned for 2015 are as follows:*

2014	September	JKKP Terengganu
		JKKP Sarawak
	Oktober	JKKP Negeri Sembilan
2015	Mac	JKKP Pahang
	April	JKKP Sabah
		JKKP Melaka
	Mei	JKKP Labuan
		JKKP Johor
	Ogos	JKKP Kedah
	September	JKKP Pulau Pinang
	Oktober	JKKP Perak



Fasilitator menunjukkan cara pemakaian abah-abah keselamatan.  
*Facilitator demonstrating the correct way to wear a safety harness.*



Peserta sedang menjalani praktikal memasuki ruang terkurung menggunakan tripod.  
*Participant undergoing training for entering confined space using a tripod.*

### 3) Kelulusan dan Pemantauan OYB/OYK



Sesi pembentangan laporan oleh OYK (Pendedahan Bising) kepada pegawai pemantau JKKP  
*Report Presentation Session by Competent Person (Noise Exposure) to DOSH monitoring officers*

### 3) Approval and Monitoring of Competent Persons and Responsible Persons



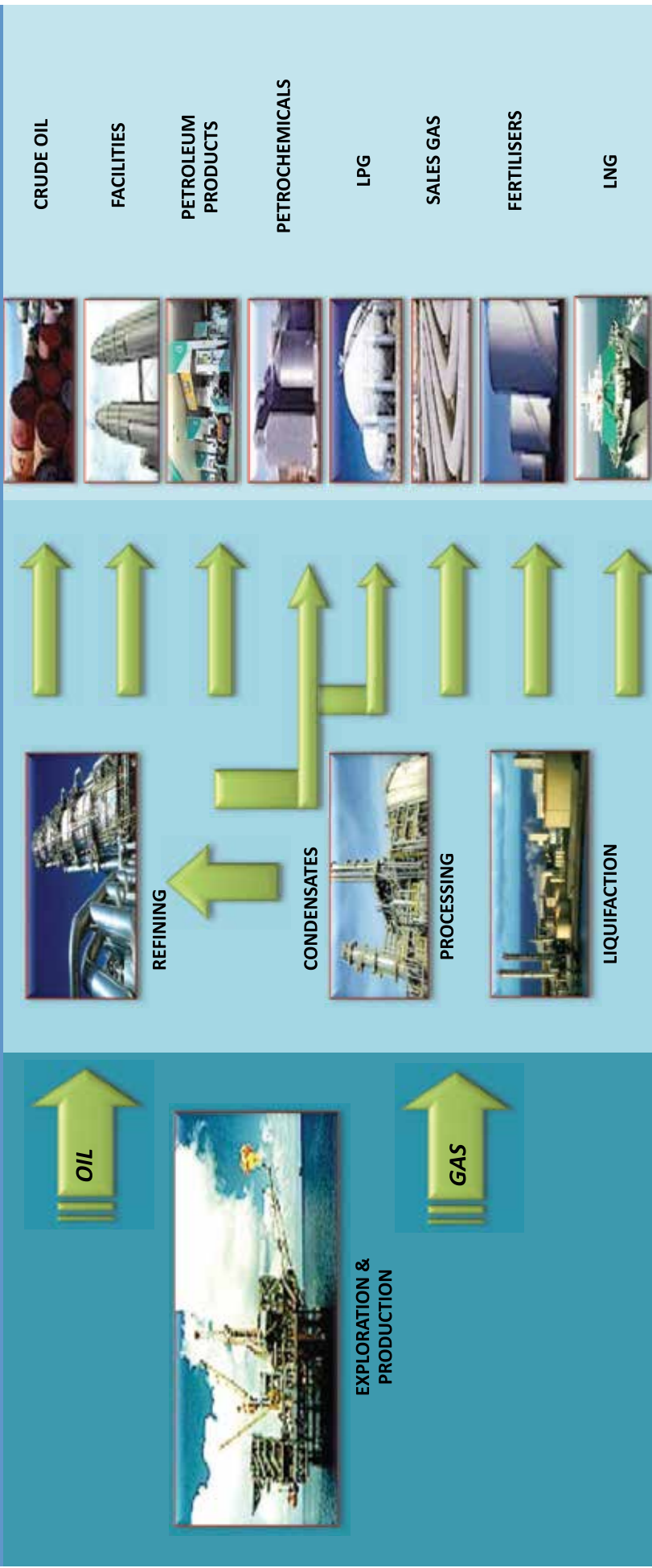
Sesi temuduga bagi pemohonan menjadi Penguji Gas Bertauliah dan Penyelia Kemasukan yang tidak mendapat kepujian untuk subjek sains dalam peperiksaan SPM tetapi mempunyai berpengalaman melebihi 10 tahun bekerja di ruang terkurung  
*Interview session of applicants for Accredited Gas Tester and Entry Supervisor who did not score credits for the science subject in SPM but possess more than 10 years of work experience in confined space*



**Bahagian Keselamatan Petroleum**  
*Petroleum Safety Division*

# PENGENALAN BAHAGIAN KESELAMATAN PETROLEUM

## PROSES & PRODUK PETROLEUM



## SEKSYEN & SKOP PENGUATKUASAAN

**Seksyen Kawalan Terhadap Bahaya Kemalangan Besar Dalam Industri (kuatkuasa Akta Keselamatan & Kesihatan Pekerja 1994)**

- Audit Bahaya Kemalangan Besar, Laporan Aktiviti Industri, Pelan Kecemasan Tapak, Dokumen Operasi Selamat

**Seksyen SSI (kuatkuasa Akta Kilang & Jentera 1967)**

- Permohonan Lanjutan CF & Permohonan Pemakaian Peraturan SSI 2014

**Seksyen Pengangkutan (kuatkuasa Akta Petroleum (Langkah-Langkah Keselamatan) 1984)**

- Talian Paip, Darat & Air

**Seksyen Penstoran & Kendalian (kuatkuasa Akta Petroleum (Langkah-Langkah Keselamatan) 1984)**

- Simpanan pukal, stesen minyak & LPG stokis

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**Seksyen Kelengkapan & Pepasangan (kuatkuasa Akta Petroleum (Langkah-Langkah Keselamatan) 1984)**

- Kelulusan peralatan & standard

## Fungsi Bahagian Keselamatan Petroleum

- a) Membuat penilaian ke atas:
  - Laporan mengenai aktiviti industri atau Laporan Keselamatan; dan
  - Pelan Kecemasan Tapak yang disediakan dan dikemukakan oleh pengilang pemasangan bahaya besar kepada Jabatan dalam mematuhi kehendak Peraturan CIMAH. Ini dilaksanakan dengan menyemak, meneliti, mengadakan perbincangan bersama kakitangan Bahagian berkaitan dokumen tersebut dan seterusnya memanggil pengilang memberikan penerangan berkaitan dengannya;
- b) Menilai keupayaan organisasi dari segi pengetahuan, pengurusan keselamatan dan kesihatan yang diamalkan sebelum boleh melaksanakan SSI;
- c) Merancang dan melaksanakan audit pematuan akta-akta yang dikuatkuasakan dan sistem pengurusan keselamatan dan kesihatan pekerjaan yang dilaksanakan termasuk audit Peraturan Kendiri Luar Pantai ke atas setiap utiliti petroleum di luar pantai;
- d) Memastikan sistem pengangkutan dan pengendalian bahan petroleum melalui paip, darat dan air adalah selamat dan bebas dari bahaya/gangguan keselamatan;
- e) Menyemak, menilai, memeriksa dan memantau keselamatan premis penyimpanan dan pengendalian petroleum; dan

### Objektif Bahagian Keselamatan Petroleum

Untuk melindungi orang-orang yang sedang bekerja, orang lain yang berada di tempat kerja, orang awam, harta benda dan persekitaran daripada bahaya kemalangan besar industri dan bahaya daripada pemasangan, penghantaran, penstoran dan penggunaan bahan petroleum, dengan memastikan wujudnya satu sistem kawalan bagi mencegah berlakunya kemalangan selalui satu sistem perundangan yang cekap dan berkesan.

#### Peraturan-Peraturan Kilang dan Jentera (Skim Pemeriksaan Khas)(Pemeriksaan Berasaskan Risiko) 2014

Aktiviti penguatkuasaan keatas pemasangan dan pengoperasian jentera yang memerlukan Sijil Perakuan Kelayakan digariskan di dalam Peraturan-Peraturan (Pemberitahuan, Perakuan Kelayakan dan Pemeriksaan) Kilang dan Jentera 1970. Di dalam peraturan ini, secara amnya Sijil Perakuan Kelayakan boleh dilanjutkan kepada 72 bulan maksima selepas dikenakan pemeriksaan dalaman iaitu:

- i. 15 bulan selepas pemeriksaan dalaman oleh Pemeriksa Kilang dan Jentera (Peraturan 10)
- ii. 21 bulan lanjutan pertama oleh Ketua Pemeriksa Kilang dan Jentera (Peraturan 14(2))
- iii. 15 bulan selepas pewartaan oleh Menteri Sumber Manusia untuk pengecualian dari pemeriksaan dalaman (Seksyen 55(3) Akta Kilang dan Jentera); dan
- iv. 21 bulan lanjutan kedua oleh Ketua Pemeriksa Kilang dan Jentera (Peraturan 14(2)).

Untuk mendapatkan setiap perlanjutan dan pengecualian, pemunya perlu membuktikan bahawa integriti setiap jentera adalah

## Functions of Petroleum Safety Division

- a) Perform assessment on:
  - Industrial activity reports or Safety Reports; and
  - Site Emergency Plans that are prepared and presented by manufacturers with major installation hazards to the Department in compliance with the requirements of CIMAH. This is performed by reviewing, scrutinising and discussing with Department staff on the documents, and subsequently calling on the manufacturers to provide relevant explanations;
- b) Assess the ability of the organisation in terms of knowledge and the safety and health management practised, before SSI can be performed;
- c) Plan and perform compliance audits for Acts enforced and the occupational safety and health management system implemented, including Offshore Self-Regulation audits on every offshore petroleum utility;
- d) Ensure the system for transporting and handling petroleum substances through pipes, land and water is safe and free from safety hazards/interference;
- e) Review, assess, check and monitor the safety of premises for storage and handling of petroleum; and

### Objectives of Petroleum Safety Division

In order to protect the workers, other parties present at the work place, the public, properties and the environment from major industrial accident hazards and hazards of installation, delivery, storage and use of petroleum substances, a control system was created to prevent the occurrence of accidents through a legal system that is efficient and effective.

#### Factories and Machinery (Special Scheme of Inspection) (Risk-Based Inspection) Regulations 2014

The enforcement activities on the installation and operation of machineries requiring Certificates of Fitness are outlined in the Factories and Machinery (Notification, Certificate of Fitness and Inspection) Regulations 1970. Under these Regulations, a Certificate of Fitness may generally be extended to a maximum of 72 months after undergoing internal inspections, which are:

- i. 15 months after the internal inspection by the Factories and Machinery Inspector (Regulation 10)
- ii. First extension of 21 months by the Head Factories and Machinery Inspector (Regulation 14(2))
- iii. 15 months after the gazetting by the Ministry of Human Resources for exemption of internal inspections (Section 55(3) of Factories and Machinery Act); and
- iv. Second extension of 21 months by Head Factories and Machinery Inspector (Regulation 14(2)).

To obtain each extension and exemption, the owner has to prove that the integrity of each piece of machinery is satisfactory and fit for operation,

memuaskan dan layak untuk beroperasi dan menjelaskan impaknya kepada ekonomi, keselamatan awam jika pemberhentian jentera bagi tujuan pemeriksaan dalaman terpaksa dilakukan.

Pada Jun 2014 peraturan baru dipanggil Peraturan-peraturan (Skim Pemeriksaan Khas) (Pemeriksaan Berasas Risiko) Kilang dan Jentera 2014 (selepas ini dipanggil "Skim RBI") telah diwartakan dan antaranya adalah:

- i. Untuk menukar konsep pemeriksaan dari 'time-base' ke 'risk-base'.
- ii. Untuk industri sendiri menentukan keselamatan dan kebolehgunaan jentera semasa pengoperasian iaitu perpindahan tanggungjawab keatas keselamatan jentera dari kerajaan kepada pemunya / penghuni.
- iii. Untuk menggalakkan daya saing industri terlibat supaya dapat menumpukan usaha kearah memantapkan keluaran bagi memenuhi permintaan pelanggan dengan mengurangkan jumlah perberhentian untuk pemeriksaan oleh JKKP.

### **Penguatkuasaan Akta Petroleum (Langkah-Langkah Keselamatan) 1984**

Akta Petroleum (Langkah-Langkah Keselamatan) (PSMA) telah diwartakan sejak 1984 dengan JKKP telah diberi mandat untuk menguatkuasakan Seksyen 17 dan 18 yang kemudian diterjemahkan secara lebih terperinci dengan pengwartaan Peraturan-Peraturan Petroleum (Pengangkutan Petroleum Melalui Talian Paip) 1985. JKKP sejak itu dikenali sebagai sebuah agensi kerajaan/jabatan yang bertanggungjawab dalam memastikan keselamatan pengangkutan petroleum melalui talian paip.

Sebagai sebuah agensi penguatkuasa mutlak dalam keselamatan dan kesihatan pekerjaan, JKKP telah diberi kuasa untuk mentadbir, melaksana dan menguatkuasakan PSMA melalui kuasa-kuasa menteri di bawah PU(A) 184/2013. Oleh itu Bahagian Major Hazard dan Bahagian Luar Pantai telah digabung dan menjadi satu bahagian baharu yang dipanggil Bahagian Keselamatan Petroleum (PSD) bagi menguatkuasakan PSMA yang menyeluruh termasuk pengangkutan bahan petroleum melalui talian paip atas darat, talian paip di dasar laut, kereta api, tempat simpanan dan pengendalian bahan petroleum dan lain-lain lagi.

### **Peraturan Kendiri Luar Pantai**

Perintah Kilang dan Jentera (Pengecualian kepada Petroleum Nasional Berhad) 2013 telah diwartakan pada 28 Mac 2013. Dalam perintah ini, semua peralatan luar pesisir pantai yang dimiliki oleh Petroleum Nasional Berhad (PETRONAS) dikecualikan daripada pemakaian Seksyen 19 dan 36 Akta Kilang dan Jentera 1967 (Akta 139), dan Peraturan-Peraturan (Pemberitahuan, Perakuan Kelayakan dan Pemeriksaan) Kialng dan Jentera 1970 [PU (A) 43/1970].

Berikutan itu, satu sistem Pengurusan Peraturan Kendiri Luar Pantai, atau lebih dikenali dengan *Offshore Self Regulation – Management System (OSR – MS)* telah diperkenalkan oleh *Malaysia Petroleum Management (MPM)*, PETRONAS dengan kerjasama Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP). Sistem tersebut bertujuan mengurus dan mengekalkan operasi yang selamat untuk aset luar pesisir dengan mengintegrasikan Sistem Pengurusan Integriti Aset dan Kebolehpercayaan (*Asset Integrity and Reliability*)/ (AIR) dan Sistem Pengurusan Kesihatan dan Keselamatan.

*and explain its impact on the economy and public safety if the machinery needs to be stopped for internal inspection.*

*In June 2014, the new Factories and Machinery (Special Scheme of Inspection (Risk-Based Inspection) Regulations 2014 (hereinafter referred to as "RBI Scheme") were gazetted, which include:*

- i. To change the concept of inspection from 'time-based' to 'risk-based'.*
- ii. For the industry to determine the safety and usability of machineries during operation, i.e. to shift the obligations on machineries from the government to the owners/occupants.*
- iii. To encourage competition in the industries involved so that efforts may be focused on stabilising the output in order to fulfil client request by reducing the number of stoppages required for inspections by DOSH.*

### **Enforcement of Petroleum (Safety Measures) Act 1984**

*The Petroleum (Safety Measures) Act (PSMA) was gazetted in 1984, with DOSH given the mandate to enforce Section 17 and 18, which were later interpreted in further detail by the gazetting of the Petroleum (Transportation of Petroleum by Pipelines) Regulations 1985. Since then, DOSH has been known as a government/department agency responsible for ensuring the safety of petroleum transportation through pipelines.*

*As an absolute enforcement agency in occupational safety and health, DOSH has been given power to administer, perform and enforce PSMA through ministerial powers under PU(A) 184/2013. As such, the Major Hazard Division and the Offshore Division were merged as a new Division called the Petroleum Safety Division (PSD) for the thorough enforcement of PSMA, including the transportation of petroleum substances through pipelines on land, pipelines on seabed and trains, and storage locations, handling of petroleum substances and others.*

### **Offshore Self Regulation**

*The Factories and Machinery (Exemption to Petroleum Nasional Berhad) Order 2013 was gazetted on 28 March 2013. In this Order, all offshore equipment owned by Petroleum Nasional Berhad (PETRONAS) is exempted from Section 19 and 36 of the Factories and Machinery Act 1967 (Act 139), and the Factories and Machinery (Notification, Certificate of Fitness and Inspection) Regulations 1970 [PU (A) 43/1970].*

*Following that, an Offshore Self-Regulation system, or known as the Offshore Self-Regulation – Management System (OSR – MS), was introduced by Malaysia Petroleum Management (MPM), PETRONAS in cooperation with DOSH. The system was intended for the management and maintenance of safe operations for offshore assets by integrating the Asset Integrity and Reliability (AIR) Management System and the Safety and Health Management System.*

OSR MS ini juga bertujuan untuk menyediakan satu sistem berstruktur kepada (Profit Sharing contract)/(PSC) dan (Risk Sharing Contract)/ (RSC) kontraktor di bawah PAC (Petronas Arrangement Contract) untuk mengendali sendiri semua kemudahan luar pesisir di Malaysia untuk:

- Integriti (jentera) yang dikenal pasti dalam FMA 1967 selaras dengan keperluan undang-undang negara dan
- Integriti jentera lain ( jentera bukan bersijil ) dalam pematuhan kepada garis panduan PETRONAS

The objective of OSR MS was also to provide a system structured based on the Profit-Sharing Contract (PSC) and Risk-Sharing Contract (RSC) of contractors under the Petronas Arrangement Contract (PAC), so as to self-regulate all offshore facilities in Malaysia for:

- The integrity of machineries as confirmed in the FMA 1967, in line with the requirements of national laws; and
- The integrity of other machineries (non-certified machineries) in compliance with the guidelines of PETRONAS.

## Pencapaian Bahagian Keselamatan Petroleum 2014

## Achievements Petroleum Safety Division in 2014

### Seksyen CIMAH

### CIMAH Section

#### Rajah 1: Pencapaian Seksyen CIMAH

Diagram 1: Achievements of CIMAH Section

Seksyen CIMAH CIMAH Section	Pencapaian
143%	Semakan Borang JKPP5 (243 Orang) Review of JKPP5 Form (243 forms)
109%	Semakan Dokumen Demonstrasi Operasi Selamat (87 Dokumen) Review of Safe Operation Demonstration Document (87 documents)
137%	Semakan Laporan Aktiviti Industri (82 Laporan) Review of Industrial Activity Report (82 reports)
138%	Semakan Pelan Kecemasan Tapak (69 Laporan) Review of Site Emergency Plan (69 reports)
107%	Pemeriksaan/Audit Pemasangan MHI/Stokis LPG(MHI) (64 Pemasangan) Inspection/Audit of Installations of MHI/LPG Stockist (MHI) (64 installations)
107%	Pemeriksaan/Audit Pemasangan MHI/Stokis LPG(MHI) (64 Pemasangan) Inspection/Audit of Installations of MHI/LPG Stockist (MHI) (16 applications)
140%	Dialog (OYK/SSI/MHI/Stokis LPG) (7 Aktiviti) Dialogue (Competent Persons/SSI/MHI/LPG Stockist) (7 activities)

#### Rajah 2: Pencapaian Seksyen SSI

Diagram 2: Achievements of SSI Section

Seksyen SSI SSI Section	Pencapaian
86%	Permohonan Lanjutan CF / Pengecualian Pemeriksaan Dalaman (77 Permohonan) CF Extertion Application / Exemption from Internal Imppection
133%	Pemeriksaan ke Premis Pemohon (12 Pemeriksaan) Conduct Imppection at application Premise

### Seksyen Pengangkutan (Talian Paip)

### Transportation Section (Pipelines)

#### Rajah 3: Pencapaian Seksyen Pengangkutan Talian Paip

Diagram 3: Achievements of Pipeline Transportation Section

Seksyen Pengangkutan Talian Paip Pipeline Transportation Section	Pencapaian
109%	PTI / PTO Talian Paip Petroleum (98 Permohonan) PTI/PTO for Petroleum Pipeline (98 applications)
105%	PTI / PTO Simpanan Pukal (Gas Asli / LPG NGV) (420 Permohonan) PTI/PTO for Bulk Storage (Natural Gas/LPG/NGV) (420 applications)
133%	Ujian Tekanan Talian Paip Petroleum (20 Permohonan) Petroleum Pipeline Pressure Test (20 applications)
100%	Pemeriksaan Semasa Pemasangan Talian Paip (10 Pemeriksaan) Inspection during Pipeline Installation (10 inspections)
40%	Siasatan Kemalangan / Aduan (2 Laporan) Investigation of Accident/Complaint (2 reports)

**Rajah 4: Pencapaian Kawalan**  
**Diagram 4 :Achievements of Control**

<b>Kawalan Control</b>	<b>133%</b>	Audit Operator Talian Paip (27 Aktiviti) <i>Pipeline Operator Audit (27 activities)</i>
	<b>110%</b>	Pemeriksaan Air / Foot Surveillance Talian Paip (11 Pemeriksaan) <i>Pipeline 'Air/Foot Surveillance' Inspection (11 inspections)</i>
	<b>100%</b>	Menjalankan UT Measurement Talian Paip (15 Pemeriksaan) <i>Performing Pipeline 'UT Measurement' (15 inspections)</i>
	<b>120%</b>	Laporan Pemeriksaan Intelligent Pigging Talian Paip (6 Laporan) <i>Pipeline 'Intelligent Pigging' Inspection Report (6 reports)</i>
	<b>110%</b>	Pemeriksaan Cathodic Protection Talian Paip (11 Pemeriksaan) <i>Pipeline 'Cathodic Protection' Inspection (11 inspections)</i>

**Seksyen Luar Pantai**

**Offshore Section**

**Rajah 5 : Pencapaian SLP**  
**Diagram 5 :Achievements of Offshore Section**

<b>Pencapaian SLP Scope of Duties for Offshore Section</b>	<b>100%</b>	Pengurusan Integriti Talian Paip (25 Unit Talian Paip) <i>Pipeline Integrity Management (25 pipeline units)</i>
	<b>104%</b>	Kebenaran Mengendali Talian Paip (26 Permohonan) <i>Permission to Operate Pipeline (26 applications)</i>
	<b>44%</b>	Kebenaran Memasang Talian Paip (66 Permohonan) <i>Permission to Install Pipeline (66 applications)</i>
	<b>70%</b>	Pemeriksaan, Verifikasi & Ujian Sistem Penghantaran Hydrocarbon (63 Permohonan) <i>Inspection, Verification and Test on Hydrocarbon Delivery System (63 applications)</i>
	<b>140%</b>	Siasatan Aduan dan Kemalangan (7 Kes) <i>Investigation of Complaint and Accident (7 cases)</i>
	<b>100%</b>	Audit Peraturan Kendiri Luar Pantai (5 Audit) <i>Offshore Self-Regulation Audit (5 audits)</i>
	<b>333%</b>	Industrial Engagement Partnership (10 Program) <i>Industrial Engagement Partnership (10 programmes)</i>
	<b>150%</b>	Technical Sharing Knowledge Program (9 Program) <i>Technical Knowledge Sharing Programme (9 programmes)</i>

## **Aktiviti Bahagian Keselamatan Petroleum 2014** *Activities of Petroleum Safety Division in 2014*



*Aktiviti Compliance Support LPG Stokis oleh Seksyen CIMAH  
LPG Stockist Compliance Support Activity by CIMAH Section*



*Mesuarat Projek Malikai di antara Bahagian Luar Pantai bersama pihak Sabah Shell Petroleum Co. Ltd.  
Malikai Project Meeting between Offshore Division and Sabah Shell Petroleum Co. Ltd.*





Sesi Dialog Pengenalan Peraturan SSI di FMM Johor oleh Seksyen SSI  
*SSI Regulations Introduction Dialogue Session at FMM Johor by SSI Section*



Siasatan kemalangan berkaitan bot penyelamat (life boat) di pelantar pengerudian (drilling rig).  
*Investigation of accident relating to life boat at a drilling rig.*



'Technical Sharing Knowledge' di Kapal Pemasangan Talian Paip (Pipe Lay Barge) di Kapal Kota Laksamana 101, PBJV.  
*'Technical Knowledge Sharing' at a Pipe Laying Barge at Kapal Kota Laksamana 101, PBJV.*



**Bahagian Pengurusan Kimia**  
*Chemical Management Division*

# AKTIVITI UTAMA BAHAGIAN PENGURUSAN KIMIA

# MAIN ACTIVITIES OF CHEMICAL MANAGEMENT DIVISION

## I. SEKSYEN TOKSIKOLOGI DAN PENAKSIRAN RISIKO KIMIA

## I. TOXICOLOGY AND CHEMICALS RISK ASSESSMENT SECTION

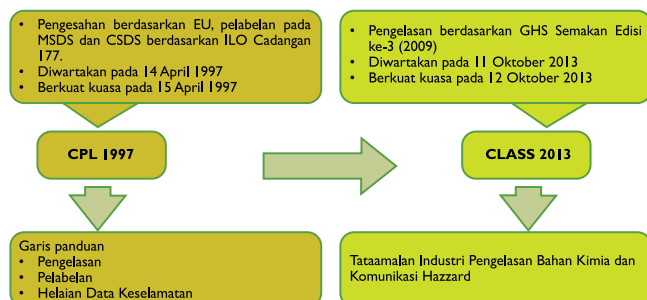
- a) **Pewartaan Peraturan-peraturan Keselamatan dan Kesihatan Pekerjaan (Pengelasan, Pelabelan dan Helaian Data Keselamatan Bahan Kimia Berbahaya) 2013 dan Tataamalan Industri Mengenai Pengelasan Bahan Kimia Dan Komunikasi Hazard (ICOP CHC) 2014.**

- a) **Gazetting of the Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013 and the Industry Code of Practice on Chemicals Classification and Hazard Communication 2014 (ICOP CHC).**

Selaras dengan komitmen di peringkat antarabangsa untuk melaksanakan sistem Sistem Terharmoni Global Bagi Pengelasan Dan Pelabelan Bahan Kimia (GHS), JKKP telah mewartakan Peraturan-Peraturan Keselamatan dan Kesihatan Pekerjaan (Pengelasan, Pelabelan dan Helaian Data Keselamatan Bahan Kimia Berbahaya) 2013 atau lebih dikenali sebagai Peraturan CLASS 2013 pada 11 Oktober 2013. Rentetan daripada pewartaan tersebut, Peraturan-Peraturan Keselamatan dan Kesihatan Pekerjaan (Pengelasan, Pembungkusan dan Pelabelan Bahan Kimia Berbahaya) 1997, CPL 1997 telah dibatalkan.

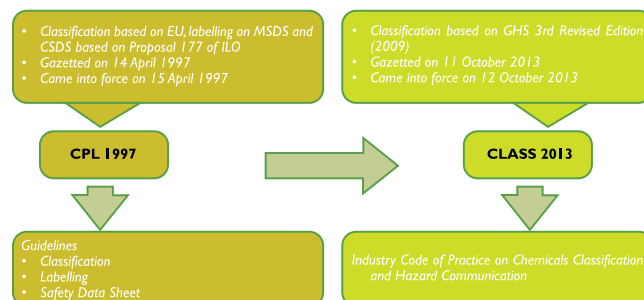
In line with the international commitment to implement the Globally Harmonised System of Classification and Labelling of Chemicals (GHS), DOSH has gazetted the Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013, or known as CLASS 2013, on 11 October 2013. Following the gazetting of these Regulations, the Occupational Safety and Health (Classification, Packaging and Labelling of Hazardous Chemicals) Regulations 1997, or CPL 1997, have been revoked.

Rajah 1: Perbezaan antara CPL 1997 dan CLASS 2013



Bagi memudahkan proses pematuhan kepada Peraturan CLASS 2013, satu tataamalan industri telah digubal dan dikenali sebagai Tataamalan Industri Mengenai Pengelasan Bahan Kimia dan Komunikasi Hazard (ICOP CHC) serta diwartakan pada 16hb April 2014. Selanjutnya, tempoh persiapan rapi diberikan kepada pihak industri bermula daripada 17hb April 2014 sehingga 16hb April 2015. Penguatkuasaan penuh Peraturan CLASS telah dilaksanakan bermula dari tarikh 17 April 2015.

Diagram 1: Difference between CPL 1997 and CLASS 2013



In order to facilitate the compliance process with CLASS 2013, an Industry Code of Practice has been drafted, known as the Industry Code of Practice on Chemicals Classification and Hazard Communication (ICOP CHC), and was gazetted on 16 April 2014. Following that, the industries were given a period to make thorough preparations starting from 17 April 2014 to 16 April 2015. The enforcement of CLASS fully commenced on 17 April 2015.

- b) **Sistem Pengurusan Maklumat Bahan Kimia (CIMS)**

- b) **Chemicals Information Management System (CIMS)**

Salah satu kewajipan pengimport atau pengilang bahan kimia di bawah Peraturan CLASS adalah menghantar inventori bahan kimia yang dibekal atau diimport melebihi satu (1) metrik tan setahun. Bagi tujuan tersebut, JKKP telah membangunkan satu sistem yang dipanggil Chemicals Information Management System (CIMS). Sistem ini berfungsi sebagai satu 'platform' bagi pembekal bahan kimia

One of the obligations of chemicals importer or manufacturer under the CLASS Regulations is to send an inventory for chemicals supplied or imported exceeding one (1) metric tonne a year. For this purpose, DOSH has developed a system called the Chemicals Information Management System (CIMS). This system functions as a platform for chemicals suppliers to send their chemicals inventories and also as a reference

menghantar inventori bahan kimia dan juga sebagai pusat rujukan setempat mengenai maklumat bahan kimia. Antara maklumat yang boleh diperolehi termasuk maklumat umum bahan kimia, sifat dan kegunaan bahan kimia, pengelasan hazard, had pembedahan yang dibenarkan, kaedah analisa yang sah dan indeks pendedahan biologikal.

centre for chemicals information. Among the information that can be obtained includes general information of chemicals, properties and uses of chemicals, hazard classification, synonyms, permissible exposure limit, validated analytical method and biological exposure index.

**Rajah 2: Paparan hadapan laman sesawang CIMS yang boleh diakses di alamat <http://cims.dosh.gov.my>**

**Diagram 2: Home page of CIMS website accessible from <http://cims.dosh.gov.my>**



Tahun 2014 menyaksikan usaha gigih pegawai Bahagian Pengurusan Kimia untuk memantapkan sistem CIMS menjelang penguatkuasaan sepenuhnya Peraturan CLASS. Bagi inventori tahun 2015, penghantaran inventori perlu dibuat oleh pengimport atau pengilang selewat-lewatnya pada 31 Mac 2016. Adalah diharapkan sistem ini akan memberi impak positif kepada pematuhan peraturan berkaitan penghantaran inventori dan secara tidak langsung kepada pengurusan kimia di Malaysia.

Year 2014 has seen the hard work of the Chemicals Management Division in stabilising the CIMS system before the full enforcement of the CLASS Regulations. For the inventory of 2015, inventories will have to be sent by importer or manufacturer latest by 31 March 2016. It is hoped that this system will provide a positive impact to compliance of regulations relating to inventory submission and indirectly to chemicals management in Malaysia.

## 2. SEKSYEN KONVENSYEN DAN KAWALAN KIMIA

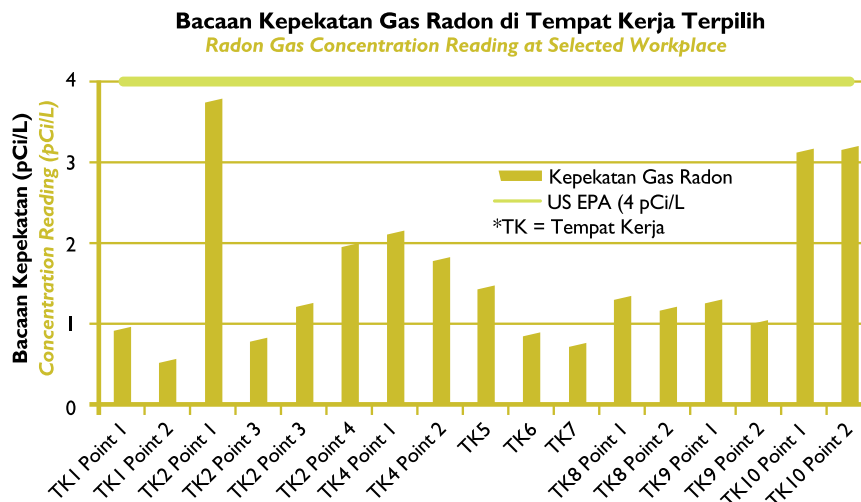
## 2. CHEMICALS CONVENTION AND CONTROL SECTION

a) Kajian Mengesan Kehadiran Gas Radon di Tempat Kerja yang Berpotensi

a) Research on Detection of Radon Gas at Potential Work Places

**Rajah 3: Graf bacaan kepekatan gas Radon di tempat kerja terpilih.**

**Diagram 3: Graph of Radon gas density readings at selected work places.**



### Gas Radon

Radon adalah sejenis gas yang terhasil daripada pereputan radioaktif uranium-238 secara semula jadi. Gas radon boleh ditemui di kawasan lombong, bangunan yang didirikan di atas bekas lombong dan kawasan bawah tanah (basement/parking lot).

### Kesan kepada Kesihatan

Pendedahan kepada gas radon untuk satu jangka masa yang panjang boleh meningkatkan potensi penyakit kanser paru-paru. Oleh itu, sesetengah negara seperti Amerika Syarikat mengambil kira gas ini sebagai salah satu elemen yang boleh mempengaruhi kualiti udara dalaman.

### Aras Bertindak Gas Radon di dalam Bangunan

Agensi Perlindungan Alam Sekitar Amerika Syarikat (EPA) telah menyarankan bahawa aras bertindak (action level) untuk gas radon adalah 4 pCi/L di dalam bangunan.

JKKP telah menjalankan kajian profil bagi mengesan kepekatan gas radon di tempat kerja yang berpotensi sekitar Kuala Lumpur dan Pahang. Secara keseluruhan, seperti yang ditunjukkan dalam Rajah 3, kepekatan gas radon adalah di bawah aras bertindak yang dicadangkan oleh EPA.

### Radon Gas

Radon is a type of gas generated from natural radioactive decay of uranium-238. Radon gas may be found in mining areas, buildings erected on former mining sites and underground areas (basement/parking lot).

### Effects to Health

Exposure to Radon gas for a long period of time may increase the chances of contracting lung cancer. Therefore, in certain countries such as the U.S., the gas is taken into account as an element that may affect indoor air quality.

### Action Level of Radon Gas inside Buildings

The Environmental Protection Agency of the U.S. (EPA) has proposed that the action level for Radon gas be at 4 pCi/L inside buildings.

DOSH has run profile researches for detecting the density of Radon Gas at potential work places around Kuala Lumpur and Pahang. Overall, as shown in Diagram 3, the density of Radon gas falls below the action level suggested by EPA.



Rajah 4: Peralatan Pemonitoran Radon, DAD 7  
Diagram 4: Radon Monitoring Equipment, RAD7



Rajah 5: Contoh Tempat Kerja Terpilih – Kawasan parkir kereta bawah tanah di sekitar Kuala Lumpur  
Diagram 5: Example of Selected Work Places – Underground Parking Lot in Kuala Lumpur

### b) Program Antarabangsa Konvensyen Senjata Kimia (CWC)

JKKP merupakan salah satu agensi yang dilantik untuk menganggotai Pihak Berkuasa Kebangsaan Konvensyen Senjata Kimia (PBKSK), Kementerian Luar Negeri. Melalui pelantikan ini Jabatan berperanan membantu PBKSK dalam menguatkuasakan Akta Konvensyen Senjata Kimia 2005 kepada industri-industri di Malaysia. Pegawai-pegawai Jabatan juga telah diberi peluang mengikuti kursus-kursus dan seminar antarabangsa berkaitan deklarasi bahan kimia yang berpotensi dalam pembuatan senjata kimia, dan polisi negara dalam mematuhi obligasi di bawah Konvensyen Senjata Kimia melalui Akta Senjata Kimia 2005. Pegawai Jabatan juga telah diberikan kepercayaan menyertai program anjuran Organisasi Untuk Larangan Senjata Kimia (OPCW) dan PBKSK Malaysia dalam membantu negara-negara lain seperti negara Myanmar dan Sudan untuk memulakan penubuhan dan pelaksanaan Konvensyen Senjata Kimia di Negara mereka.

### b) International Chemical Weapons Convention (CWC) Programme

DOSH is one of the agencies appointed as a member of the National Authority for Chemical Weapons Convention (NACWC) under the Ministry of Foreign Affairs. Through this appointment, the Department plays the role of assisting NACWC in the enforcement of the Chemical Weapons Convention Act 2005 in industries in Malaysia. Department officers are also given the opportunity to participate in international courses and seminars relating to the declaration of potential chemicals for production of chemical weapons and national policies in the compliance of the Chemical Weapons Convention through the Chemical Weapons Act 2005. Department officers are also trusted with their participation in programs held by the Organisation for the Prohibition of Chemical Weapons and NACWC Malaysia in helping other nations such as Myanmar and Sudan to start developing and implementing the Chemical Weapons Convention in their countries.

Program-program Konvensyen Senjata Kimia diperingkat kebangsaan dan antarabangsa pada tahun 2014 adalah seperti tersenarai;

*National and International Chemical Weapons Convention Programmes conducted in 2014 are listed as follows:*

BIL / NO	AKTIVITI / ACTIVITY	PENERANGAN / DESCRIPTION
1	OPCW Associate Programme 2014 – Industry Module	<p>JKKP telah memilih 2 buah syarikat kimia untuk menjadi tuan rumah program ini dan melakukan koordinasi untuk menempatkan 4 orang peserta di syarikat tersebut. Program dijalankan pada 8 September sehingga 26 September 2014. Dua tempat kerja terpilih:</p> <ul style="list-style-type: none"> <li>i. Petronas Chemicals Derivatives, Kerteh, Terengganu (Peserta dari Kazakhstan dan Ethiopia)</li> <li>ii. Idemitsu SM, Pasir Gudang, Johor (Peserta dari Mauritius dan Jamaica)</li> </ul> <p><i>DOSH has selected 2 chemical companies to be the hosts of this programme, and coordinated for the placement of 4 participants in the companies. The programme ran from 8 September to 26 September 2014. The two selected work places are:</i></p> <ul style="list-style-type: none"> <li>i. <i>Petronas Chemicals Derivatives, Kerteh, Terengganu (Participants from Kazakhstan and Ethiopia)</i></li> <li>ii. <i>Idemitsu SM, Pasir Gudang, Johor (Participants from Mauritius and Jamaica)</i></li> </ul>
2	CWC Awareness Programme for Myanmar	<p>Program bantuan dan fasilitasi mengenai CWC kepada negara bukan pihak kepada Konvensyen.</p> <p>2 orang pegawai telah menyertai PBK KSK untuk hadir ke program mentorship di Nay Pyi Taw, Myanmar pada 25–27 Ogos 2014</p> <p><i>Assistance and Facilitating Programme relating to CWC for countries non-party to the Convention.</i></p> <p><i>2 officers joined NACWC in attending the mentorship programme in Nay Pyi Taw, Myanmar on 25–27 Ogos 2014</i></p>
3	Menghadiri persidangan/ kursus/ mesyuarat luar negara berkaitan CWC <i>Attending conventions/courses/ meetings overseas relating</i>	<p>Kursus/persidangan/mesyuarat luar negara yang dihadiri oleh pegawai JKKP</p> <ul style="list-style-type: none"> <li>i. Regional Advance Training Course for NA Personnel Involved in CWC Implementation, 6-8 April 2014, Saudi Arabia</li> <li>ii. Training Course for NA Rep. in Fulfilling Article VI Declarations, 14 -16 October 2014, The Hague</li> <li>iii. Seoul Workshop on the Peaceful Development and Use of Chemistry, 15 – 17 October 2014, Korea</li> <li>iv. Wuppertal Course of Chemical Safety &amp; Security Management, 3 – 7 November 2014, Germany</li> <li>v. Regional Meeting of Chemical Industry Rep. and NA of State Parties, 9 -11 November 2014, Qatar</li> <li>vi. 16th Annual NA Meeting, 27 – 30 November 2014, The Hague.</li> </ul> <p><i>Overseas courses / conventions/meetings attended by DOSH officers</i></p> <ul style="list-style-type: none"> <li>i. <i>Regional Advance Training Course for NA Personnel Involved in CWC Implementation, 6-8 April 2014, Saudi Arabia</i></li> <li>ii. <i>Training Course for NA Rep. in Fulfilling Article VI Declarations, 14 -16 October 2014, The Hague</i></li> <li>iii. <i>Seoul Workshop on the Peaceful Development and Use of Chemistry, 15 – 17 October 2014, Korea</i></li> <li>iv. <i>Wuppertal Course of Chemical Safety &amp; Security Management, 3 – 7 November 2014, Germany</i></li> <li>v. <i>Regional Meeting of Chemical Industry Rep. and NA of State Parties, 9 -11 November 2014, Qatar</i></li> <li>vi. <i>16th Annual NA Meeting, 27 – 30 November 2014, The Hague.</i></li> </ul>

## Aktiviti Bahagian Pengurusan Kimia 2014

### Activities of Chemical Management Division in 2014



Sesi soal jawab semasa Program Pelancaran & Bangkel ICOP CLASS 20104 bertempat di RHR Hotel Bangi yang berlangsung pada 17 dan 18 September 2014.

*Question and answer sessions during the program launch and storehouse ICOP CLASS 20104 located in RHR Hotel Bangi, held on 17 and 18 September 2014.*



Program pemantauan HRA yang diadakan di Onshore Gas Terminal (OGT) Petronas Carigali Sdn. Bhd. Kerteh, Terengganu pada 20 Oktober 2014.

*HRA monitoring programs held in Onshore Gas Terminal (OGT) Oil Exploration PT. Bhd. Kerteh, Terengganu on October 20, 2014.*



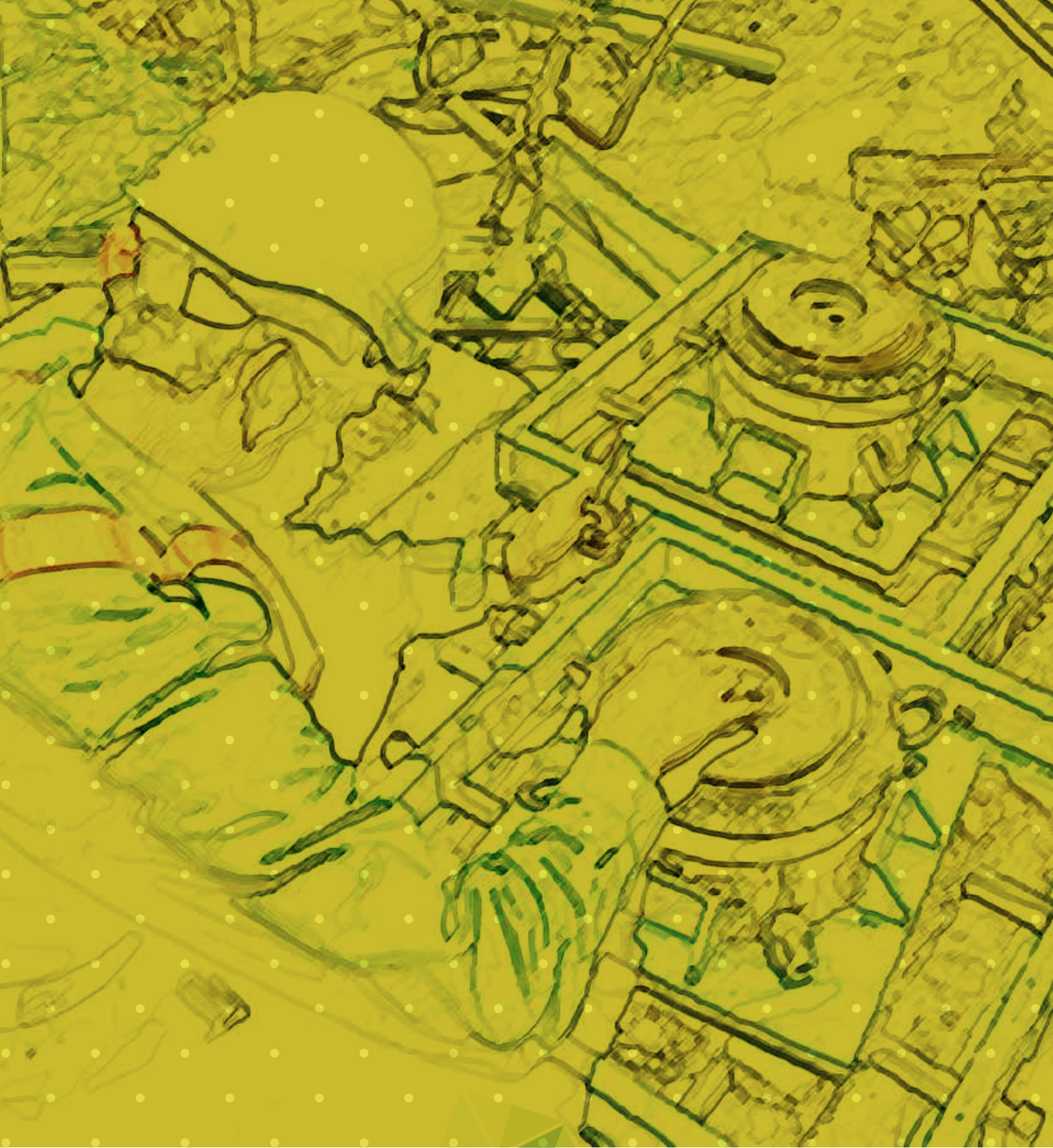
Sesi pratikal Kursus Kualiti Udara Dalam (IAQ) yang diadakan di Klinik Kesihatan Jalan Masjid, Kuching, Sarawak pada 26 Ogos 2014.

*Session practical courses Indoor Air Quality (IAQ) at the Health Clinic Jalan Masjid, Kuching, Sarawak on August 26, 2014.*



Pegawai JKKP bersama-sama pegawai OPCW ketika di Program Kesedaran CWC di Nay Pyi Taw, Myanmar.

*DOSH Officers with OPCW officer at the CWC Awareness Programme in Nay Pyi Taw, Myanmar.*



**Bahagian Kejuruteraan Forensik**  
*Forensic Engineering Division*

# BAHAGIAN KEJURUTERAAN FORENSIK

# FORENSIC ENGINEERING DIVISION

## Pengenalan dan Fungsi

Sejak ditubuhkan pada 16 April 2007, pelbagai kes kemalangan yang kompleks telah disiasat oleh Bahagian Kejuruteraan Forensik (BKF) sesuai dengan peranannya untuk memberi khidmat bantuan kepakaran kejuruteraan forensik dalam mencari punca kemalangan itu berlaku. Sebanyak 16 kes kompleks dan telah mendapat liputan meluas di media massa yang memerlukan tindakan segera dari BKF telah disiasat pada tahun 2014. Kes –kes yang melibatkan kegagalan pelbagai jentera seperti mesin angkat, lif penumpang, dandang stim serta kes kemalangan di projek pembinaan Mass Rapid Transit (MRT), letupan kilang baja, pemasangan saluran paip gas dan lain-lain.

## Introduction and Functions

Since its establishment in 16 April 2007, various complex accident cases have been investigated by the Forensic Engineering Division (FED), in line with its role in providing expert engineering assistance services in finding the cause of an accident. As many as 16 complex cases, which have received wide media coverage, and requiring swift actions by the FED, have been investigated in 2014. The cases involve the failures of various machineries such as hoisting machines, passenger lifts, steam boilers and accident cases in Mass Rapid Transit (MRT) construction, fertiliser factory explosions, gas pipeline installations and others.

## Aktiviti dan Pencapaian 2014

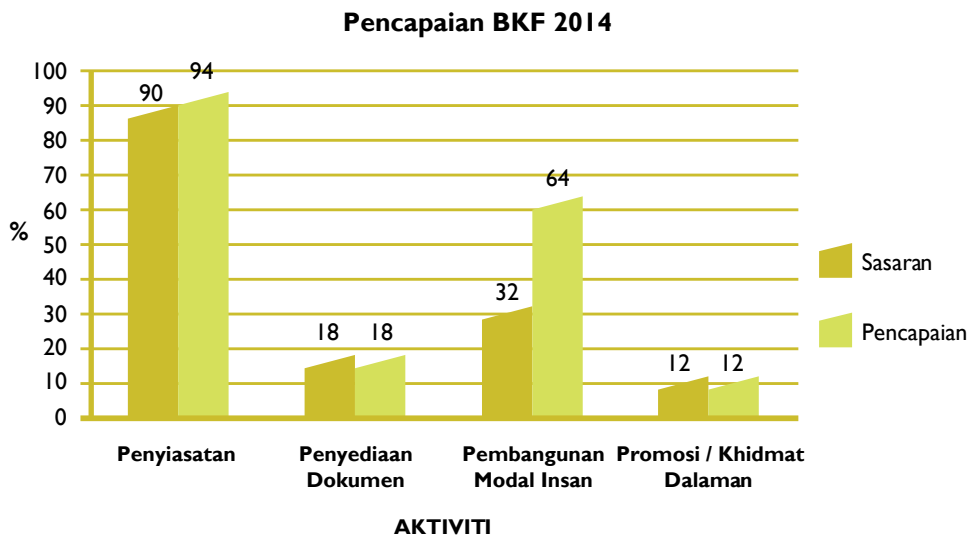
Aktiviti utama BKF terbahagi kepada 4 iaitu penyiasatan, penyediaan dokumen, pembangunan modal insan serta promosi/khidmat dalaman. Pencapaian keseluruhan BKF pada tahun 2014 adalah sebanyak 123%. Pencapaian aktiviti BKF pada tahun ini boleh dirumuskan seperti di Rajah 1. Sasaran aktiviti yang ditetapkan adalah berdasarkan jumlah tenaga kerja yang terdapat di BKF.

## Activities and Achievements in 2014

The main activities of the FED are divided into 4 categories, which are investigation, document preparation, human capital development and promotion/ internal services. The overall achievement of the FED in 2014 stands at 123%. The achievements of the FED's activities in 2014 can be summarised as in Diagram 1. The goals of the activities are set based on the total amount of workers available at the FED.

Rajah 1 : Pencapaian aktiviti BKF 2014

Diagram 1: Achievements of FED's Activities in 2014



## Penyiasatan Kejuruteraan Forensik

Sesuai dengan fungsi penubuhannya iaitu menjalankan penyiasatan bagi membantu pejabat negeri dalam mencari punca kemalangan. BKF ini menjadi umpama focal point bagi pejabat negeri dalam menyelesaikan satu-satu kes yang disiasat. Justeru itu, pelbagai khidmat yang ditawarkan selain dari penyiasatan tetapi juga khidmat penganalisaan barang kes. Barang kes yang diambil akan dianalisa secara dalaman mahupun luaran bergantung pada kompleksiti sesebuah kes yang disiasat. Pegawai BKF bertanggungjawab dalam membuat penandaan ke atas barang kes tersebut. Rajah 2 menunjukkan pegawai BKF sedang membuat tandaan ke atas barang kes.

## Forensic Engineering Investigation

In line with its function to conduct investigations to assist state offices in determining the cause of accidents, the FED is a focal point for state offices in solving any case under investigations. Therefore, various services are offered apart from conducting investigations, including case exhibits analysis services. Case exhibits that are taken will be analysed internally as well as externally, depending on the complexity of the case investigated. FED officers are responsible for labeling such case exhibits. Diagram 2 shows FED officer in the process of labelling case exhibits.

**Rajah 2: Pegawai BKF sedang membuat tandaan ke atas barang kes kemalangan di sebuah projek pembinaan**

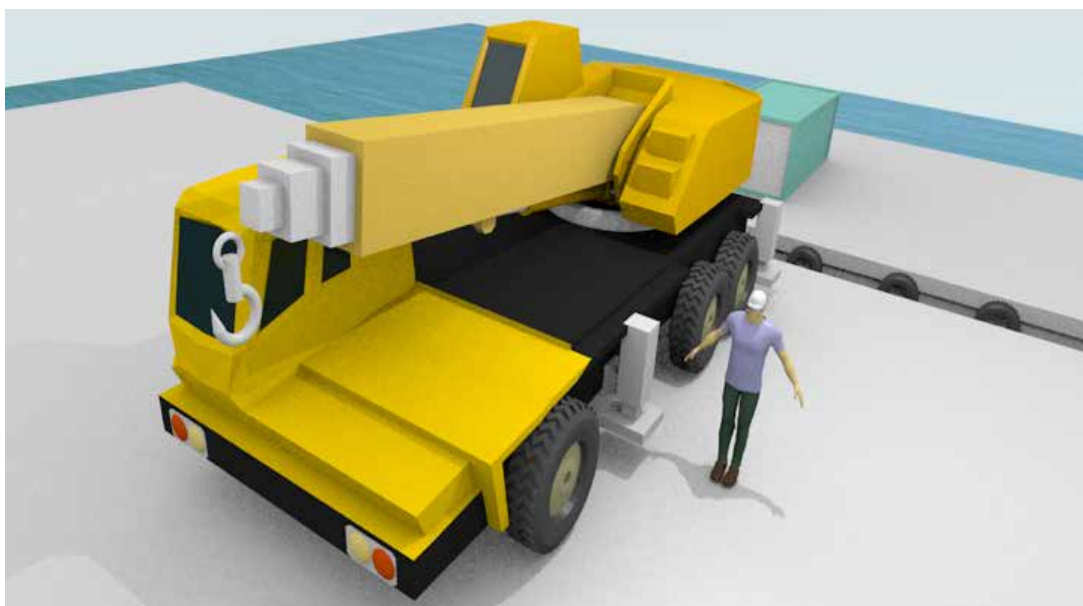


**Diagram 2: FED Officer in the process of labelling accident case exhibits in a construction project**

### Penyediaan dokumen

Terdapat beberapa dokumen yang diterbitkan dan disediakan oleh BKF yang berkaitan dengan kes kemalangan yang disiasat. Antara dokumennya adalah *Safety Alert*, *Siri Kes Forensik 2013*, video kes forensik dan manual teknikal. Dokumen yang diterbitkan oleh BKF ini adalah untuk edaran dalaman sahaja kecuali *Safety Alert* yang dipaparkan melalui laman sesawang JKKP (<http://www.dosh.gov.my>). Ia bertujuan untuk memberi informasi awal berkenaan kes kemalangan, mengutarakan perkara berkaitan cadangan bagi mengelakkan kemalangan sama berulang. Ringkasan berkaitan kes-kes yang disiasat bagi tahun 2013 didokumentasikan di dalam *Siri Kes Forensik 2013*. Video kes forensik juga telah menjadi projek Kumpulan Inovasi Kreatif pada tahun 2014. Video ini bertujuan untuk memudahkan pemahaman orang awam berkaitan sesuatu kes kemalangan yang berlaku. Video ini boleh dicapai pada [www.youtube.com/watch?v=Xi03gTvCjps](http://www.youtube.com/watch?v=Xi03gTvCjps). Rajah 3 menunjukkan imej yang terdapat dalam video kes forensik.

**Rajah 3: Antara imej dari video forensik yang bertajuk Kes Kemalangan Maut Kren Bergerak yang menjadi tajuk projek Kumpulan Inovasi Kreatif 2014**



### Document Preparation

Several documents are published and prepared by the FED relating to an investigated accident case. Among the documents are *Safety Alert*, *Forensic Case Series 2013*, forensic case videos and technical manuals. Such documents published by the FED are only intended for internal circulation except for *Safety Alert*, which is displayed on DOSH's website (<http://www.dosh.gov.my>). It aims to provide early information about the accident case, and provide proposals on how to avoid the same accident in the future. Summaries relating to the cases investigated in 2013 are documented in *Forensic Case Series 2013*. Forensic case video has also become the project of Creative Innovation Group in 2014. The objective of the video is to facilitate the public's understanding of a certain accident case that has taken place. The video can be accessed at [www.youtube.com/watch?v=Xi03gTvCjps](http://www.youtube.com/watch?v=Xi03gTvCjps). Diagram 3 shows an image found in the forensic case video.

**Diagram 3: Among images from the forensic video titled Fatal Accident, which becomes the title of the Creative Innovation Group project 2014**

## Aktiviti Promosi / Khidmat Dalam

Aktiviti promosi di bahagian ini adalah bertujuan untuk memberi informasi serta berkongsi pengetahuan berkaitan kes kemalangan yang disiasat oleh BKF dengan pejabat negeri dan juga pihak luar yang berkenaan. Pada tahun 2014, bahagian ini telah julung kalinya mengadakan Seminar Kejuruteraan Forensik JKKP Malaysia 2014 yang bertujuan untuk berkongsi pengetahuan berkaitan kes yang disiasat oleh BKF. Di seminar tersebut pameran dapatan siasatan serta poster berkaitan kes yang disiasat turut diadakan bagi memberi maklumat dan kefahaman yang lebih mendalam kepada peserta. Peserta seminar terdiri daripada pegawai pejabat negeri dan para penceramah terdiri daripada pegawai BKF serta pakar-pakar yang pernah terlibat sama dalam kes yang disiasat. Sesi *knowledge sharing* di pejabat negeri juga menjadi satu medium untuk perkongsian ilmu di mana pegawai di pejabat negeri boleh turut sama mengutarakan masalah yang dihadapi ketika menjalankan penyiasatan.



Barisan penceramah dari kalangan pegawai BKF di Seminar Kejuruteraan Forensik JKKP Malaysia 2014

*Panel of speakers from among FED officers at the DOSH Malaysia Forensic Engineering Seminar 2014*

## Promotion / Internal Services Activities

*The promotion activities of the division are intended to provide information and share knowledge on accident cases investigated by the FED with the state offices as well as other relevant external parties. In 2014, this Division has for the first time held the DOSH Malaysia Forensic Engineering Seminar 2014 in order to share knowledge relating to cases investigated by the FED. In the seminar, exhibitions of investigation findings and posters relating to investigated cases were displayed in order to provide information and deeper understanding for the participants. Participants of the seminar consisted from state officers, and the speakers consisted of FED officers and experts involved in the investigated cases. The knowledge sharing sessions in state offices have also become a medium of knowledge sharing where officers at state officer may raise issues faced during investigations.*



Antara peserta yang hadir di Seminar Kejuruteraan Forensik JKKP Malaysia 2014

*Participants at the DOSH Malaysia Forensic Engineering Seminar 2014*

## Pembangunan Modal Insan

Bagi memastikan satu penyiasatan dijalankan dengan baik, pegawai BKF haruslah mempunyai pengetahuan yang meluas dalam pelbagai bidang serta teknologi kejuruteraan terkini. Dalam memastikan perkara ini tercapai, pegawai BKF didedahkan dengan pelbagai siri kursus teknikal dan latihan dalaman ataupun luaran jabatan yang dijalankan oleh pegawai JKKP sendiri mahupun agensi luar seperti universiti tempatan dan pusat latihan yang diiktiraf. Antara kursus teknikal yang dihadiri oleh pegawai BKF adalah seperti berikut:

1. Kursus *Failure Analysis*
2. Kursus *Perisian Investigator 3*
3. Kursus *Multimedia Inovasi dan Kreatif*
4. Kursus *Aplikasi Perisian Staad Pro*
5. Kursus *NDT Wire Rope Technology*
6. Pemeriksaan Pemasangan Perancah dan Penilaian Kompetensi Pengendali Perancah
7. Kursus *Design Construction and Foundation*

Selain menghadiri kursus serta latihan dalaman, lawatan teknikal juga menjadi salah satu medium untuk pegawai didedahkan dengan kaedah dan teknologi kejuruteraan terkini. Semasa menghadiri lawatan teknikal ini, pegawai berpeluang untuk mempraktikkan segala teori yang dipelajari semasa menjalani kursus serta latihan sebelum ini. Pada tahun 2014, 6 sesi lawatan teknikal telah diadakan dan antaranya adalah:-

## Human Capital Development

*In order to ensure an investigation is conducted smoothly, FED officers should possess extensive knowledge on various fields and the latest engineering technologies. To ensure that this goal is achieved, FED officers are exposed to various technical course series, as well as internal and external trainings conducted by DOSH officers or external agencies such as local universities and accredited training centres. Among the technical courses attended by the FED officers are as follows:*

1. *Failure Analysis Course*
2. *Investigator 3 Software Course*
3. *Innovative and Creative Multimedia Course*
4. *Staad Pro Software Application Course*
5. *NDT Wire Rope Technology Course*
6. *Inspection of Scaffolding Installation and Assessment of Scaffolding Operator Competency*
7. *Design Construction and Foundation Course*

*Apart from attending courses and internal trainings, technical visits have also become one of the mediums through which officers are exposed to the latest engineering methods and technologies. During the technical visits, officers were given the opportunity to practise all the theories they had learned during the courses and trainings attended. In 2014, 6 technical visit sessions were held, which include:-*

1. Linde Malaysia Sdn Bhd – Proses pengisian cecair atau gas ke dalam silinder
2. Dscuff Engineering Sdn Bhd – Berkaitan dengan perancah
3. Bekaert Southern Wire Sdn Bhd – Proses pembuatan tali dawai

1. *Linde Malaysia Sdn Bhd – Process of filling liquid or gas into cylinders*
2. *Dscuff Engineering Sdn Bhd – Scaffolding*
3. *Bekaert Southern Wire Sdn Bhd – Production Process of Wire Ropes*



Perancah yang dipasang semasa lawatan teknikal di Dscuff Engineering Sdn Bhd  
*Scaffolding installed during technical visit at Dscuff Engineering Sdn Bhd*



Penerangan berkaitan ujian mekanikal yang dijalankan ke atas salah satu komponen perancah  
*Explanation of mechanical test conducted on one of the scaffolding components*





**Bahagian Kesihatan Pekerjaan**  
*Occupational Health Division*

# BAHAGIAN KESIHATAN PEKERJAAN

Bahagian Kesihatan Pekerjaan terdiri dari Pegawai Perubatan, Ketua Jururawat, Penolong Pegawai Kesihatan Persekitaran dan Jururawat serta mempunyai dua seksyen, iaitu: Seksyen Perubatan Pekerjaan dan Seksyen Pengiktirafan. Objektif utama bahagian ini adalah untuk menguatkuasakan kehendak perundangan berkaitan kesihatan pekerjaan serta menggalakkan pengamalan promosi dan perlindungan kesihatan di setiap tempat kerja.

## FUNGSI SETIAP SEKSYEN

### Seksyen Perubatan Pekerjaan

- Memantau notifikasi penyakit dan keracunan pekerjaan yang dilaporkan dan membantu penyiasatan penyakit dan keracunan pekerjaan di setiap negeri;
- Memantau aktiviti penyiasatan penyakit pekerjaan oleh pejabat negeri;
- Menjalankan penyiasatan Penyakit Khidmat dibawah Skim Ex-Gratia Bencana Kerja bagi anggota perkhidmatan awam dengan kerjasama Kementerian Kewangan Malaysia dan Polis Diraja Malaysia.
- Menganalisis data penyakit dan keracunan pekerjaan yang di laporkan dan menyediakan laporan kejadian penyakit dan keracunan pekerjaan;
- Memberikan khidmat nasihat kepada pejabat negeri, agensi luar, pengamal kesihatan, dan orang ramai berkaitan isu kesihatan pekerjaan;
- Memantau pelaksanaan Koda Amalan HIV /AIDS serta Dadah,Alkohol dan Bahan di tempat kerja; dan
- Menjalankan Program Kesihatan Pekerjaan Asas (BOH), terutamanya di sektor Industri Kecil dan Sederhana.
- Menjalankan Program Saringan Kesihatan (MyHess) bagi kakitangan Jabatan Keselamatan dan Kesihatan Pekerjaan.

### Seksyen Pengiktirafan

- Mendaftar dan memperbaharui sijil Doktor Kesihatan Pekerjaan di bawah Peraturan Penggunaan dan STANDARD Bahan Kimia Berbahaya kepada Kesihatan 2000 (USECHH 2000);
- Memantau aktiviti pengawasan perubatan oleh Doktor Kesihatan Pekerjaan yang berdaftar dengan jabatan;
- Merancang seminar, kursus, atau dialog bagi mempromosi kesedaran kesihatan pekerjaan; dan
- Menganjurkan Program Pertolongan Cemas di tempat kerja bagi kakitangan Jabatan Keselamatan dan Kesihatan Pekerjaan.

**Jadual 1: Pencapaian Bahagian Kesihatan Pekerjaan Bagi Tahun 2014**

Bil / No	Aktiviti / Activity	Pencapaian / Achievement
1	Pendaftaran Doktor Kesihatan Pekerjaan Baru <i>Registrations of New Occupational Health Doctors</i>	43
2	Pendaftaran Dr Kesihatan Pekerjaan (Pembaharuan) <i>Registrations of Occupational Health Doctors (Renewals)</i>	129

# OCCUPATIONAL SAFETY DIVISION

The Occupational Safety Division consists of Medical Officers, Head Nurses, Environmental Health Assistant Officers and Nurses, and divided into two sections, which are the Occupational Medical Section and the Accreditation Section. The main objective of this Division is to enforce legal requirements relating to occupational health and encourage the practice of promoting and protecting health at every work place.

## FUNCTIONS OF EACH SECTION

### Occupational Medical Section

- Monitor notifications of reported occupational diseases and poisoning and assist with investigations of occupational diseases and poisoning in every state;
- Monitor investigation activities on occupational diseases by state offices;
- Carry out investigations on Service Diseases under the Ex-Gratia Work Disaster Scheme for members of the public service in cooperation with the Ministry of Finance Malaysia and the Royal Malaysia Police.
- Analyse reported occupational disease and poisoning data and prepare incident reports on occupational diseases and poisoning;
- Provide advisory services to head office, external agencies, health practitioners, and members of the public on occupational health issues;
- Monitor the implementation of the Code of Practice on HIV/ AIDS and Drugs, Alcohol and Substances at Work Places;
- Carry out Basic Occupational Health Services Programme, mainly in the Small and Medium Industries sector; and
- Carry out Health Screening Programme (MyHess) for staff of Occupational Safety and Health Department.

### Accreditation Section

- Register and renew Occupational Health Doctor certificates under the Use and Standard of Exposure of Chemicals Hazardous to Health Regulations 2000 (USECHH 2000);
- Monitor medical surveillance activities by Occupational Health Doctors registered with the Department;
- Plan seminars, courses or dialogues for the promotion of occupational health awareness; and
- Organise First Aid Programme at work places for staffs the Occupational Safety and Health Department.

**Table 1: Achievements of Occupational Health Division in 2014**

3	Pemantauan Orang Yang Kompeten (Doktor Kesihatan Pekerjaan) <i>Monitoring Competent Persons (Occupational Health Doctors)</i>	23
4	Seminar Kesedaran Kesihatan Pekerjaan <i>Occupational Health Awareness Seminars</i>	4
5	Pemantauan Seksyen Kesihatan Pekerjaan negeri <i>Monitoring State Occupational Health Sections</i>	5
6	Menilai Laporan Bulanan Penyakit Dan Keracunan Pekerjaan <i>Evaluation of Monthly Occupational Disease and Poisoning Reports</i>	12
7	Menilai Laporan Bulanan Bahagian Kesihatan Pekerjaan <i>Evaluation of Occupational Health Division's Monthly Reports</i>	12
	Menilai Laporan Bulanan Pengawasan Perubatan (USECHH) <i>Evaluation of Medical Surveillance Monthly Reports (USECHH)</i>	12
8	Analisa Borang Pengawasan Perubatan (USECHH) <i>Analysis of Medical Surveillance Forms (USECHH)</i>	2393
9	Menilai Laporan Separuh Tahun Pelaksanaan Koda Amalan HIV/AIDS di Tempat Kerja <i>Evaluation of Half-Year Reports on Implementation of Codes of Practice on HIV/AIDS at Work Places</i>	2
10	Menilai Laporan Separuh Tahun Pelaksanaan Koda Amalan Dadah, Alkohol dan Bahan Di Tempat Kerja <i>Evaluation of Half-Year Reports on Implementation of Codes of Practice of Drugs, Alcohol and Substances at Work Places</i>	2
11	Siasatan Permohonan Penyakit Khidmat (Ex-Gratia) <i>Investigations of Service Discare Applications (Ex-Gratia)</i>	25
12	Siasatan penyakit dan keracunan pekerjaan bersama pejabat negeri <i>Investigations of occupational diseases and poisoning with state offices</i>	114
13	Ceramah kesedaran Kesihatan Pekerjaan <i>Occupational Health Awareness Talks</i>	26
14	Persidangan Kesihatan Pekerjaan <i>Occupational Health Conferences</i>	2
15	Kursus Pertolongan Cemas di Tempat Kerja <i>Work Place First Aid Courses</i>	3
16	Program Pemeriksaan Kesihatan Asas (MyHess) <i>Basic Health Services Examination Programme (MyHess)</i>	81
17	Menilai Laporan Separuh Tahun Program Pemeriksaan Kesihatan Asas (Myhess) <i>Evaluation of Half-Year Reports on Basic Health Services Examination Programme (Myhess)</i>	2
18	Audit Program Kesihatan Pekerjaan Asas di Industri Kecil dan Sederhana (Basic Occupational Health Services) <i>Small and Medium Industries Basic Occupational Health Services Audit Programme</i>	4
19	Menilai Laporan Suku Tahun Program Kesihatan Pekerjaan Asas di Industri Kecil dan Sederhana (Basic Occupational Health Services) <i>Evaluation of Quarterly Reports on Small and Medium Industries Basic Occupational Health Services Programme</i>	4

## Siasatan Penyakit dan Keracunan Pekerjaan

Sebanyak 2648 kes penyakit dan keracunan pekerjaan telah dilaporkan ke Bahagian Kesihatan Pekerjaan pada tahun 2014 berbanding dengan 2588 kes yang dilaporkan pada tahun sebelumnya. Ini menunjukkan peningkatan pelaporan sebanyak 2% (60 kes). Tiga negeri yang telah mencatatkan pelaporan penyakit dan keracunan pekerjaan tertinggi pada tahun 2014 adalah Pulau Pinang (560 kes) diikuti oleh Selangor (361 kes) dan Johor (258 kes). Sebanyak 2001 kes telah berjaya disiasat oleh Seksyen Kesihatan Pekerjaan Negeri pada tahun 2014 bagi tujuan pencegahan dan penambahbaikan tempat kerja terutamanya dari aspek kesihatan pekerjaan.

Kes hilang pendengaran akibat bunyi bising masih menjadi penyakit pekerjaan utama yang direkodkan pada tahun 2014 berbanding

## Occupational Disease and Poisoning Investigation

A total of 2648 occupational disease and poisoning cases were reported to the Occupational Health Division in 2014, compared to 2588 cases reported in the previous year. This shows an increase of reported cases by 2% (60 cases). The three states that recorded the highest number of occupational disease and poisoning reports in 2014 are Penang (560 cases), followed by Selangor (361 cases) and Johor (258 cases). A total of 2001 cases were investigated successfully by the State Occupational Health Sections in 2014 in order to prevent and improve work places mainly in the aspect of occupational health.

Noise induced hearing loss remains the main occupational disease recorded in 2014 compared to other diseases, with a total of 1563

penyakit lain dengan jumlah kes disiasat sebanyak 1563 kes (78%). Ini diikuti dengan penyakit paru-paru akibat pekerjaan iaitu sebanyak 133 kes (7%) dan penyakit muskuloskeletal pekerjaan, iaitu sebanyak 132 kes (7%) yang telah disiasat sepanjang tahun 2014.

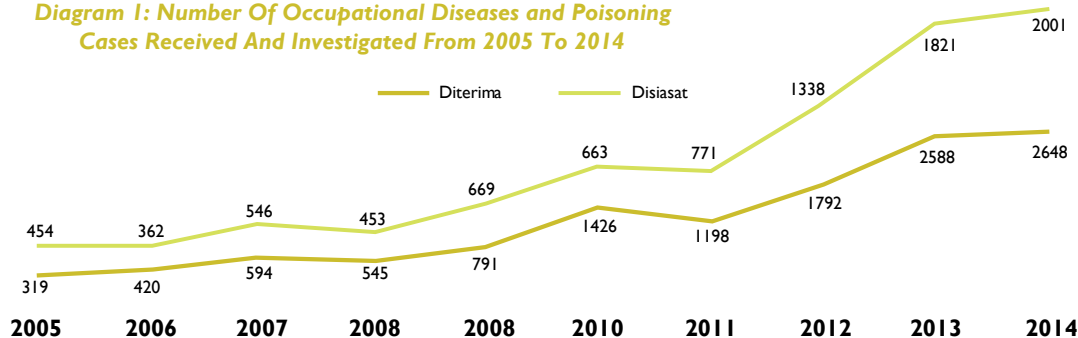
investigated cases (78%). This is followed by 133 cases (7%) of occupational lung diseases and 132 cases (7%) of occupational musculoskeletal diseases investigated throughout 2014.

Penyakit dan keracunan pekerjaan mengikut sektor yang disiasat pula menunjukkan sektor pengilangan masih mencatatkan bilangan kes paling tinggi bagi tahun 2014, iaitu sebanyak 1641 kes (82%). Ini diikuti oleh sektor perkhidmatan awam sebanyak 115 kes (6%) dan sektor kemudahan sebanyak 84 kes (4%).

Occupational disease and poisoning investigations according to sectors also reveals that the manufacturing sector still recorded the highest number of cases in 2014, at a total of 1641 cases (82%). This is followed by 115 cases (6%) in the public service sector and 84 cases (4%) in the utilities sector.

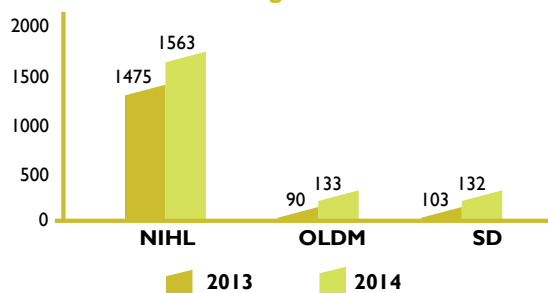
**Rajah 1: Bilangan Kes Penyakit Dan Keracunan Pekerjaan Yang Diterima Dan Disiasat Bagi Tahun 2005 Sehingga 2014**

**Diagram 1: Number Of Occupational Diseases and Poisoning Cases Received And Investigated From 2005 To 2014**



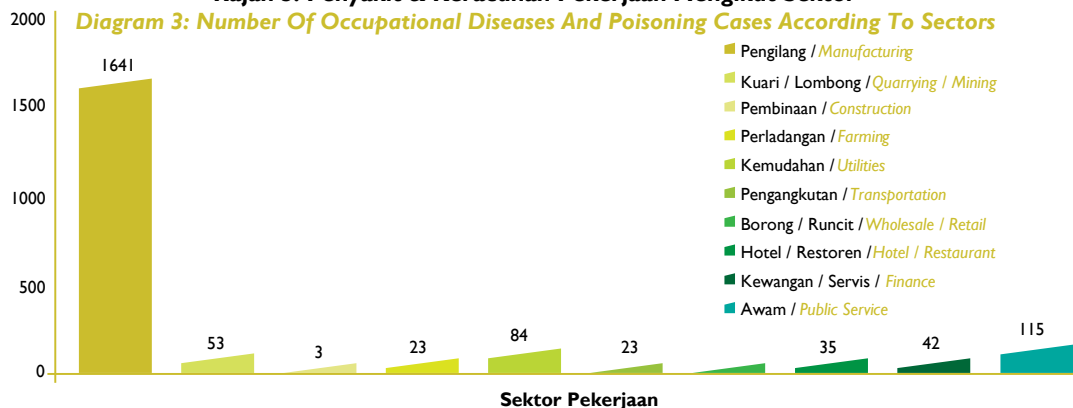
**Rajah 2: Perbandingan Bilangan Kes Penyakit Dan Keracunan Pekerjaan Utama Bagi Tahun 2013 Dan 2014**

**Diagram 2: Comparisons Of Number Of Main Occupational Diseases And Poisoning Cases In 2013 And 2014**



**Rajah 3: Penyakit & Keracunan Pekerjaan Mengikut Sektor**

**Diagram 3: Number Of Occupational Diseases And Poisoning Cases According To Sectors**



**Pelaksanaan Program Kesihatan Pekerja Asas Di Industri Kecil Dan Sederhana (Basic Occupational Health Services)**

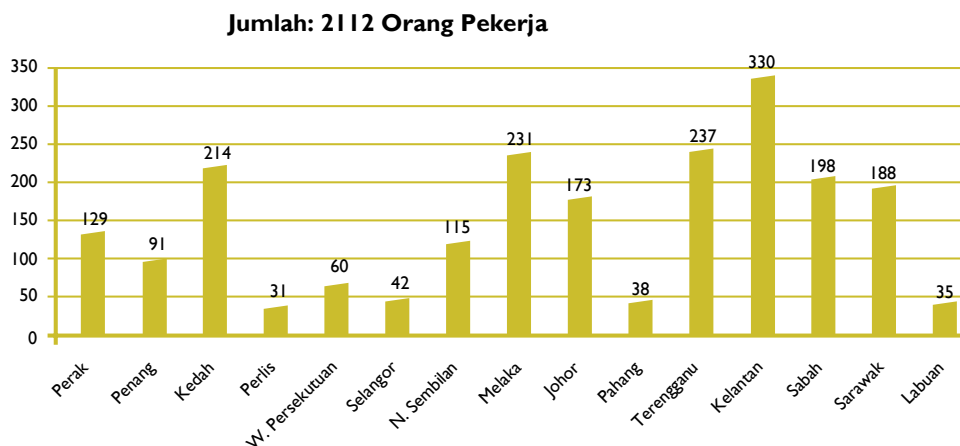
Program Asas Kesihatan Pekerja bertujuan mengenal pasti masalah berkaitan penyakit dan keracunan pekerjaan di kalangan pekerja yang belum pernah melalui sebarang pemeriksaan kesihatan asas, terutamanya di dalam industri kecil dan sederhana yang membolehkan cadangan serta langkah pencegahan dan penambahbaikan tempat kerja dapat diberikan kepada pihak majikan dengan tujuan yang berikut:

- Mengenal pasti masalah penyakit dan keracunan pekerjaan di kalangan pekerja industri kecil dan sederhana;
- Mengurangkan kejadian penyakit dan keracunan pekerjaan di negara ini;
- Memberikan nasihat kepada pihak majikan bagi melindungi kesihatan golongan pekerja;
- Memberikan cadangan bagi membolehkan majikan melakukan pencegahan dan pengawalan pada kadar yang boleh diamalkan (ALARP);
- Meningkatkan tahap kesedaran golongan pekerja dan majikan tentang penyakit dan keracunan pekerjaan serta perundangan yang berkaitan.

Antara kaedah pendekatan yang digunakan bagi melaksanakan program ini adalah:

- Menjalinkan kerjasama dengan Program Payung di bawah Seksyen Industri Kecil dan Sederhana di pejabat negeri;
- Menjalankan program bimbingan dan teknik mengajar berkaitan kesihatan pekerjaan;
- Menjalankan pemeriksaan kesihatan asas ke atas golongan pekerja bagi mengenal pasti penyakit dan keracunan pekerjaan.

**Rajah 4 : Bilangan Pekerja Yang Telah Menjalani Pemeriksaan Perkhidmatan Kesihatan Pekerja Asas (Basic Occupational Health Services) Mengikut Negeri Bagi Tahun 2014**



**Implementation of the Small and Medium Industries Basic Occupational Health Services Programme**

The Basic Occupational Health Services Programme is aimed at identifying issues relating to occupational diseases and poisoning among workers who have never undergone any basic health examination, mainly in the small and medium industries, which will enable proposals and work place preventive and improvement measures to be provided to employers, for the following objectives:

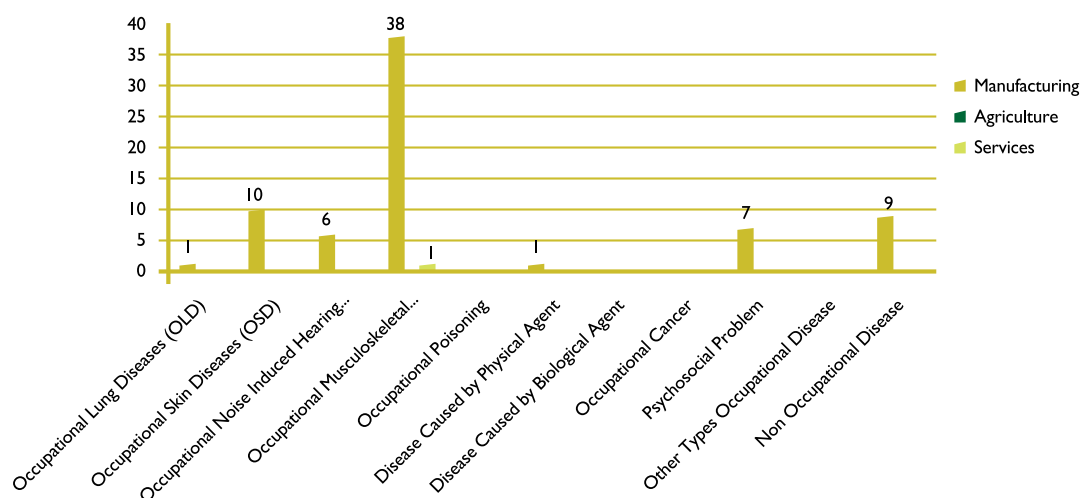
- Identify issues of occupational disease and poisoning among workers in small and medium industries;
- Reduce the number of occupational disease and poisoning incidents in this country;
- Provide advice to employers in the protection of workers' health;
- Provide proposals to enable employers to carry out prevention and control at a level that is as low as reasonably practicable (ALARP);
- Increase the level of awareness among workers and employers of occupational diseases and poisoning and the relevant laws.

Among the approaches used to implement this programme are:

- Cooperate with the Umbrella Programme under the Small and Medium Industries Section at state offices;
- Carry out guidance and teaching technique programmes relating to occupational health;
- Carry out basic health examinations on workers in order to identify occupational disease and poisoning.

**Diagram 4: Number of Workers who have Undergone Basic Occupational Health Services Examinations according to States in 2014**

**Rajah 5: Jenis Penyakit Pekerjaan Yang Dikenalpasti Semasa Pemeriksaan Kesihatan Pekerjaan Asas (Basic Occupational Health Services) Mengikut Jenis Penyakit Dan Sektor Bagi Tahun 2014**



**Diagram 5: Types of Occupational Diseases Identified during Basic Occupational Health Services Examinations according to Types of Disease and Sectors in 2014**

### Siasatan Penyakit Khidmat Dibawah Skim Ex-Gratia Bencana Kerja Bagi Anggota Perkhidmatan Awam

Pada tahun 1994, dengan berkuatkuasanya Pekeliling Perbendaharaan Bil. 13 Tahun 1994, Kerajaan telah memperkenalkan Skim Bayaran Ex-Gratia bagi anggota Perkhidmatan Awam yang ditimpa kemalangan atau kecederaan semasa menjalankan tugas rasmi. Pada tahun 2001, Kerajaan telah menambahbaikkan skim ini dengan berkuatkuasanya Pekeliling Perbendaharaan Bil. 7 Tahun 2001. Anggota Perkhidmatan Awam yang diliputi di bawah skim ini ialah pegawai bertaraf tetap dan kontrak dalam Perkhidmatan Awam Persekutuan dan Perkhidmatan Kehakiman kecuali mereka dalam perkhidmatan tertentu yang telahpun mempunyai skim yang serupa iaitu Perkhidmatan Tentera, Polis dan Bomba serta perkhidmatan-perkhidmatan lain yang mewujudkan Tabung Amanah.

Bahagian Kesihatan Pekerjaan memegang peranan untuk mengesahkan penyakit yang diderita oleh mangsa tuntutan sama ada merupakan penyakit yang berpunca daripada pekerjaan atau tidak. Selain itu, pegawai-pegawai daripada Bahagian Kesihatan Pekerjaan juga mengesyorkan cadangan-cadangan penambahbaikan tempat kerja susulan keputusan siasatan bencana kerja tersebut.

Pada tahun 2014, sebanyak 25 kes skim Ex-Gratia Bencana telah disiasat. Ini menunjukkan peningkatan sebanyak 47% berbanding jumlah kes yang disiasat pada tahun sebelumnya (17 kes pada tahun 2013). Kes penyakit paru-paru pekerjaan merupakan bencana kerja utama yang disiasat iaitu sebanyak 9 kes (36%). Bencana kerja penyakit paru-paru yang disiasat hampir keseluruhannya adalah penyakit Tuberkulosis.

Bencana kerja mengikut sektor awam yang disiasat pula menunjukkan Kementerian Kesihatan Malaysia mencatatkan bilangan paling banyak bagi tahun 2014 iaitu sebanyak 9 kes (36%). Ini diikuti oleh Polis Diraja Malaysia (PDRM) sebanyak 8 kes (32%) dan Jabatan Penjara Malaysia sebanyak 3 kes (12%).

### Investigations of Service Diseases under Ex-Gratia Work Disaster Scheme for Members of Public Service

In 1994, with the enforcement of the Treasury Circular No. 13 year 1994, the Government introduced the Ex-Gratia Payment Scheme for members of the Public Service who suffered from accidents or injuries while performing official duties. In 2001, the Government improved the scheme with enforcement of the Treasury Circular No. 7 year 2001. The members of the Public Service covered under this scheme are permanent and contract-based officers in the Federal Public Service and Judicial Services, except for those in services that already have similar schemes, such as the Military, Police and Fire Services as well as other services having trust funds.

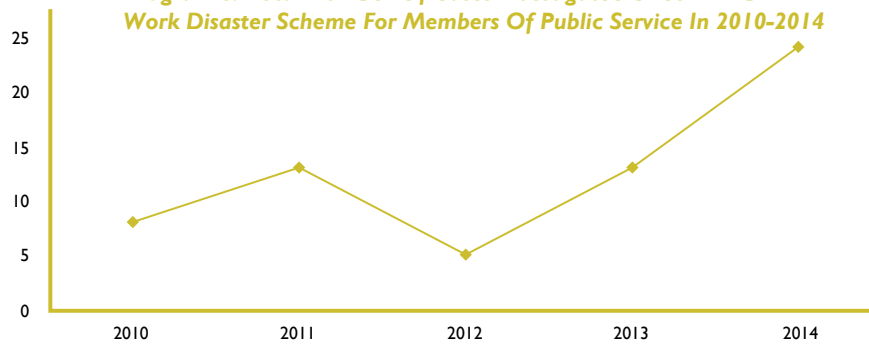
The Occupational Health Division plays the role of confirming whether the diseases suffered by claimants are indeed occupational related or not. Apart from that, officers from the Occupational Health Division also provide work place improvement recommendation following the investigation results of a work disaster.

In 2014, a total of 25 cases under the Ex-Gratia Work Disaster Scheme were investigated. This shows an increase of 47% compared to the total number of cases investigated in the previous year (17 cases in 2013). Occupational lung diseases were the main occupational disaster investigated, which accounted to 9 cases (36%). Almost all of the occupational lung disease cases investigated were Tuberculosis.

Work disasters investigated according to public sectors reveal that the Ministry of Health of Malaysia recorded the highest number of cases in 2014 at a total of 9 cases (36%). This is followed by the Royal Malaysia Police at a total of 8 cases (32%) and the Malaysia Prison Department at 3 cases (12%).

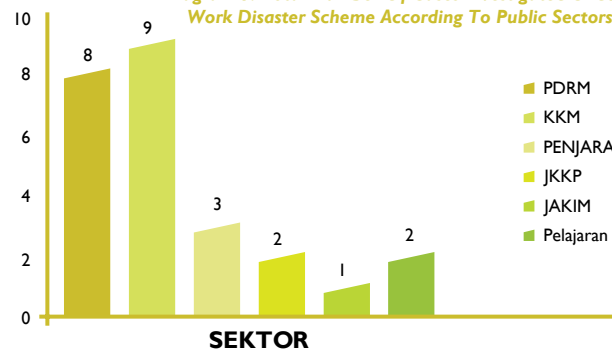
**Rajah 6: Jumlah Kes Siasatan Skim EX-GRATIA Bencana Kerja Bagi Anggota Perkhidmatan Awam Bagi Tahun 2010-2014**

**Diagram 6: Total Number Of Cases Investigated Under EX-GRATIA Work Disaster Scheme For Members Of Public Service In 2010-2014**



**Rajah 7: Siasatan Kes di Bawah Skim EX-GRATIA Bencana Kerja Mengikut Sektor Awam Bagi Tahun 2014**

**Diagram 7: Total Number Of Cases Investigated Under Ex-gratia Work Disaster Scheme According To Public Sectors In 2014**



### Pasukan Petugas Khas Denggi Peringkat Kementerian 2014

Satu Jawatankuasa Kebangsaan Mengenai Denggi telah bersidang buat pertama kalinya pada 14 Julai 2014 berikutan peningkatan kes Demam Denggi yang semakin membimbangkan. Kementerian Sumber Manusia melalui Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP) telah diberi amanah di bawah Pelan Tindakan Penguatkuasaan Tapak Binaan Swasta bagi memantau kebersihan dan kekemasan (housekeeping) tapak-tapak binaan.

Bahagian Kesihatan Pekerjaan telah giat menjalankan aktiviti bersama Seksyen Tapak Bina di dalam operasi pembasmian Denggi di tapak-tapak pembinaan di seluruh Malaysia. Senarai lokaliti wabak atau hotspot di setiap negeri akan dikenal pasti melalui data yang diperoleh daripada Jabatan Kesihatan Negeri (JKN). Sasaran tapak binaan swasta bagi setiap negeri seterusnya ditetapkan berdasarkan jumlah tapak binaan aktif di kawasan lokaliti wabak tersebut.

Sasaran operasi penguatkuasaan pencegahan Denggi di tapak binaan ini telah berjaya dicapai oleh JKKP Negeri masing-masing sebelum berakhirnya tahun 2014. Sejak operasi ini dijalankan, impak yang positif dapat dilihat dengan penurunan kes Demam Denggi hasil kerjasama dengan semua kementerian.

### Ministry-Level Special Task Force for Dengue 2014

The National Committee on Dengue convened its first meeting on 14 July 2014 following the rise of the number of dengue fever cases which had become increasingly worrying. The Ministry of Human Resources, through the Occupational Safety and Health Department, has been entrusted under the Private Construction Site Enforcement Action Plan with the task of monitoring the health and housekeeping conditions of construction sites.

The Occupational Safety Division has been actively carrying out activities jointly with the Construction Site Section in Dengue Eradication operations in construction sites across Malaysia. The list of epidemic localities or hotspots in each state would be confirmed through data obtained from the State Health Departments. The targets of the private construction sites in each state would then be determined based on the number of active construction sites in the epidemic localities.

The targets of the Dengue prevention enforcement operations at construction sites were successfully achieved by the respectively State DOSH Departments by the end of 2014. Since the commencement of the operations, a positive impact could be seen with the decrease of Dengue cases as a result of the joint effort of all ministries.

**Jadual 2: Operasi Penguatkuasaan Denggi di Tapak Bina oleh JKPP bagi Negeri-negeri Hotspot Denggi 2014**

**Table 2: Dengue Enforcement Operations at Construction Sites by DOSH in Dengue Hotspot States in 2014**

Negeri State	Daerah District	Jumlah Tapak Binaan Total Number of Construction Sites	Bilangan Tapak Binaan Diperiksa Number of Inspected Construction Sites	% Tapak Binaan Diperiksa % of Inspected Construction Sites	Bilangan Tapak Binaan Diberi Perintah Penutupan (NOP) Number of Construction Sites issued with Order of Closure	Bilangan Tapak Bina Diberi Notis Penambahbaikan Untuk Pembersihan (NOI) Number of Construction Sites issued with Notice of Improvement for Hygiene
Selangor	Petaling	168	168	100%	75	70
WP Kuala Lumpur	Gombak	6	6	100%	-	
	Petaling KL (Kawasan Diliputi JKPP KL)	57	57	100%	-	24
Negeri Sembilan	Seremban	45	45	100%	2	12
Kelantan	Kota Bharu dan Tumpat	35	32	100%	0	14
	Tanah Merah	10	10	100%	0	1
	Pasir Puteh	5	5	100%	0	2
<b>Jumlah / Total</b>		<b>326</b>	<b>326</b>	<b>100%</b>	<b>77</b>	<b>123</b>

**Jadual 3: Statistik Operasi Penguatkuasaan Denggi Di Tapak Bina Oleh JKPP Negeri Bagi Tahun 2014**

**Table 3: Statistics for Dengue Enforcement Operations at Construction Sites by State DOSH Departments in 2014**

Negeri State	Jumlah Tapak Binaan Total Number of Construction Sites	Bilangan Tapak Binaan Diperiksa Number of Inspected Construction Sites	% Tapak Binaan Diperiksa % of Inspected Construction Sites	Bilangan Tapak Binaan Diberi Perintah Penutupan (NOP) Number of Construction Sites issued with Order of Closure	Bilangan Tapak Bina Diberi Notis Penambahbaikan Untuk Pembersihan (NOI) Number of Construction Sites issued with Notice of Improvement for Hygiene
TERENGGANU	44	44	100%	1	22
SABAH	125	101	80.8 %	0	11
PAHANG	26	26	100%	1	5
WP LABUAN	30	30	100%	0	6
KEDAH	110	110	100%	0	1
PERLIS	40	40	100%	0	14
SARAWAK	136	118	86.8%	8	50
PULAU PINANG	64	64	100%	7	46
MELAKA	57	57	100%	0	46
JOHOR	70	70	100%	5	15
PERAK	69	69	100%	0	35
JUMLAH					
(NEGERI SELAIN SELANGOR, KL, N.SEMBILAN DAN KELANTAN)	771	729	95%	22	251
JUMLAH KESELURUHAN (MALAYSIA)	1097	1055	96%	99	374

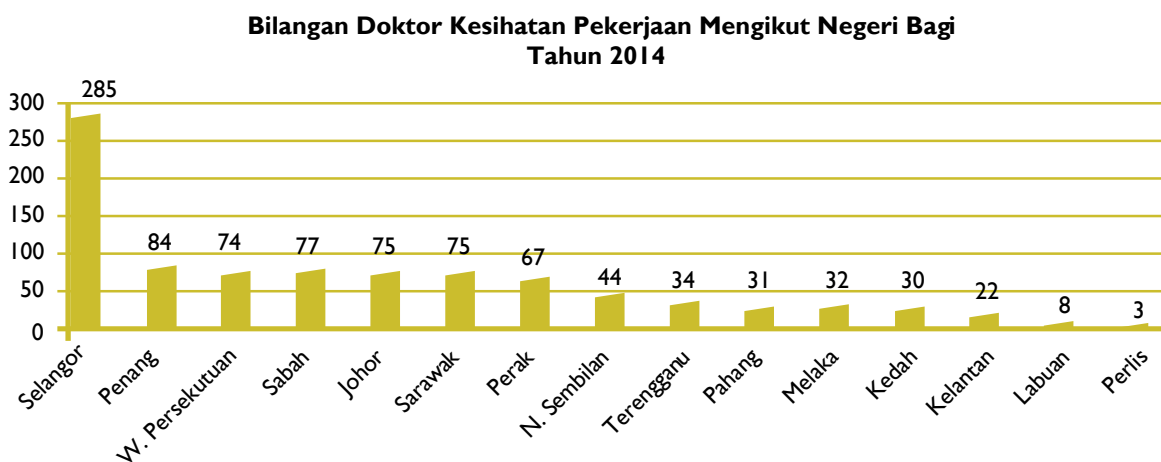
## Pendaftaran Baru Dan Pembaharuan Sijil Doktor Kesihatan Pekerja

Pendaftaran baru dan pembaharuan sijil Doktor Kesihatan Pekerja adalah salah satu aktiviti utama dibawah pengurusan Bahagian Kesihatan Pekerja. Ianya sejajar dengan kehendak Peraturan dan Standard Pendedahan Bahan Kimia Berbahaya Kepada Kesihatan 2000 (USECHH 2000) dimana peraturan ini menyatakan pengawasan perubatan hendaklah dijalankan oleh Doktor Kesihatan Pekerja yang berdaftar dengan pihak jabatan. Di bawah peraturan ini juga , pengawasan perubatan hendaklah dijalankan oleh Doktor Kesihatan Pekerja untuk melindungi pekerja yang terdedah atau mungkin terdedah kepada bahan kimia berbahaya kepada kesihatan.

Sehingga Disember 2014 , jumlah Doktor Kesihatan Pekerja yang telah berdaftar dengan pihak jabatan adalah seramai 941 orang. Negeri Selangor mempunyai bilangan Doktor Kesihatan Pekerja yang paling ramai, iaitu seramai 285 orang diikuti oleh Pulau Pinang, iaitu seramai 84 orang, dan Sabah iaitu seramai 77 orang.

Bagi tahun 2014, jumlah Doktor Kesihatan Pekerja yang berdaftar dengan JKKP adalah seramai 172 orang, iaitu bagi pendaftaran baru adalah seramai 43 orang dan bagi pembaharuan pendaftaran seramai 129 orang.

### Gambarajah 4: Jumlah Kumulatif Doktor Kesihatan Pekerja Yang Berdaftar Dengan Mengikut Negeri Bagi Tahun 2014



## Program Pengawasan Perubatan

Peraturan Keselamatan dan Kesihatan Pekerja (Penggunaan dan Standard Pendedahan Bahan Kimia Berbahaya kepada Kesihatan) 2000 merupakan satu usaha untuk meningkatkan lagi penggunaan bahan kimia yang selamat dan sihat di tempat kerja . Di bawah peraturan-peraturan ini, Program Pengawasan Perubatan ini dilakukan berdasarkan kepada Penilaian Risiko Pendedahan Bahan Kimia Berbahaya Kepada Kesihatan seperti yang ditetapkan di dalam peraturan tersebut. Program Pengawasan Perubatan yang dijalankan di bawah Peraturan Keselamatan dan Kesihatan Pekerja (Penggunaan dan Standard Pendedahan Bahan Kimia Berbahaya kepada Kesihatan) 2000 mesti dijalankan oleh Doktor Kesihatan Pekerja (Occupational Health Doctor).

Bahagian Kesihatan Pekerja bagi tahun 2014, telah menerima Laporan Pengawasan Perubatan daripada Doktor Kesihatan Pekerja di seluruh negara sebanyak 2393 laporan; melibatkan pemeriksaan kesihatan terhadap pekerja yang terdedah kepada bahan kimia di tempat kerja. Daripada laporan yang diterima, sejumlah 33,178 orang pekerja telah menjalani pemeriksaan

## New Registrations and Renewals of Occupational Health Doctor Certificates

The processing of new registrations and renewals of Occupational Health Doctor Certificates is one of the main activities under the management of the Occupational Health Division. It is in line with the requirements of the Use and Standard of Exposure of Chemicals Hazardous to Health Regulations 2000 (USECHH 2000), wherein it is stated that medical surveillance must be performed by an Occupational Health Doctor registered with the Department. Under these Regulations, medical surveillance must also be performed by an Occupational Health Doctor in order to protect workers that are or may be exposed to chemicals hazardous to health.

Up to December 2014, the total number of Occupational Health Doctors registered with the Department was 941. Selangor has the highest number of Occupational Health Doctors at 285, followed by Penang at 84, and Sabah 77.

In 2014, the total number of Occupational Health Doctors registered with DOSH was 172, in which there were 43 new registrations and 129 renewals.

### Diagram 4: Cumulative Total Number of Registered Occupational Health Doctors According to States in 2014

## Medical Surveillance Programme

The Occupational Safety and Health (Use and Standard of Exposure of Chemicals Hazardous to Health) Regulations 2000 are an effort to increase the use of safe and healthy chemicals at work places. Under the Regulations, the Medical Surveillance Programme is carried out based on the Assessment of Risk of Exposure of Chemicals Hazardous to Health as stipulated in the Regulations. The Medical Surveillance Programme carried out under the Occupational Safety and Health (Use and Standard of Exposure of Chemicals Hazardous to Health) Regulations 2000 must be performed by an Occupational Health Doctor.

The Occupational Health Division received a total of 2393 Medical Surveillance Reports from Occupational Health Doctors across the country in 2014, which involved the health examinations of workers exposed to chemicals at work places. According to the reports received, 33,178 workers had undergone health examinations as determined by the Occupational Health Doctors involved. Based on Table 5, there was

kesihatan yang telah ditetapkan oleh Doktor Kesihatan Pekerjaan terbabit. Daripada Jadual 5, terdapat peningkatan pelaporan berbanding tahun sebelumnya, iaitu peningkatan sebanyak 14.4% daripada tahun 2013. Sektor pertanian dan juga Sektor pembuatan merupakan penyumbang utama kepada program ini. Bahan kimia yang sering digunakan di sektor pertanian adalah *Organofosfat* dan juga *Paraquat* manakala di Sektor pembuatan, bahan kimia yang sering digunakan adalah *N-Hexane*, *Benzene*, *Plumbum (Lead)* dan *Toulene*.

Bagi pekerja yang mempunyai keputusan abnormal hasil daripada pemeriksaan kesihatan, pekerja terbabit akan dipindahkan ke tempat kerja yang baru (Medical Removal Protection) yang tidak mendedahkan pekerja kepada bahan kimia terbabit sehinggalah pekerja menjalani pemeriksaan kesihatan ulangan dan dibenarkan untuk bekerja semula oleh Doktor Kesihatan Pekerjaan. Semua keputusan abnormal hasil daripada Program Pengawasan Perubatan ini mestilah dilaporkan kepada Jabatan Keselamatan dan Kesihatan Pekerjaan bagi membolehkan penambahbaikan tempat kerja dapat dilaksanakan di peringkat awal. Bagi tahun 2014, seramai 88 pekerja telah menjalani pemindahan perubatan.

*an increase of number of reports compared to the previous year, by 14.4% from 2013. The agriculture sector and the manufacturing sector are the main contributors to the programme. The chemicals frequently used in the agriculture sector are Organophosphate and Paraquat, while in the manufacturing sector, they are N-Hexane, Benzene, Plumbum (Lead) and Toulene.*

*For workers having abnormal results from their health examinations, they will be relocated to a new work place as part of medical removal protection, where the affected workers will not be exposed to the relevant chemicals until they have undergone repeated health examinations and cleared by the Occupational Health Doctor to be fit to resume working. All abnormal results from the Medical Surveillance Programme must be reported to the Occupational Safety and Health Department in order to facilitate the improvement of work places at an early stage. In 2014, a total of 88 workers had undergone medical removal protection.*

## **Aktiviti Bahagian Kesihatan Pekerjaan** *Activity of Occupational Health Division*



Kursus pertolongan cemas asas bagi pegawai-pegawai jabatan keselamatan dan kesihatan pekerjaan  
*Basic Emergency Aid Course For Occupational Safety And Health Department Officers*



Seminar promosi kesihatan di tempat kerja  
*Promotion Of Health At Work Place Seminar*



Perjumpaan bersama lembaga jururawat  
*Meeting With Board Of Nurses*



Siasatan penyakit pekerjaan  
*Investigation Of Occupational Disease*





**Pejabat Penasihat Undang-Undang**  
*Office of Legal Adviser*

# PENGENALAN

Pejabat Penasihat Undang-undang memainkan peranan penting untuk menasihati Jabatan dalam perkara yang melibatkan isu perundangan dan merangkumi skop kerja yang berikut :

- Memberikan nasihat perundangan berkaitan isu keselamatan dan kesihatan pekerjaan kepada Jabatan selaras dengan peruntukan Perlembagaan Persekutuan dan undang-undang bertulis yang berkaitan;
- Menyemak dokumen perjanjian dan memorandum persefahaman yang akan dimeterai oleh Jabatan serta apa-apa instrumen lain yang mengandungi elemen perundangan untuk memastikan semua dokumen teratur dari segi undang-undang;
- Memantau, menguruskan, menyelia dan menyelaraskan kes pendakwaan dan kompaun seluruh negara yang melibatkan Jabatan;
- Menjalankan litigasi sivil untuk kes saman yang melibatkan Jabatan dan mengeluarkan notis tuntutan ke atas pihak yang bertanggung atas bayaran pendaftaran tempat kerja atau jentera yang tertunggak;
- Membuat pewartaan bagi pelantikan pegawai Jabatan, perintah pengecualian atau apa-apa perintah atau peraturan yang dibuat oleh Jabatan;
- Menyemak cadangan pindaan ke atas akta, perintah dan peraturan serta penggubalan perintah dan peraturan yang baharu; dan
- Bekerjasama dengan bahagian lain untuk memberikan latihan dan nasihat berkaitan berkaitan perundangan.

# AKTIVITI UTAMA

- Menghadiri mesyuarat peringkat Jabatan dan Kementerian berkenaan isu perundangan.
- Mengadakan perbincangan dengan pejabat negeri berkaitan kertas siasatan tentang apa-apa ketidakpatuhan oleh syarikat atau individu di bawah mana-mana akta atau perundangan subsidiari.
- Memberikan izin untuk mendakwa atau izin untuk mengkompaun sesuatu ketidakpatuhan yang telah dilakukan.
- Mengadakan sesi latihan atau ceramah yang berkaitan hal perundangan.
- Memberikan nasihat berkenaan isu keselamatan dan kesihatan pekerjaan secara bertulis atau lisan kepada Jabatan.
- Menemukan laporan harian kepada Jabatan Peguam Negara berkenaan dengan aktiviti Jabatan.

# TINDAKAN UNDANG-UNDANG

Selaras dengan hasrat Jabatan untuk memastikan industri mematuhi kehendak perundangan seperti yang diperuntukan di bawah undang-undang, Pejabat ini telah mengeluarkan lebih banyak sanksi untuk mendakwa dan kompaun berbanding dengan tahun-tahun yang lalu. Lebih banyak tindakan undang-undang di bawah Akta Keselamatan dan Kesihatan Pekerjaan 1994 dan perundangan di bawahnya telah diambil.

# INTRODUCTION

*The Office of Legal Advisor plays an important role in advising the Department on matters relating to legal issues within the following scopes:*

- *To provide legal advice to the Department on occupational safety and health issues in accordance with the provisions of the Federal Constitution and the relevant laws that have been passed;*
- *To vet agreement documents and memorandum of understanding to be executed by the Department and any other instruments which contain legal elements to ensure that all documents are in conformance with the law;*
- *To observe, manage, supervise and regulate judicial proceedings and compound cases throughout the country involving the Department;*
- *To conduct civil litigation cases for summons involving the Department and to issue letters of demand to liable parties for overdue payments of workplace or machine registration;*
- *To gazette appointments of Department officers, exemption orders and any other orders or regulations made by the Department;*
- *To vet proposals for the amendment of acts, orders and regulations; and*
- *To co-operate with other divisions to provide legal training and advice.*

# MAIN ACTIVITIES

- *To attend meeting on legal issues at Departmental and Ministerial levels.*
- *To conduct discussions with State offices regarding investigation papers for any non-compliance with any act or subsidiary legislations by companies or individuals.*
- *To give consent to prosecute or to compound any of non-compliance that has been committed.*
- *To conduct training or briefing session on legal matters.*
- *To provide written or verbal advice on occupational safety and health issues to the Department.*
- *To submit daily reports to the Attorney General's Chamber on activities of the Department.*

# LEGAL ACTIONS

*In line with the objective of the Department to ensure compliance with the requirement of the law by industries, this office issued more sanctions in 2013 than any previous year for the purpose of prosecuting and compounding various non-compliance with the law. It was observed that more legal actions under the Occupational Safety and Health Act 1994 and laws hereunder were taken in 2013 than previously.*

Pewartaan Bagi Tahun 2014 / <i>Gazettes For The Year 2014</i>		
Bil. No.	Warta Gazette	Nombor Warta Gazette Number
1.	Peraturan-Peraturan Kilang dan Jentera (Skim Pemeriksaan Khas) (Pemeriksaan Berasaskan Risiko) 2014 <i>Factories and Machinery (Special Scheme of Inspection) (Risk-Based Inspection) Regulations 2014</i>	P.U. (A) 96/2014
2.	Peraturan-Peraturan Kilang dan Jentera (Orang-Orang Menjaga) (Pindaan) 2014 <i>Factories and Machinery (Persons-in-Charge) (Amendment) Regulations 2014</i>	P.U. (A) 270.
3.	Perintah Kilang dan Jentera (Pengecualian kepada Asean Bintulu Fertilizer Sdn. Bhd.) 2014 <i>Factories and Machinery (Exemption to Asean Bintulu Fertilizer Sdn. Bhd.) Order 2014</i>	P.U. (A) 43/2014
4.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Gas Berhad (CUF) Kertih, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Gas Berhad (CUF) Kertih, Terengganu) Order 2014</i>	P.U. (A) 44/2014
5.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Gas Berhad (GPP 1) Kertih, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Gas Berhad (GPP 1) Kertih, Terengganu) Order 2014</i>	P.U. (A) 46/2014
6.	Perintah Kilang dan Jentera (Pengecualian kepada MLNG Sdn. Bhd. Bintulu, Sarawak) 2014 <i>Factories and Machinery (Exemption to MLNG Sdn. Bhd. Bintulu, Sarawak) Order 2014</i>	P.U. (A) 115/2014
7.	Perintah Kilang dan Jentera (Pengecualian kepada FPG Oleochemical Sdn Bhd, Kuantan) 2014 <i>Factories and Machinery (Exemption to FPG Oleochemical Sdn Bhd, Kuantan) Order 2014</i>	P.U. (A) 128/2014
8.	Perintah Kilang dan Jentera (Pengecualian kepada Petron Malaysia Refining & Marketing Berhad, Port Dickson, Negeri Sembilan) 2014 <i>Factories and Machinery (Exemption to Petron Malaysia Refining &amp; Marketing Berhad, Port Dickson, Negeri Sembilan) Order 2014</i>	P.U. (A) 129/2014
9.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Gas Berhad (GPP 5) Paka, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Gas Berhad (GPP 5) Paka, Terengganu) Order 2014</i>	P.U. (A) 131/2014
10.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Gas Berhad (CUF) Kuantan, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Gas Berhad (CUF) Kuantan, Terengganu) Order 2014</i>	P.U. (A) 132/2014
11.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Chemicals Ammonia Sdn. Bhd. Kertih, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Chemicals Ammonia Sdn. Bhd. Kertih, Terengganu) Order 2014</i>	P.U. (A) 133/2014
12.	Perintah Kilang dan Jentera (Pengecualian kepada Toray BASF PBT Resin Sdn Bhd) 2014 <i>Factories and Machinery (Exemption to Toray BASF PBT Resin Sdn Bhd) Order 2014</i>	P.U. (A) 178/2014
13.	Perintah Kilang dan Jentera (Pengecualian kepada Shell Refining Company, Port Dickson, Negeri Sembilan) 2014 <i>Factories and Machinery (Exemption to Shell Refining Company, Port Dickson, Negeri Sembilan) Order 2014</i>	P.U. (A) 180/2014
14.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Penapisan Melaka Sdn. Bhd. (PSR-2 REVAMP) 2014 <i>Factories and Machinery (Exemption to Petronas Penapisan Melaka Sdn. Bhd. (PSR-2 REVAMP) Order 2014</i>	P.U. (A) 198/2014
15.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Carigali Sdn. Bhd. (OGT) 2014 <i>Factories and Machinery (Exemption to Petronas Carigali Sdn. Bhd. (OGT) Order 2014</i>	P.U. (A) 199/2014
16.	Perintah Kilang dan Jentera (Pengecualian kepada MLNG, Bintulu Sarawak (Pakej M) - ONLINE PRBI) 2014 <i>Factories and Machinery (Exemption to MLNG, Bintulu Sarawak (Pakej M) - ONLINE PRBI) Order 2014</i>	P.U. (A) 200/2014
17.	Perintah Kilang dan Jentera (Pengecualian kepada Shell MDS (M) Sdn. Bhd.) 2014 <i>Factories and Machinery (Exemption to Shell MDS (M) Sdn. Bhd.) Order 2014</i>	P.U. (A) 232/2014
18.	Perintah Kilang dan Jentera (Pengecualian kepada Lotte Chemical Titan Sdn. Bhd. Pasir Gudang) 2014 <i>Factories and Machinery (Exemption to Lotte Chemical Titan Sdn. Bhd. Pasir Gudang) Order 2014</i>	P.U. (A) 237/2014
19.	Perintah Kilang dan Jentera (Pengecualian kepada MLNG, Bintulu Sarawak (Modul 7) 2014 <i>Factories and Machinery (Exemption to MLNG, Bintulu Sarawak (Modul 7) Order 2014</i>	P.U. (A) 242/2014
20.	Perintah Kilang dan Jentera (Pengecualian kepada Malaysia LNG Complex (Module 4) 2014 <i>Factories and Machinery (Exemption to Malaysia LNG Complex (Module 4) Order 2014</i>	P.U. (A) 243/2014

21.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Gas Berhad, Pejabat Operasi Serantau Shah Alam) 2014 <i>Factories and Machinery (Exemption to Petronas Gas Berhad, Pejabat Operasi Serantau Shah Alam) Order 2014</i>	P.U. (A) 252/2014
22.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Carigali Sdn. Bhd. Kertih, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Carigali Sdn. Bhd. Kertih, Terengganu) Order 2014</i>	P.U. (A) 253/2014
23.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Penapisan Terengganu Sdn. Bhd. Kertih, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Penapisan Terengganu Sdn. Bhd. Kertih, Terengganu) Order 2014</i>	P.U. (A) 254/2014
24.	Perintah Kilang dan Jentera (Pengecualian kepada BASF Petronas Chemicals Sdn. Bhd., Kuantan, Pahang (MAN/BDO Complex) 2014 <i>Factories and Machinery (Exemption to BASF Petronas Chemicals Sdn. Bhd., Kuantan, Pahang (MAN/BDO Complex) Order 2014</i>	P.U. (A) 267/2014
25.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Gas Berhad Kertih, Terengganu) 2014 <i>Factories and Machinery (Exemption to BASF Petronas Gas Berhad Kertih, Terengganu) Order 2014</i>	P.U. (A) 300/2014
26.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Gas Berhad (GPP B) Kertih, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Gas Berhad (GPP B) Kertih, Terengganu) Order 2014</i>	P.U. (A) 303/2014
27.	Perintah Kilang dan Jentera (Pengecualian kepada Petronas Gas Berhad (GPP 5) Paka, Terengganu) 2014 <i>Factories and Machinery (Exemption to Petronas Gas Berhad (GPP 5) Paka, Terengganu) Order 2014</i>	P.U. (A) 323/2014

Izin Mendakwa dan Kompau Tahun 2014 / Consent to Prosecute and Compound 2014			
Jenis Tindakan Type of Action	Akta Act	Kuantiti Quantity	Jumlah Total
Kompau compound	Akta Keselamatan dan Kesihatan Pekerjaan 1994 <i>Occupational Safety and Health Act 1994</i>	-	-
	Akta Kilang dan Jentera 1967 <i>Factories and Machinery Act 1967</i>	124	361,000.00
	Perundangan Subsidiari <i>Subsidiary Legislation</i>	41	71,000.00
Pendakwaan Prosecution	Akta Keselamatan dan Kesihatan Pekerjaan 1994 <i>Occupational Safety and Health Act 1994</i>	65	326,300.00
	Akta Kilang dan Jentera 1967 <i>Factories and Machinery Act 1967</i>	20	157,000.00
	Perundangan Subsidiari <i>Subsidiary Legislation</i>	60	97,600.00



**Pejabat-pejabat Negeri**  
*State Offices*

# PROFIL PEJABAT NEGERI

Aktiviti di pejabat negeri lebih tertumpu kepada penguatkuasaan tiga akta utama Jabatan, iaitu Akta Kilang dan Jentera (AKJ) 1967, Akta Keselamatan dan Kesihatan Pekerjaan (AKKP) 1994 dan Akta Petroleum (Langkah-langkah Keselamatan) 1984. Terdapat 15 pejabat negeri serta 5 pejabat cawangan di seluruh Malaysia. Struktur pejabat negeri secara amnya terbahagi kepada Bahagian Khidmat Teknik dan Bahagian Operasi, yang mana fungsinya dirumuskan di dalam Jadual 1 dan 2.

**Jadual 1: Fungsi utama Bahagian Khidmat Teknik mengikut seksyen**

Seksyen / Section	Fungsi Utama / Main Functions
Analisis dan Prosesan <i>Analysis and Processing</i>	Menyemak, menilai dan memberi kelulusan permohonan pendaftaran kilang dan pendaftaran jentera baru termasuk menjalankan ujian beban, ujian hidrostatik dan ujian kendalian di dalam proses untuk mendaftarkan jentera tersebut. <i>Inspect, evaluate and approve factory registration and new machinery registration applications, including conducting load tests, hydrostatic tests and operating tests in the process in order to register the machinery.</i>
Siasatan & Pendakwaan <i>Investigation and Prosecution</i>	Menyiasat aduan dan kemalangan yang dilaporkan kepada Jabatan serta mengambil tindakan punitif (jika penyiasatan mendapati terdapat pelanggaran perundangan) sama ada dalam bentuk kompaun atau pun tindakan mahkamah. <i>Investigate complaints and accidents reported to the Department and take punitive actions (if breaches of law are discovered in the investigation), whether in the form of compounds or court actions.</i>
Risiko Khas <i>Special Risks</i>	Menguatkuasakan perundangan KKP khususnya di bawah peruntukan Peraturan-Peraturan Keselamatan dan Kesihatan Pekerjaan (Kawalan Terhadap Bahaya Kemalangan Besar Dalam Industri) 1996 dan Akta Petroleum (Langkah-langkah Keselamatan) 1984. <i>Enforce occupational safety and health laws, specifically those under the Occupational Safety and Health (Control of Industrial Major Accident Hazards) Regulations 1996 and the PSMA 1984.</i>
Promosi dan Sumber <i>Promotion and Resources</i>	Menjalankan promosi dan galakan bagi memberi kesedaran tentang KKP di tempat kerja dan juga untuk orang awam. Antara aktiviti-aktiviti yang dijalankan adalah ceramah, pameran, promosi KKP melalui van CAT, media massa dan penganjuran seminar serta dialog. <i>Carry out promotion and provide encouragement in order to create awareness of occupational safety and health at work places and also for the public. Among the activities carried out were talks, exhibitions, promotion of occupational safety and health through CAT vans, media, seminars and dialogues.</i>

**Jadual 2: Fungsi utama Bahagian Operasi mengikut seksyen**

Seksyen / Section	Fungsi Utama / Main Functions
Pemeriksaan Statutori <i>Statutory Inspection</i>	Menjalankan pemeriksaan statutori ke atas jentera-jentera berperakuan kelayakan seperti dandang stim, pengandung tekanan tak berapi, lif, kren dan lain-lain mesin angkat serta pemeriksaan kilang dan pemasangan mengikut kehendak Akta Kilang dan Jentera 1967. <i>Carry out statutory inspections on certified machineries such as steam boilers, unfired pressure vessels, lifts, cranes and other hoisting machines, and other factory inspections and installations in accordance with FMA 1967.</i>
Industri Kecil dan Sederhana (IKS) <i>Small and Medium Industries</i>	Membantu sektor IKS meningkatkan tahap keselamatan dan kesihatan di tempat kerja melalui pendekatan bimbingan serta khidmat nasihat seterusnya penguatkuasaan akta dan peraturan berkaitan. <i>Help small and medium industries increase the level of safety and health at work places, through a guidance approach and advisory services followed by enforcements of the relevant acts and regulations.</i>
Penguatkuasaan <i>Enforcement</i>	Memastikan setiap tempat kerja dalam pelbagai sektor industri menguruskan risiko melalui pelaksanaan sistem pengurusan KKP dan memastikan pematuhan terhadap AKKPI 1994 serta peraturan-peraturan di bawahnya. Tanggungjawab ini direalisasikan melalui aktiviti audit sistem pengurusan KKP serta penguatkuasaan perundangan dan tindakan punitif. <i>Ensure every work place in every industrial sector manages risks through the implementation of the occupational safety and health management system, and ensure compliance with OSHA 1994 and its regulations. This obligation is fulfilled through the auditing activities of the occupational safety and health management system, legal enforcement and punitive actions.</i>

# STATE OFFICES PROFILE

Activities of the state offices are more focused on the enforcement of the three main Acts of the Department, i.e. the Factories and Machinery Act 1967 (FMA 1967), the Occupational Safety and Health Act 1994 (OSHA 1994) and the Petroleum (Safety Measures) Act 1984 (PSMA 1984). There are 15 state offices and 5 branch offices across Malaysia. The structure of state offices is generally divided into the Technical Services Division and the Operations Division, whose functions are summarised in Table 1 and 2.

**Table 1: Main Functions of Technical Services Division according to Sections**

**Table 2: Main Functions of Operations Division according to sections**

Higen Industri <i>Industrial Hygiene</i>	Menguatkuasa AKJ 1967 dan AKKP 1994 yang menjurus kepada langkah-langkah kawalan terhadap hazard kesihatan, kimia, fizikal, biologiikal dan ergonomik yang wujud di tempat kerja. Turut menjalankan pemantauan terhadap Orang Yang Kompeten (OYK) seperti Pengapit, Juruteknik Higen dan OYK Pendedahan Bising. <i>Enforce FMA 1967 and OSHA 1994, leading to control actions towards health, chemical, physical, biological and ergonomic hazards at work places. Carry out monitoring activities on Competent Persons such as Assessors, Hygiene Technicians and Noise Exposure Competent Persons.</i>
Kerja Bina <i>Construction Building</i>	Memantau tahap keselamatan dan kesihatan pekerjaan di tempat kerja bagi sektor pembinaan melalui penguatkuasaan tapak bina di bawah peruntukan AKKP 1994 dan AKJ 1967 terutamanya Peraturan-Peraturan (Kendalian Bangunan dan Kerja-Kerja Binaan Kejuruteraan) Keselamatan Kilang dan Jentera 1986. Turut menjalankan pemantauan terhadap OYK dan Orang Yang Bertanggungjawab (OYB) dari segi pelaporan dan pemeriksaan tempat kerja, jentera dan struktur sementara di tapak binaan. <i>Monitor occupational safety and health at work places for the construction sector through construction site enforcement under the provisions of OSHA 1994 and FMA 1967, especially the Factories and Machinery (Building Operations and Works of Engineering Construction) Safety Regulations 1986. Carry out monitoring activities on Competent Persons and Responsible Persons from aspects of reporting and inspection of work places, machinery and temporary structures at construction sites.</i>
Kesihatan Pekerjaan <i>Occupational Health</i>	Menguatkuasakan perundangan KKP khususnya yang berkaitan dengan kesihatan pekerjaan serta menggalakkan pengamalan dan perlindungan kesihatan setiap tempat kerja melalui aktiviti seperti kempen kesihatan, siasatan terhadap aduan berkaitan penyakit dan keracunan pekerjaan, pemantauan ke atas Doktor Kesihatan Pekerjaan (OHD), menjalankan pemantauan koda amalan berkaitan serta saringan kesihatan ke atas pekerja. <i>Enforce occupational safety and health laws, particularly those relating to occupational health, and encourage the practice and protection of health at every work place through activities such as health campaigns, investigations of occupational disease and poisoning-related complaints, monitoring Occupational Health Doctors (OHD), and carrying out monitoring activities on relevant codes of practice and health screening of workers.</i>

**Jadual 3: Pencapaian Bahagian Khidmat Teknik Bagi Tahun 2013 dan 2014**

**Table 3: Achievements of Technical Services Division for 2013 and 2014**

Khidmat Teknik / Technical Service		Pencapaian 2013 Achievement in 2013	Pencapaian 2014 Achievement in 2014
<b>SEKSYEN ANALISIS &amp; PROSESAN / ANALYSIS AND PROCESSING SECTION</b>			
1	Permit-to-Install (PTI) / <i>Permit-to-Install (PTI)</i>		
	i. Kilang Baru / <i>i. New Factories</i>	1587	2056
	ii. Jentera Tambahan / <i>ii. Additional Machineries</i>	1553	2090
2	Pemeriksaan Pertama / <i>First Inspection</i>		
	i. Jentera Bersijil Baru / <i>i. Newly Certified Machineries</i>	23743	28378
	ii. Kilang dan Pemasangan Baru / <i>ii. New Factories and Installations</i>	2997	3825
3	Ujian Hidrostatik (HT) / <i>Hydrostatic Test - (HT)</i>	26488	27397
4	Kelulusan Kerja Baikpulih Jentera / <i>Approvals of Machinery Improvement Work</i>	923	933
5	Surat sokongan kepada Agensi Kerajaan / <i>Letters of Support to State Agencies</i>	345	497
6	Temuduga Drebar Enjin / <i>Engine Driver Interviews</i>	2149	2321
7	Pendaftaran dan Pembaharuan Operator Kren dan Pengendali Perancah <i>Registrations and Renewals of Crane and Scaffolding Operators</i>		
	i. Pendaftaran / <i>i. Registrations</i>	3531	5646
	ii. Pembaharuan / <i>ii. Renewals</i>	5788	5727
<b>SEKSYEN SIASATAN DAN PENDAKWAAN / INVESTIGATION AND PROSECUTION SECTION</b>			
1	Menyediakan Kertas Siasatan untuk tujuan Pendakwaan <i>Preparing Investigation Papers for Purposes of Prosecution</i>	773	1139
2	Mengendalikan Kes Pendakwaan / <i>Handling Prosecution Cases</i>	350	309
3	Tindakan Punitif / <i>Punitive Actions</i>		
	i. Surat Arahan / <i>i. Directive Letters</i>	42131	39287
	ii. Notis Akta Kilang dan Jentera 1967 <i>ii. Factories and Machinery Act 1967 Notice</i>	7587	7468
	iii. Notis Akta Keselamatan dan Kesihatan Pekerjaan 1994 <i>iii. Occupational Safety and Health Act 1994 Notice</i>	10599	11530
	iv. Kompaun AKJ / <i>iv. Factories and Machinery Act Compounds</i>	415	500

4	Menjalankan Siasatan Aduan / <i>Investigation of Complaints</i>	1373	1381
5	Menjalankan Siasatan Kes Kemalangan (Borang JKPP6) <i>Investigation of Accident Cases (Form JKPP6)</i>	4034	3428
<b>SEKSYEN RISIKO KHAS / SPECIAL RISKS SECTION</b>			
1	Verifikasi Borang JKPP 5 / <i>Verifications of Form JKPP 5</i>	116	114
2	Audit Major Hazard Installation (MHI) Bersama Bahagian Major Hazard (BMH) <i>Major Hazard Installation (MHI) Audits jointly with the Major Hazard Division</i>	80	104
3	Audit Non-Major Hazard Installation (NMHI)–Stokist Liquefied Petroleum Gas (LPG) <i>Non-Major Hazard Installation (NMHI) Audits – Liquefied Petroleum Gas (LPG) Stockists</i>	265	237
4	Audit NMHI - Selain Stokist LPG / <i>NMHI Audits – Other than LPG Stockists</i>	200	183
5	Laporan Audit NMHI / <i>NMHI Audit Reports</i>	61	44
6	Operasi Peraturan Control of Industrial Major Accident Hazards 1996 (CIMAHA) <i>Operations under the Control of Industrial Major Accident Hazards Regulations 1996 (CIMAHA)</i>	244	367
7	Laporan Operasi CIMAHA / <i>CIMAHA Operation Reports</i>	27	30
8	Menyaksi latihan Emergency Response Plan (ERP) <i>Watching Emergency Response Plan (ERP) Trainings</i>	53	74
9	Menyaksi Penyampaian Maklumat kepada Umum <i>Watching Delivery of Information to the Public</i>	39	43
10	Menilai Laporan Keberkesanan Penyampaian Maklumat kepada Umum <i>Evaluation of the Report on the Effectiveness of Delivery of Information to the Public</i>	85	52
11	Bilangan Permohonan Lanjutan Sijil Kelayakan (CF) < 3 bulan <i>Number of Applications for Extension of Certificate of Fitness (CF) &lt; 3 months</i>	241	199
12	Bil Pemohon (Lanjutan CF / Pengecualian Pemeriksaan Dalaman) <i>Number of Applicants (Extension of CF/Exemption of Internal Inspection)</i>	132	118
13	Bil Jentera (Lanjutan CF / Pengecualian Dalaman) <i>Number of Machineries (Extension of CF/Exemption of Internal Inspection)</i>	12372	10546
14	Bil Jentera yang diverifikasi (Lanjutan CF/Pengecualian Dalaman > 3 bulan) <i>Number of Verified Machineries (Extension of CF / Exemption of Internal Inspection &gt; 3 months)</i>	0	1464
15	Pemeriksaan ke Premis Permohonan Lanjutan CF / Pengecualian <i>Inspections at Premises Applying for Extension of CF / Exemption</i>	125	434
16	Pendakwaan Peraturan CIMAHA / <i>Prosecutions under CIMAHA Regulations</i>	2	5
17	Menyemak Laporan Environmental Impact Assessment (EIA) <i>Inspections of Environmental Impact Assessment (EIA) Reports</i>	78	93
18	Menjalankan Pemeriksaan Pertama dan Menyaksikan Ujian HT / <i>Pneumatik Carrying out First Inspections and Watching HT / Pneumatic Tests</i>		
	i. Natural Gas (NG) / <i>i. NG</i>	198	201
	ii. Liquid Petroleum Gas (LPG) / <i>ii. LPG</i>	222	375
	iii. Natural Gas Vehicle (NGV) / <i>iii. Natural Gas Vehicle (NGV)</i>	5	0
19	Mengeluarkan Surat Kebenaran Mengendali (Permit-to-Operate - PTO) / Daftar Pemasangan <i>Issuance of Permit-to-Operate - PTO / Installation Lists</i>		
	i. Natural Gas (NG) / <i>i. NG</i>	169	188
	ii. Liquid Petroleum Gas (LPG) / <i>ii. LPG</i>	190	238
	iii. NGV / <i>iii. NGV</i>	4	0
20	Menjalankan Pemeriksaan Ulangan ke atas Pengandung Tekanan Tak Berapi (Tangki/Alat Pengewap/Alat Pemisah Minyak), Talian Paip / <i>Carrying out Repeat Inspections on Unfired Pressure Vessels (Tanks/Evaporators/Oil Separators), Pipelines</i>		
	i. Natural Gas (NG) / <i>i. NG</i>	158	314
	ii. Liquid Petroleum Gas (LPG) / <i>ii. LPG</i>	411	472
	iii. NGV / <i>iii. NGV</i>	29	34
21	Menjalankan Siasatan dan Aduan (Kemalangan / Pemasangan Tanpa Kelulusan) - NG / LPG / NGV <i>Investigations and Prosecutions (Accidents / Installations without Approval) - NG / LPG / NGV</i>	25	24

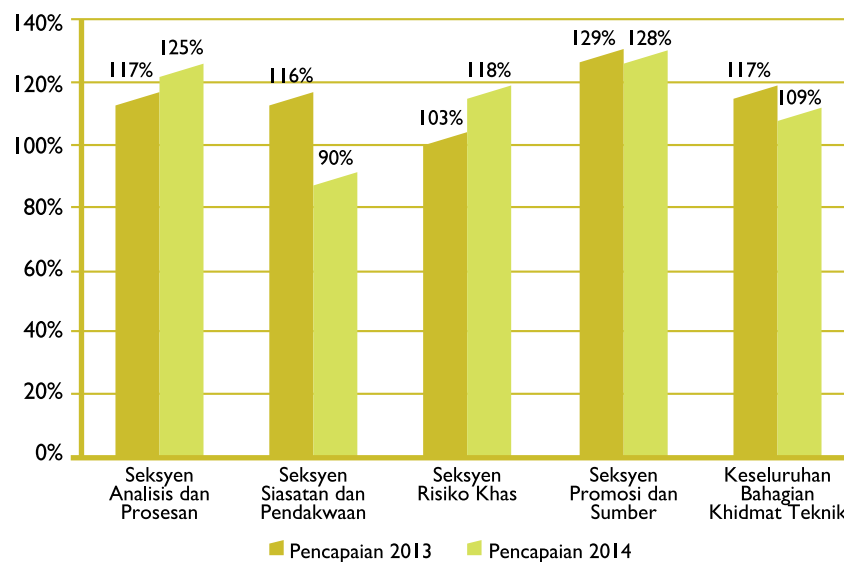
22	Operasi Talian Paip Tidak Berdaftar / <i>Operations of Non-Registered Pipelines</i>	46	48
23	Operasi Pemasangan Belum Berdaftar Berkaitan (Tangki and Manifold Silinder) dan Gas Asli (Internal Piping selepas Metering Station) <i>Installation Operations without Relevant Registrations (Tanks and Manifold Cylinders) and Natural Gas (Internal Piping after Metering Station)</i>	54	122

**SEKSYEN PROMOSI DAN SUMBER / PROMOTION AND RESOURCES SECTION**

1	Menyampaikan Ceramah / <i>Delivering Talks</i>	6852	10318
2	Bilangan Peserta / <i>Number of Participants</i>	93221	87087
3	Mengendalikan Pameran / <i>Organizing Exhibitions</i>	1379	1472
4	Promosi Keselamatan dan Kesihatan Pekerjaan (KKP) di Tempat Kerja (Van) <i>Promotion of Occupational Safety and Health at Work Places (Van)</i>	6818	4206
5	Promosi KKP di Tempat Awam (Van) <i>Promotion of Occupational Safety and Health at Public Places (Van)</i>	3042	689
6	Promosi KKP melalui Media Elektronik <i>Promotion of Occupational Safety and Health through Electronic Media</i>	112	103
7	Promosi KKP melalui Media Cetak <i>Promotion of Occupational Safety and Health through Print Media</i>	135	142
8	Dialog KKP / <i>On OSH</i>	5354	6024
9	Seminar KKP / <i>On OSH</i>	160	218

**Graf 1: Pencapaian Bahagian Khidmat Teknik bagi tahun 2013 dan 2014**

**Graph 1: Achievements of Technical Services Division for 2013 and 2014**



**Jadual 4: Pencapaian Bahagian Operasi Bagi Tahun 2013 dan 2014**

**Table 4: Achievements of Operations Division for 2013 and 2014**

OPERASI / OPERATIONS		Pencapaian 2013 <i>Achievement in 2013</i>	Pencapaian 2014 <i>Achievement in 2014</i>
<b>SEKSYEN PEMERIKSAAN STATUTORI / STATUTORY INSPECTION SECTION</b>			
1	Dandang Stim / <i>Steam Boilers</i>	10436	10010
2	Pengandung Tekanan Tak Berapi / <i>Unfired Pressure Vessels</i>	80962	87033
3	Lif / <i>Lifts</i>		
	i. Lif selain Projek Perumahan Rakyat (PPR) <i>i. Lifts other than in People's Housing Projects</i>	29838	32201
	ii. Lift di PPR diperiksa / <i>ii. Lifts in People's Housing Projects inspected</i>	496	290
	iii. Lift di PPR diperiksa semula / <i>iii. Lifts in People's Housing Projects re-inspected</i>	412	209
4	Kren Bergerak / <i>Mobile Cranes</i>	8205	9145
5	Lain-lain Mesin Angkat / <i>Other Hoisting Machines</i>	36414	39681

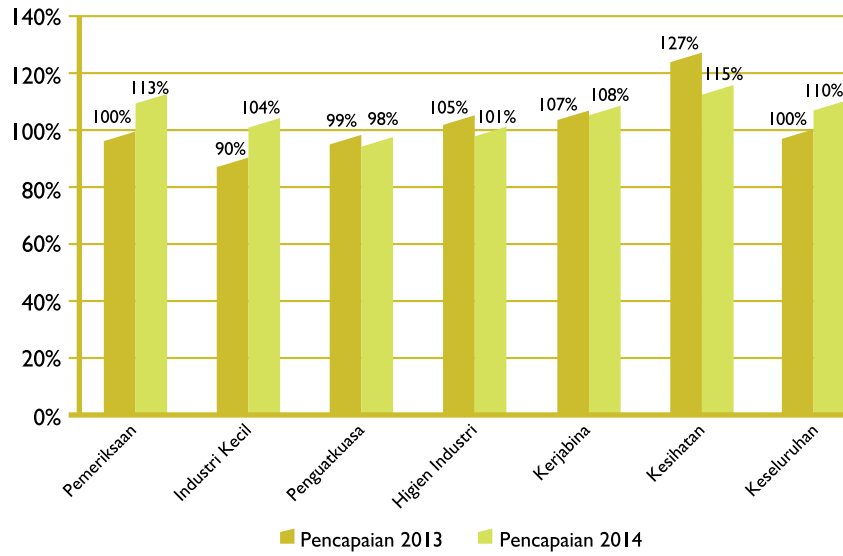
6	Pemeriksaan Kilang / <i>Factory Inspections</i>	10444	10684
7	Pepasangan Am / <i>General Installations</i>	16302	15197
8	Hand Safety - Power Press / <i>Hand Safety – Power Press</i>	1528	1079
<b>SEKSYEN INDUSTRI KECIL DAN SEDERHANA (IKS) / SMALL AND MEDIUM INDUSTRIES SECTION</b>			
1	Projek Perintis (Pintu ke Pintu) / <i>Pilot Project (Door-to-Door)</i>		
	i. Bilangan IKS terlibat / <i>i. Number of small and medium industries involved</i>	1531	1459
	ii. Bilangan lawatan / <i>ii. Number of visits</i>	4899	5170
2	Promosi Bergerak CAT van / <i>Mobile Promotion - CAT van</i>	578	529
3	Projek Payung / <i>Umbrella Project</i>	440	336
4	Pendaftaran Berterusan (10% dari jumlah IKS sedia ada) <i>Continuous Registrations (10% of existing small and medium industries)</i>	5864	4183
<b>SEKSYEN PENGUATKUASAAN / ENFORCEMENT SECTION</b>			
1	Pengilangan / <i>Factories</i>		
	i. Audit Ulangan / <i>i. Repeat Audits</i>	2126	2875
	ii. Audit Baru / <i>ii. New Audits</i>	1939	1507
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	1643	1990
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	603	800
2	Borong Runcit / <i>Wholesale Retail</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	782	820
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	1804	1390
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	461	451
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	184	170
3	Pengangkutan, Penyimpanan dan Komunikasi / <i>Transport, Storage and Communications</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	572	547
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	272	190
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	272	275
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	98	116
4	Perhotelan & Restoran / <i>Hotel and Restaurant</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	801	741
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	1130	949
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	493	387
	iv. JK Keselamatan - turut serta mesyuarat / <i>iv. Safety Committees - participated in meetings</i>	279	216
5	Kewangan, Insurans, Harta Tanah dan Perkhidmatan Perniagaan / <i>Finance, Insurance, Real Estate and Business Services</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	578	492
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	493	365
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	357	277
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	169	110
6	Perkhidmatan Awam dan Pihak Berkuasa Berkanun / <i>Public Service and Statutory Authorities</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audit</i>	684	708
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	833	526
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	530	537
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	188	195

7	Pertanian / <i>Agriculture</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	1867	1684
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	527	321
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	1212	1051
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	412	392
8	Perhutanan / <i>Forestry</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	167	113
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	197	185
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	80	20
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	21	15
9	Pelombongan dan Penguarian / <i>Mining and Quarrying</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	257	285
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	89	53
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	129	139
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meeting</i>	60	72
10	Veterinar / <i>Veterinary</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	670	605
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	271	189
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	82	91
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	42	35
11	Perikanan / <i>Fishery</i>		
	i. Pemeriksaan / Audit Ulangan/ <i>i. Inspections / Repeat Audits</i>	710	649
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	562	351
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	29	25
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	26	18
12	Kemudahan Elektrik, Gas, Air dan Perkhidmatan Kebersihan / <i>Electricity, Gas, Water and Hygiene Service Utilities</i>		
	i. Pemeriksaan / Audit Ulangan / <i>i. Inspections / Repeat Audits</i>	340	397
	ii. Pemeriksaan / Audit Baru / <i>ii. Inspections / New Audits</i>	310	193
	iii. JK Keselamatan - diaudit (menggunakan senarai semak) <i>iii. Safety Committees - audited (using checklist)</i>	217	245
	iv. JK Keselamatan - turut serta mesyuarat <i>iv. Safety Committees - participated in meetings</i>	135	113
<b>SEKSYEN HIGEN INDUSTRI / INDUSTRIAL HYGIENE SECTION</b>			
1	Pemeriksaan Ergonomik / <i>Ergonomic Inspections</i>	1328	1237
2	Pemeriksaan Higen Industri / <i>Industrial Hygiene Inspections</i>	2621	2545
3	Permonitoran Bunyi Bising / <i>Noise Monitoring</i>	154	124
4	Permonitoran Kimia / <i>Chemicals Monitoring</i>	56	56
5	Penaksiran Pencahayaan / <i>Lighting Assessments</i>	383	291
6	Penaksiran Tegasan Haba / <i>Thermal Stress Assessments</i>	83	87
7	Pemantauan Peralatan Kawalan (Local Exhaust Ventilation / General Ventilation, Water Spray) <i>Control Equipment Monitoring (Local Exhaust Ventilation / General Ventilation, Water Spray)</i>	86	85
8	Penguatkuasaan Bunyi Bising / <i>Noise Enforcements</i>	2137	2294

9	Penguatkuasaan Timah Hitam / Habuk Galian / Asbestos <i>Lead / Mineral Dusts / Asbestos Enforcements</i>	176	155
10	Penguatkuasaan / Operasi Peraturan Use and Standards of Exposure of Chemicals Hazardous to Health 2000 (USECHH) <i>Use and Standards of Exposure of Chemicals Hazardous to Health Regulations 2000 (USECHH) Enforcements / Operations</i>	2408	3365
11	Penguatkuasaan Peraturan Classification, Packaging and Labelling of Hazardous Chemicals 1997(CPL) / Peraturan Classification, Labelling and Safety Data Sheet of Hazardous Chemicals 2013 (CLASS) <i>Classification, Packaging and Labelling of Hazardous Chemicals Regulations 1997 (CPL) / Classification, Labelling and Safety Data Sheet of Hazardous Chemicals Regulations 2013 (CLASS) Enforcements</i>	225	214
12	Audit Ruang Terkurung / <i>Confined Space Audits</i>	766	793
13	Pemeriksaan / Audit Indoor Air Quality (IAQ) <i>Indoor Air Quality Inspections / Audits (IAQ)</i>	201	193
14	Penaksiran Chemical Health Risk Assessment (CHRA) <i>Chemical Health Risk Assessments (CHRA)</i>	58	47
15	Memantau kerja-kerja Orang yang Kompeten (OYK) / Orang yang Bertanggungjawab (OYB) <i>Monitoring Competent Persons / Responsible Persons</i>	980	836
16	Penyediaan Kertas Siasatan Higien Industri <i>Preparation of Industrial Hygiene Investigation Papers</i>	19	19
<b>SEKSYEN KERJA BINA / CONSTRUCTION WORK SECTION</b>			
1	Mendaftar Tapak Bina / <i>Registrations of Construction Sites</i>	3395	3422
2	Menjalankan Pemeriksaan / Audit di tapak bina <i>Conducting Inspections / Audits at construction sites</i>	7329	8229
3	JK Keselamatan - diaudit (menggunakan senarai semak) <i>Safety Committees - audited (using checklist)</i>	680	1346
4	JK Keselamatan - turut serta mesyuarat <i>Safety Committees – participated in meetings</i>	75	325
<b>SEKSYEN KESIHATAN PEKERJAAN / OCCUPATIONAL HEALTH SECTION</b>			
1	Menjalankan Siasatan: / <i>Conducting Investigations on:</i>		
	i. Aduan / <i>i. Complaints</i>	38	76
	ii. Penyakit dan Racun ( Borang JKPP 7) <i>ii. Diseases and Poisoning (Form DOSH 7)</i>	1798	1922
2	Membuat Pemantauan ke atas Laporan: / <i>Monitoring on Reports:</i>		
	i. USECHH 4, 5i, 5ii (abnormal result) / <i>i. USECHH 4, 5i, 5ii (abnormal result)</i>	281	349
	ii. Audio metric Report / <i>ii. Audio metric Report</i>	398	652
	iii. CHRA / <i>iii. CHRA</i>	388	677
3	Membimbing dan Memantau Program: / <i>Guiding and Monitoring Programmes:</i>		
	i. HIV/AIDS / <i>i. HIV/AIDS</i>	40	27
	ii. Dadah dan Alkohol / <i>ii. Drugs and Alcohol</i>	46	28
4	Perkhidmatan Basic Occupational Health for Small and Medium Industries (SMI) <i>Basic Occupational Health for Small and Medium Industries (SMI) Services</i>	1621	2326
5	My HESS / <i>My HESS</i>	1122	1131

**Graf 2: Pencapaian Bahagian Operasi bagi tahun 2013 dan 2014**

**Graph 2: Achievements of Operations Division for 2013 and 2014**



Pegawai melakukan pemeriksaan pertama ke atas pengandung tekanan tak berapi  
*Officer conducting first inspections on unfired pressure vessels*



Pemeriksaan ke atas kren menara bagi tujuan pendaftaran jentera  
*Inspection on tower crane for purposes of machinery registration*



Pegawai menjalankan siasatan kemalangan di tapak pembinaan  
*Officer conducting investigation of accident at construction site*



Pegawai Pendakwa bersama Pegawai Penyiasat bagi kes perbicaraan di mahkamah  
*Prosecuting Officer and Investigating Officer at case hearing at court*



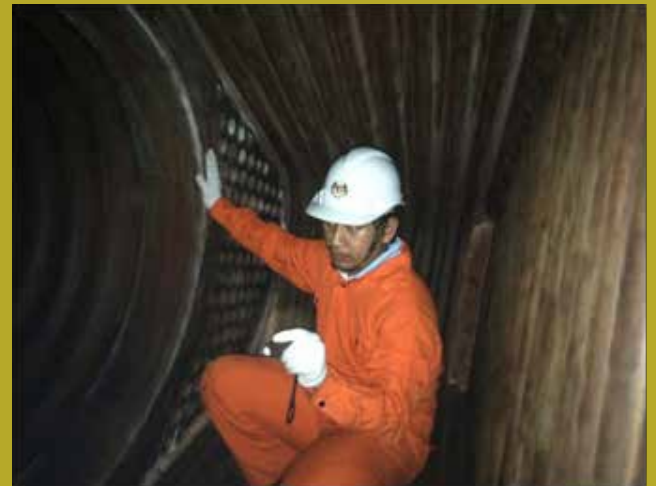
Pegawai menyampaikan ceramah kesedaran KKP di tempat kerja  
*Officer delivering occupational safety and health awareness talk at work place*



Pegawai bersedia menerima kunjungan pelawat di gerai pameran bagi mempromosikan KKP  
*Officer ready to receive visitors at exhibition booth for promoting occupational safety and health*



Pegawai membuat pemeriksaan ulangan ke atas salah satu komponen keselamatan pada pintu lif penumpang  
*Officer inspecting one of the safety component at lift's car door during renewal inspection*



Pemeriksaan pada komponen dan struktur dalam jentera dandang stim  
*Inspection on structure and component of a steam boiler*



Taklimat KKP bagi sektor IKS di sebuah kilang memproses makanan  
*Occupational Safety and Health Talk for small and medium industries at a food-processing factory*



Pegawai menjalankan pengukuran bunyi bising di sebuah kilang percetakan  
*Officer conducting noise measurement at a printing factory*



Para pegawai menjalankan penguatkuasaan KKP di tapak pembinaan terowong projek Mass Rapid Transit (MRT)  
*Officers carrying out occupational safety and health enforcement at a tunnel construction site of the Mass Rapid Transit (MRT) Project*



Temubual ke atas pekerja sewaktu penyiasatan aduan penyakit pekerjaan  
*Interview with worker during investigation of occupational disease complaint*

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Faks : 087 - 424 855  
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En. Zainee bin Mohamad  
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Bangunan Rumah Persekutuan,  
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Tingkat 11, Wisma Vasty, Jalan Pulau,  
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SUDC Commercial Development,  
Kuhara Point, Jalan Kuhara,  
Peti Surat 60657,  
91016 Tawau, Sabah  
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Faks : 089 - 749 635  
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## **DOSH SECTION**

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**Setiausaha Majlis Negara Bagi  
Keselamatan dan Kesihatan Pekerjaan**  
*Secretary of National Council for  
Occupational Safety and Health*

# SETIAUSAHA MAJLIS NEGARA BAGI KESELAMATAN DAN KESIHATAN PEKERJAAN

Setiausaha Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan (MNKKP) bertanggungjawab sepenuhnya dalam mengurus dan mendukung perjalanan aktiviti dan program Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan. Selain itu, sekretariat Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan juga menjalankan program hebahan dan promosi yang melibatkan Keselamatan dan Kesihatan Pekerjaan.

## AKTIVITI / PROGRAM SETIAUSAHA MAJLIS NEGARA BAGI KESELAMATAN DAN KESIHATAN PEKERJAAN

1. Mengurus pelantikan Ahli Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan;
2. Mengurus Mesyuarat Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan dan Mesyuarat JK Kecil dibawah Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan;
3. Mengurus lawatan kerja Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan;
4. Mengurus dan mengendali program hebahan dan promosi Keselamatan dan Kesihatan Pekerjaan seperti Sambutan Hari Sedunia bagi Keselamatan dan Kesihatan di Tempat Kerja (*World OSH Day*), Minggu Keselamatan dan Kesihatan Pekerjaan (*OSH Week*);
5. Menganjurkan seminar, bengkel, persidangan, pameran dan ceramah berkaitan Keselamatan dan Kesihatan Pekerjaan;
6. Menganjurkan Anugerah Cemerlang Keselamatan dan Kesihatan Pekerjaan Kebangsaan (*National OSH Excellent Award*);
7. Mengurus Akaun Amanah Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan.

# SECRETARY OF THE NATIONAL COUNCIL FOR OCCUPATIONAL SAFETY AND HEALTH

*Secretary of the National Council for Occupational Safety and Health is fully responsible for managing and supporting the running of activities and programmes of the National Council for Occupational Safety and Health (NCOSH). Apart from that, the Secretariat also runs publicity and promotion programmes involving occupational safety and health.*

## ACTIVITIES / PROGRAMMES SECRETARY OF THE NATIONAL COUNCIL FOR OCCUPATIONAL SAFETY AND HEALTH

1. *Managing the appointment of members of the NCOSH;*
2. *Managing the NCOSH Meetings and Small Committee Meetings under the NCOSH;*
3. *Managing work visits of the NCOSH;*
4. *Managing and handling Occupational Safety and Health publicity and promotion programmes such as the World OSH Day and OSH Week;*
5. *Conducting seminars, workshops, conferences, exhibitions and talks relating to Occupational Safety and Health;*
6. *Holding the National OSH Excellent Award;*
7. *Managing the Trust Account of the NCOSH.*

# AKTIVITI SAMBUTAN / SEMINAR KKP SEPANJANG TAHUN 2014

## OSH ACTIVITIES / SEMINARS IN 2014

Bil No	Tarikh / Date	Aktiviti / Program Activity / Programme	Tempat / Venue	Perasmian Officiated by	Jumlah Peserta No. of Participants
1	19 Mac 2014 19 March 2014	Hari Keselamatan dan Kesihatan Pekerjaan di Dunham Bush	Dunham Bush Sdn. Bhd. Kajang, Selangor	YB Dato' Sri Richard Riot Anak Jaem Menteri Sumber Manusia <i>Minister of Human Resources</i>	1,000
2	28 April 2014 28 April 2014	Sambutan Hari Sedunia Bagi Keselamatan dan Kesihatan di Tempat Kerja 2014	Bangunan DUN Lama, Kuching, Sarawak	YB Dato' Sri Haji Ismail bin Haji Abd. Muttalib Timbalan Menteri Sumber Manusia <i>Deputy Minister of Human Resources</i>	1,000
3	10 Mei 2014 10 May 2014	Seminar Keselamatan dan Kesihatan Pekerjaan di Perusahaan Kecil dan Sederhana Zon Tengah 2014	NIOSH, Bangi, Selangor	Pn. Rohana binti Ramly, Ahli MNKKP <i>NCOSH Member</i>	100
4	15 Mei 2014 15 May 2014	Program Kesedaran Keselamatan dan Kesihatan Pekerjaan di Sekolah Peringkat Negeri Pahang 2014	SMK Ampuan Afzan, Chenor, Pahang	Yb Dato' Sri Haji Ismail bin Haji Abd. Muttalib Timbalan Menteri Sumber Manusia <i>Deputy Minister of Human Resources</i>	300
5	22 Mei 2014 22 May 2014	Majlis Pelancaran Peraturan-Peraturan Kilang dan Jentera (Skim Pemeriksaan Khas) (Pemeriksaan Berasaskan Risiko)	Sultan Ahmad Shah International Convention Centre, Kuantan, Pahang	YB Dato' Sri Haji Ismail bin Haji Abd. Muttalib Timbalan Menteri Sumber Manusia <i>Deputy Minister of Human Resources</i>	300
6	19 Jun 2014 19 June 2014	Program Kesedaran Keselamatan dan Kesihatan Pekerjaan di Sekolah Peringkat Negeri Johor 2014	SMK Tasek Utara, Johor	Pn. Lok Yim Pheng, Ahli MNKKP <i>NCOSH Member</i>	300
7	23 Ogos 2014 23 August 2014	Program Kesedaran KKP di Sekolah Negeri Perak	SMK Jelapang Jaya, Ipoh	Ir. Haji Dasuki bin Mohd Haek Pengarah JKPP Perak <i>DOSH Perak Director</i>	300
8	03 September 2014 03 September 2014	Program Kesedaran KKP di Sekolah Negeri Kedah	Alor Setar, Kedah	Pn. Lok Yim Pheng Ahli MNKKP <i>NCOSH Member</i>	300
9	10 September 2014 10 September 2014	Seminar KKP di Sektor Pelancongan Negeri Sabah	Auditorium Tun Mustapha, Kota Kinabalu, Sabah	YB Datuk Seri Panglima Masidi Manjun Menteri Pelancongan, Kebudayaan dan Alam Sekitar Negeri Sabah <i>Minister of Sabah Tourism, Culture and Environment</i>	1,000
10	23 September 2014 23 September 2014	Seminar KKP Peringkat Negeri Kelantan	Pengkalan Kubor, Kelantan	YB Dato' Sri Hj Ismail bin Haji Abd Muttalib Timbalan Menteri Sumber Manusia <i>Deputy Minister of Human Resources</i>	300

11	25 September 2015 <i>25 September 2015</i>	Majlis Pelancaran <i>Safety Patrol Unit</i> JKKP dan Prasarana	Stesen LRT Awan Besar, KL	Ir. Mohtar bin Musri Ketua Pengarah JKKP Malaysia <i>DOSH Director General</i>	300
12	30 September 2014 <i>30 September 2014</i>	Program Kesedaran KKP di Sekolah Pulau Pinang	SMK Guar Perahu, Pulau Pinang	YB Dato' Sri Haji Ismail bin Haji Abd Muttalib Timbalan Menteri Sumber Manusia <i>Deputy Minister of Human Resources</i>	300
13	18 November 2014 <i>18 November 2014</i>	Seminar KKP di Sektor Pertanian Negeri Sabah	Pulau Pinang	Ir. Mohtar Bin Musri Ketua Pengarah JKKP Malaysia <i>DOSH Director General</i>	500
14	02 Disember 2014 <i>02 December 2014</i>	Seminar KKP di Sektor Pertanian Negeri Kedah	Sungai Petani Inn, Kedah	Timbalan Ketua Pengarah Jabatan Pertanian Malaysia <i>Department of Agriculture Deputy Director General</i>	300
15	03 Disember 2014 <i>03 December 2014</i>	Seminar KKP di Perusahaan Kecil dan Sederhana Zon Utara	Hotel Pearl View, Pulau Pinang	En. Micheal Kang Hua Keong Ahli MNKPP <i>NCOSH Member</i>	150
16	17 Disember 2014 <i>17 December 2014</i>	Anugerah Cemerlang KKP Kebangsaan 2014	Hotel Marriott Putrajaya	YB Dato' Sri Richard Riot anak Jaem Menteri Sumber Manusia <i>Human Resources Minister</i>	1,000
17	17 Disember 2014 – 18 Disember 2014 <i>17 December 2014 – 18 December 2014</i>	Seminar Kebangsaan Keselamatan dan Kesihatan Pekerjaan di Sektor Pembinaan 2014	PICC, Putrajaya	En. Mohd Sahar bin Darusman Timbalan Ketua Setiausaha, Kementerian Sumber Manusia <i>Deputy Chief Secretary, Ministry of Human Resources</i>	500

## Aktiviti / Program Setiausaha Majlis Negara Bagi Keselamatan dan Kesihatan Pekerjaan

### *Activities / Programs Secretary National Council For Occupational Safety and Health*



Menteri Sumber Manusia YB Dato' Sri Richard Riot anak Jaem menyampaikan anugerah bagi kategori CEO kepada Ketua Pegawai Eksekutif Malaysia LNG Sdn. Bhd. iaitu Tn. Haji Zakaria bin Kasah di Anugerah Cemerlang Keselamatan dan Kesihatan Pekerjaan Kebangsaan 2014 di IOI Marriott Putrajaya pada 17 Disember 2014

*Minister of Human Resources YB Dato' Sri Richard Riot anak Jaem presenting the award for CEO category to the Malaysia Chief Executive Officer of LNG Sdn. Bhd. Tn. Haji Zakaria bin Kasah at the 2014 National OSH Excellent Award at IOI Marriott Putrajaya on 17 December 2014*



Timbalan Menteri Sumber Manusia YB Dato' Sri Haji Ismail bin Haji Abd. Muttalib melawat pameran sempena Sambutan Hari Sedunia bagi Keselamatan dan Kesihatan di Tempat Kerja 2014 di Bangunan Lama DUN Sarawak, Kuching, Sarawak pada 28 April 2014.

*Deputy Minister of Human Resources YB Dato' Sri Haji Ismail bin Haji Abd. Muttalib visiting exhibitions in conjunction with World OSH Day 2014 at Bangunan Lama DUN Sarawak, Kuching, Sarawak on 28 April 2014*



Menteri Sumber Manusia YB Dato' Sri Richard Riot anak Jaem menyampaikan safety vest dan topi kaledar sempena Hari Keselamatan dan Kesihatan Pekerjaan di Dunham Bush Industries, Kajang, Selangor

*Minister of Human Resources YB Dato' Sri Richard Riot anak Jaem presenting a safety vest and helmet in conjunction with OSH Day at Dunham Bush Industries, Kajang, Selangor*



Pengarah JKKP Selangor, Tn. Hj Zahrir bin Osman ketika Wawancara Wanita Hari Ini 2014 di Sri Pentas, Bandar Utama, Selangor

*DOSH Selangor Director Tn. Hj Zahrir bin Osman at the Wanita Hari Ini Interview 2014 at Sri Pentas, Bandar Utama, Selangor*



En. Mohd Sahar Bin Darusman, Timbalan Ketua Setiausaha (Dasar & Antarabangsa) KSM bersama-sama Ir. Mokhtar Bin Musri Ketua Pengarah JKKP Malaysia ketika menyempurnakan gimik perasmian Seminar Kebangsaan Keselamatan dan Kesihatan Pekerjaan di Sektor Pembinaan di Pusat Konvensyen Antarabangsa Putrajaya (PICC)

*En. Mohd Sahar Bin Darusman, Deputy Chief Secretary (Policy and International) of Ministry of Human Resources with Director General of DOSH Malaysia Ir. Mokhtar Bin Musri officiating the National Construction Sector Occupational Safety and Health Seminar at the Putrajaya International Convention Centre (PICC)*



YB Dato' Sri Hj Ismail bin HjAbd. Muttalib, Timbalan Menteri Sumber Manusia bersama YB Datuk Seri Panglima Masidi Manjun Menteri Pelancongan, Kebudayaan dan Alam Sekitar Negeri Sabah melawat gerai pameran pada Seminar Keselamatan dan Kesihatan Pekerjaan Sektor Pelancongan Negeri Sabah di Auditorium Tun Mustapha, Kota Kinabalu, Sabah

*Deputy Minister of Human Resources YB Dato' Sri Hj Ismail bin HjAbd. Muttalib, with Minister of Sabah Tourism, Culture and Environment YB Datuk Seri Panglima Masidi Manjun, visiting an exhibition booth during the Sabah Tourism Sector Occupational Safety and Health Seminar at Auditorium Tun Mustapha, Kota Kinabalu, Sabah*



Timbalan Menteri Sumber Manusia YB Dato' Sri Haji Ismail bin Haji Abd. Muttalib merasmikan Majlis Pelancaran Peraturan-Peraturan Kilang dan Jentera (Skim Pemeriksaan Khas) (Pemeriksaan Berasaskan Risiko) 2014 di Zenith Hotel and Convention Centre, Kuantan, Pahang

*Deputy Minister of Human Resources YB Dato' Sri Haji Ismail bin Haji Abd. Muttalib officiating the Launch Ceremony of Factories and Machinery (Special Scheme of Inspection) (Risk-Based Inspection) Regulations 2014 at Zenith Hotel and Convention Centre, Kuantan, Pahang*



YB Dato' Sri Hj Ismail bin Hj Abd. Muttalib, Timbalan Menteri Sumber Manusia mempengerusikan Mesyuarat Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan Bil 3/2014 di Menara Inoprise, Kota Kinabalu, Sabah

*YB Dato' Sri Haji Ismail bin Hj Abd. Muttalib, the Deputy Minister of Human Resources chairing the National Council for Occupational Safety and Health Meeting No. 3/2014 at Inoprise Tower, Kota Kinabalu, Sabah*



**Bahagian Industri Kecil Sederhana dan  
Sektor Bukan Kilang**  
*Small Medium Industry and Non Factory  
Sector Division*

# LATAR BELAKANG BAHAGIAN

Bahagian Industri Kecil Sederhana dan Sektor Bukan Kilang di ibu pejabat diwujudkan secara rasminya apabila Jabatan Perkhidmatan Awam telah meluluskan Waran Perjawatan Bilangan S59 Tahun 2014 yang berkuatkuasa mulai 1 Mac 2014. Waran perjawatan ini diperolehi susulan Pelaksanaan Penstrukturan Semula JKKP 2014.

Bahagian ini dipertanggungjawabkan untuk melaksanakan aktiviti yang melibatkan industri kecil dan sederhana. Selain itu, Bahagian ini juga bertanggungjawab melaksanakan aktiviti yang melibatkan sektor bukan kilang iaitu sektor yang terdapat di Jadual Pertama di bawah Akta Keselamatan dan Kesihatan Pekerjaan 1994 (AKKP 1994) kecuali sektor pengilangan dan pembinaan. Dari aspek struktur pelaksanaan dan penguatkuasaan sedia ada, JKKP negeri melalui Seksyen Industri Kecil dan Sederhana dan Seksyen Penguatkuasaan bertanggungjawab mengendalikan aktiviti yang melibatkan industri kecil sederhana dan sektor bukan kilang. Kewujudan Bahagian ini di ibu pejabat dapat memberi tumpuan yang khusus dalam merancang, menyelaras, memantau dan membantu melaksanakan aktiviti yang dijalankan oleh Seksyen Industri Kecil dan Sederhana dan Seksyen Penguatkuasaan di Pejabat Negeri.

Bahagian ini juga mengendalikan beberapa aktiviti berkaitan aspek pelaksanaan dan penguatkuasaan seperti penyeragaman pendaftaran dan pemeriksaan tempat kerja, khidmat nasihat dan pembangunan kompetensi pegawai. Bagi melicinkan pelaksanaan aktiviti keselamatan dan kesihatan pekerjaan (KKP) di tempat kerja yang merangkumi pelbagai sektor, Bahagian ini bertanggungjawab mewujudkan jalinan kerjasama dengan agensi-agensi kerajaan, badan bukan kerajaan dan lain-lain badan/institusi yang berkaitan.

## FUNGSI SEKSYEN

Fungsi Seksyen melibatkan pelaksanaan aktiviti bagi meningkatkan tahap keselamatan dan kesihatan pekerjaan di sektor industri kecil sederhana (IKS) dan sektor bukan kilang (SBK). Bahagian ini terdiri daripada dua seksyen iaitu Seksyen Industri Kecil dan Sederhana dan Seksyen Sektor Bukan Kilang. Fungsi kedua-dua seksyen adalah seperti berikut:

## SEKSYEN INDUSTRI KECIL DAN SEDERHANA

1. Merancang dan memantau semua program/model baru seperti WISE, WISCON, WIND yang dibangunkan oleh plan strategi di bawah OSH MP 15 yang akan dilaksanakan oleh Pejabat Negeri.
2. Mengatur strategi membantu IKS mematuhi perundangan keselamatan dan kesihatan pekerjaan melalui inisiatif baru dan progres pelaksanaan dianalisis setiap tahun dan mencadangkan semak semula setiap 5 tahun.
3. Merangka, mengkaji dan menyemak semula perundangan dan polisi Jabatan berkaitan keselamatan dan kesihatan pekerjaan untuk digunapakai di sektor IKS.
4. Mengatur strategi baru kawalan hazard yang dikenalpasti daripada aktiviti kerja IKS.

# BACKGROUND OF DIVISION

*The Small and Medium Industries and Non-Factory Sectors Division at the head office was created officially when the Public Service Department approved the Recruitment Warrant No S59 of 2014, which took effect on 1 March 2014. The Recruitment Warrant was obtained following the Implementation of the Restructuring of DOSH in 2014.*

*This division is responsible for carrying out activities involving small and medium industries. In addition, the division is also responsible for carrying out activities involving non-manufacturing sector, a sector that is available in the First Schedule under the Occupational Safety and Health Act 1994 (AKKP 1994) except manufacturing and construction sectors. From the aspects of the implementation and enforcement of existing state DOSH through the Small and Medium Industry Section and Enforcement Section is responsible for organizing activities involving small and medium industries and non-manufacturing sectors. The existence of this division at headquarters can focus on a specific plan, coordinate, monitor and help implement the activities carried out by the Section of Small and Medium Enterprises and the Enforcement Section in the Office of the State.*

*The Division also conducts several activities relating to implementation and enforcement such as the standardisation of work place registration and inspection, advisory services and development of officer competency. In order to ease the implementation of occupational safety and health activities which involves various sectors, the Division is responsible for establishing cooperative relationships with government agencies, non-government bodies and other relevant bodies/institutions.*

## FUNCTIONS OF THE SECTIONS

*The Functions of the Section include the implementation of activities for enhancing the level of occupational safety and health in small and medium industries sector and non-factory sectors. The Division consists of two sections, which are the Small and Medium Industries Section and the Non-Factory Sectors Section. The functions of the two Sections are as follows:*

## SMALL AND MEDIUM INDUSTRIES SECTION

1. *Plan and monitor all new programmes/models such as WISE, WISCON, WIND which are developed under the strategic plan OSH MP 15 and will be implemented by the State Offices.*
2. *Organise strategies to help small and medium industries comply with occupational safety and health laws through new initiatives and implementation progress that are annually analysed, and to propose a review every 5 years.*
3. *Draft, research and review laws and Department policies relating to occupational safety and health used by the small and medium industries sector.*
4. *Organise new hazard-controlling strategies identified from the work activities of small and medium industries.*

- |  |  |
|--|--|
| <p>5. Pusat maklumat bersepadu kepada seksyen IKS Pejabat Negeri dan Bahagian Dasar Antarabangsa dan Pembangunan Penyelidikan JKKP (ASEAN OSHnet, ASEM)</p> <p>6. Menerima dan mengumpul maklumat dan laporan bulanan yang dilakukan oleh Seksyen IKS Pejabat Negeri.</p> <p>7. Menganalisa maklumat pelaksanaan dan keberkesanan program / aktiviti yang dijalankan oleh Pejabat Negeri.</p> <p>8. Memberi khidmat nasihat, teknikal dan kepakaran kepada Pejabat Negeri, syarikat dan IKS.</p> <p>9. Mengkoordinasi program latihan IKS kepada pegawai JKKP khusus yang terlibat dalam aktiviti di sektor berkaitan.</p> <p>10. Mengkoordinasi penyeragaman program penguatkuasaan perundangan keselamatan dan kesihatan pekerjaan di sektor IKS oleh Pejabat Negeri.</p> <p>11. Mengeluarkan laporan tahunan khusus untuk IKS</p> | <p>5. <i>The integrated information centre for the Small and Medium Industries Sections of the State Offices and the International Policy and Research Development Division of DOSH (ASEAN OSHnet, ASEM, etc.).</i></p> <p>6. <i>Receive and gather information and monthly reports prepared by Small and Medium Industries Sections of State Offices.</i></p> <p>7. <i>Analyse information of the implementation and effectiveness of programmes / activities conducted by State Offices.</i></p> <p>8. <i>Provide advisory, technical and expert services to State Offices, companies and small and medium industries.</i></p> <p>9. <i>Coordinate Small and Medium Industry Training Programmes for DOSH officers, specifically those involved in the activities of the relevant sectors.</i></p> <p>10. <i>Coordinate the standardisation of occupational safety and health law enforcement programmes in the small and medium industries sector by State Offices.</i></p> <p>11. <i>Produce annual report specifically for Small and Medium Industries.</i></p> |
|--|--|

## **SEKSYEN SEKTOR BUKAN KILANG**

1. Menguatkuasa Akta Keselamatan dan Kesihatan Pekerjaan 1994 dan Akta Kilang dan Jentera 1967 beserta peraturan dibawahnya ke atas SBK.
2. Merangka, mengkaji dan menyemak semula perundangan dan polisi Jabatan berkaitan KKP untuk digunakan di SBK.
3. Merancang dan memantau program audit sistem pengurusan keselamatan dan kesihatan pekerjaan oleh Pejabat Negeri.
4. Menerima dan mengumpul maklumat dan laporan bulanan yang dilakukan oleh Seksyen Penguatkuasaan Pejabat Negeri.
5. Pusat maklumat bersepadu kepada Seksyen SBK (Seksyen Penguatkuasaan) Pejabat Negeri.
6. Menganalisa maklumat pelaksanaan dan keberkesanan program / aktiviti yang dijalankan oleh Pejabat Negeri.
7. Memberi khidmat nasihat, teknikal dan kepakaran kepada Pejabat Negeri dan SBK.
8. Mengkoordinasi program latihan SBK kepada pegawai JKKP khusus yang terlibat dalam aktiviti di sektor berkaitan.
9. Mengkoordinasi penyeragaman program penguatkuasaan perundangan keselamatan dan kesihatan pekerjaan di SBK oleh Pejabat Negeri.
10. Mengeluarkan laporan tahunan khusus untuk SBK untuk dibekalkan kepada Bahagian Dasar Antarabangsa dan Pembangunan Penyelidikan JKKP.

## **NON-FACTORY SECTORS SECTION**

1. *Enforce the Occupational Safety and Health Act 1994 and the Factories and Machinery Act 1967 and their regulations in the non-factory sectors.*
2. *Draft, research and review laws and Department policies relating to occupational safety and health used by the non-factory sectors.*
3. *Plan and monitor auditing programmes for the occupational safety and health management systems of State Offices.*
4. *Receive and gather information and monthly reports prepared by Enforcement Sections of State Offices.*
5. *The integrated information centre for the Non-Factory Sectors (Enforcement Section) of State Offices.*
6. *Analyse information of the implementation and effectiveness of programmes / activities conducted by State Offices.*
7. *Provide advisory, technical and expert services to State Offices and Non-Factory Sectors.*
8. *Coordinate Non-Factory Sector training programmes for DOSH officers, specifically those involved in the activities of the relevant sectors.*
9. *Coordinate the standardisation of occupational safety and health enforcement programmes in the Non-Factory Sectors by State Offices.*
10. *Produce annual report specifically for Non-Factory Sectors to be supplied to the International Policy and Research Development Division of DOSH.*

## AKTIVITI BAHAGIAN

Sebelum kewujudan Bahagian ini, terdapat aktiviti yang sedang dijalankan melibatkan industri kecil sederhana dan sektor bukan kilang. Aktiviti tersebut adalah seperti program bimbingan pematuhan untuk industri kecil sederhana iaitu program kerjasama Majlis Negara bagi Keselamatan dan Kesihatan Pekerjaan dengan Perkeso, aktiviti di sektor pengangkutan, pelaksanaan AKKP 1994 di sektor awam dan lain-lain. Dengan adanya Bahagian ini, aktiviti yang sedang berjalan ini dapat diberi perhatian yang khusus bagi memastikan kelancaran program yang telah dirancang. Selain itu, ia dapat membantu dalam membuat penyelarasan, pengumpulan maklumat dan pelaporan pencapaian aktiviti yang dijalankan.

Selain itu, dalam pelaksanaan OSH MP 15 yang sedang dijalankan, terdapat beberapa program yang melibatkan pelaksanaan di sektor industri kecil sederhana dan sektor bukan kilang. Bahagian ini berperanan membantu dalam pelaksanaannya bagi memastikan ia dapat berjalan dengan lancar. Program OSH MP 15 yang dimaksudkan adalah seperti di Jadual 1 di bawah:

**Jadual 1: Program OSH MP 15 melibatkan industri kecil sederhana dan sektor bukan kilang**

Bil No	Program OSH MP 15 OSH MP 15 Programme	Maklumat program Details of programme
1.	Compliance Support (Strategi 1 Program 2) Compliance Support (Strategy 1 Programme 2)	Compliance Support adalah program berbentuk bantuan bagi pematuhan perundangan KKP dengan melaksanakan penambahbaikan model bimbingan pematuhan yang sedia ada di sektor IKS. Selain itu, ia turut berperanan mewujudkan, menambahbaik dan memudahkan modul bimbingan pematuhan KKP. <i>Compliance Support is a programme that assists with compliance with occupational safety and health laws through the implementation of improvements on existing compliance guidance models in the small and medium industries sector. In addition, it plays the role of creating, improving and facilitating the occupational safety and health compliance guidance modules.</i>
2.	WIND & WISE (Strategi 1 Program 4) WIND & WISE (Strategy 1 Programme 4)	Work Improvement Neighbourhood Development (WIND) adalah program latihan berorientasikan penyertaan dan tindakan yang direka khusus untuk menangani keadaan tertentu yang dihadapi di kalangan kelompok yang bekerja di bidang pertanian. Sementara Work Improvement in Small Enterprises (WISE) adalah program latihan yang memberi bantuan dan galakan kepada perusahaan kecil dan sederhana untuk mengambil tindakan yang praktikal dengan kos yang rendah dan berpatutan bagi meningkatkan produktiviti dan keadaan tempat kerja. <i>Work Improvement Neighbourhood Development (WIND) is a participation and action-oriented training programme that is specially designed for handling certain situations faced by workers in the agriculture sector. Work Improvement in Small Enterprises (WISE) is a training programme that provides assistance and encouragement to small and medium enterprises to take practical and cost-effective actions to enhance the productivity and environment of work places.</i>
3.	Mentor Mentee (Strategi 3 Program 3) Mentor Mentee (Strategy 3 Programme 3)	Mentor Mentee adalah program yang memberi fokus kepada penglibatan syarikat-syarikat besar seperti syarikat kerajaan (GLC), atau bertaraf dunia (MNC) untuk menjadi peneraju aspek keselamatan dan kesihatan pekerjaan kepada syarikat-syarikat kecil di bawah kategori industri kecil dan sederhana (IKS). Jalinan kerjasama antara kedua-dua pihak ini dijangka dapat mempercepatkan lagi penambahbaikan tahap keselamatan dan kesihatan pekerjaan di tempat kerja. <i>Mentor Mentee is a programme that focuses on the involvement of large companies such as Government-Linked Companies (GLC), or Multinational Corporations (MNC) in becoming the pioneers of occupational safety and health to the smaller companies under the category of small and medium industries. The establishment of cooperative relationships between both parties is expected to further accelerate the improvements of occupational safety and health levels at work places.</i>

## ACTIVITIES OF THE DIVISION

Before the creation of the Division, there were already ongoing activities which involve small and medium industries and non-factory sectors. Such activities include compliance guidance programmes for small and medium industries, i.e. Cooperation Programme of the National Council for Occupational Safety and Health with SOCSO, transport sector activities, implementation of the Occupational Safety and Health Act 1994 in the public sector and others. With the creation of this Division, the ongoing activities are given special attention to ensure the smooth implementation of the planned programmes. Apart from that, it will help in coordinating, gathering information and reporting on the achievements of activities conducted.

In addition, in the implementation of the ongoing OSH MP 15, there are several programmes involving implementation in the small and medium industries sector and the non-factory sector. The Division's role is to facilitate its smooth implementation. The OSH MP 15 Programme mentioned is as stated in Table 1 below:

**Table 1: OSH MP 15 Programme involving small and medium industries and non-factory sectors**

Bahagian ini secara rasminya memulakan operasi pada bulan Ogos 2014. Terdapat beberapa aktiviti yang melibatkan pegawai Bahagian ini sepanjang tahun 2014 iaitu seperti di Jadual 2 di bawah.

*This Division officially commenced its operation in August 2014. Several activities were conducted throughout 2014 involving officers of this Division, as stated in Table 2 below.*

**Jadual 2: Aktiviti Bahagian IKS dan SBK Tahun 2014.**

**Table 2: Activities of Small and Medium Industries and Non-Factory Sectors Division in 2014.**

Bil No	Aktiviti Activity	Tempat Venue	Tarikh Date
1.	Seminar Kedua Bagi Sistem Pengurusan Keselamatan Jalan Raya anjuran Malaysian Institute of Road Safety Research (MIROS) <i>Second Seminar for the Road Safety Management System organised by the Malaysian Institute of Road Safety Research (MIROS)</i>	Palm Garden Hotel, Putrajaya	9 September 2014
2.	Mesyuarat Penulisan Laporan OSH MP 15 (Strategi 3: Program 3) <i>OSH MP 15 Report Writing Meeting (Strategy 3: Programme 3)</i>	Bilik Mesyuarat, JKKP Melaka	24-26 September 2014
3.	Persidangan Ketua-Ketua Seksyen Industri Kecil Sederhana dan Seksyen Penguatkuasaan JKKP <i>DOSH Small and Medium Industries Section and Enforcement Section Directors Conference</i>	The Guest Hotel & SPA, Port Dickson, Negeri Sembilan	17-20 November 2014
4.	Mesyuarat Mesyuarat National Tourism Human Resources Development Council (NTHRDC) <i>National Tourism Human Resources Development Council (NTHRDC) Meeting</i>	Kementerian Pelancongan dan Kebudayaan	9 Disember 2014
5.	Mesyuarat Jawatankuasa OSH-MP 15 (Strategi 1: Program 4) <i>OSH-MP 15 Committee Meeting (Strategy 1: Programme 4)</i>	JKKP Sabah	09-11 Disember 2014



Pegawai-pegawai Bahagian IKS dan SBK  
*Small and Medium Industries and Non-Factory Sectors Officers*



Ahli mesyuarat Jawatankuasa Program WIND dan WISE  
*Member Participants of OSHMP Strategy / Programme 4 Committee Meeting*



**Bahagian Keselamatan Tapak Bina**  
*Building Construction Safety Division*

# BAHAGIAN KESELAMATAN TAPAK BINA

Tahun 2014 secara rasminya Bahagian Keselamatan Tapak Bina ditubuhkan dengan menerima Waran Perjawatan S111/2014 bertarikh 04 Julai 2014 berkuatkuasa 01 Januari 2014. Dengan itu, proses kerjabina yang dahulunya digalas oleh Bahagian Keselamatan Industri telah diambil alih sepenuhnya oleh Bahagian ini. Bahagian ini bertanggungjawab menguatkuasa Peraturan-Peraturan Kilang dan Jentera (Kendalian Bangunan dan Kerja-Kerja Binaa Kejuruteraan) (Keselamatan) dan membuat analisis bagi meningkatkan tahap pematuhan KKP di Industri Pembinaan khususnya.

## Seksyen & Fungsi

Bahagian Keselamatan Tapak Bina terletak di bawah seliaan Timbalan Ketua Pengarah (Keselamatan Pekerjaan). Ia mengandungi dua Seksyen, iaitu Seksyen Analisis dan Seksyen Kejuruteraan. Rajah 2 menunjukkan ringkasan fungsi dua Seksyen di Bahagian ini.

Rajah 2: Fungsi Seksyen Analisis dan Seksyen Kejuruteraan

# BUILDING CONSTRUCTION SAFETY DIVISION

The Construction Safety Division was officially established in 2014 upon the receipt of the Establishment Warrant S111/2014 dated 04 July 2014, which took effect on 01 January 2014. As a result, construction work processes that had until then been handled by the Industrial Safety Division were taken over entirely by this Division. This Division is responsible for enforcing the Factories and Machinery (Building Operation and Works of Engineering Construction) (Safety) Regulations and conducting analyses for increasing the occupational safety and health compliance level in the Construction Industry specifically.

## Sections and Functions

Site Safety Division is under the supervision of Deputy Director General (Public Safety). It contains two sections, namely Section Analysis and Engineering Section. Figure 2 shows a summary of the two Sections in this Division.

Diagram 2: Functions of Analysis Section and Engineering Section

## Seksyen Analisis

- **Menyelaras Penguatkuasaan** – Menyelaras aktiviti penguatkuasaan tapak bina JKKP Negeri, menyelaras kaedah yang digunakan bagi aktiviti penguatkuasaan dan juga menyelaras Operasi Tapak Bina.
- **Menganalisis Statistik** – Menganalisis maklumat daripada penguatkuasaan tapak bina, mengemaskini statistik dan data tapak bina dan mengemaskini data berkaitan personel tapak bina.
- **Mengadakan Mesyuarat, Kursus dan Latihan** – Mengatur mesyuarat antara-SKB dari pejabat negeri 6 bulan, menganjur bengkel/ kursus, menyediakan latihan teknikal kepada pegawai SKB.

## Analysis Section

- **Coordinate Enforcement** – Coordinate State DOSH construction site enforcement activities, methods of enforcement and Construction Site Operations.
- **Analyse Statistics** – Analyse information from construction site enforcement, update construction site statistics and data, and update data relating to construction site personnel.
- **Conduct Meetings, Courses and Trainings** – Arrange meetings between SKBs every 6 months, conduct workshops/courses, conduct retreat review of methods and checklists, and provide technical trainings to SKB officers.

## Seksyen Kejuruteraan

- **Menyelaras Pengurusan Projek** – Melaksanakan dan menyelaras pengurusan KKP projek dan mewujudkan kerangka untuk prosedur / panduan untuk pegawai SKB.
- **Memberi Khidmat Pakar** – Menjadi pakar rujuk oleh pegawai-pegawai SKB, memberi khidmat kepakaran kejuruteraan keselamatan pembinaan dan menjadi wakil pakar bermesyuarat teknikal dengan agensi-agensi lain.
- **Mengadakan Kajian & Penyelidikan** – Membuat kajian terhadap personel industri pembinaan dan membuat penyelidikan terhadap jentera yang baru mengikut koda.

## Engineering Section

- **Coordinate Project Management** – Implement and coordinate the management of occupational safety and health projects, and create a procedural guidance framework for SKB officers.
- **Provide Expert Advice** – Become the reference expert for SKB officers, provide expert engineering advice on construction safety and become expert representatives in technical meetings with other agencies.
- **Conduct Research and Studies** – Conduct research on construction industry personnel and carry out studies on machineries that have only just complied with the code.

## Aktiviti Dan Fokus Bahagian

Dalam usaha mencapai visi, misi dan objektif Jabatan, beberapa aktiviti untuk Bahagian ini telah disediakan. Antaranya adalah seperti Jadual 1 di bawah:

**Jadual 1: Aktiviti Bahagian Keselamatan Tapak Bina**

Bil No	Aktiviti Activity	Sasaran Perancangan Plan Targets
1	Penyelarasan Penguatkuasaan <i>Enforcement Coordination</i>	<ul style="list-style-type: none"> <li>• Lawatan mengejut berdasarkan risiko</li> <li>• Operasi Tapak Bina</li> <li>• Kempen KKP Tapak Bina di JKKP Negeri</li> <li>• <i>Surprise visits based on risks</i></li> <li>• <i>Construction Site Operations</i></li> <li>• <i>Construction Site Occupational Safety and Health Campaign at State DOSH Departments</i></li> </ul>
2	Analisis Statistik <i>Statistic Analysis</i>	<ul style="list-style-type: none"> <li>• Penerbitan berkala <i>analisis statistic</i> di dalam Newsletter</li> <li>• <i>Periodic publications of statistic analysis in the Newsletter</i></li> </ul>
3	Mesyuarat, Kursus dan Latihan <i>Meetings, Courses and Trainings</i>	<ul style="list-style-type: none"> <li>• Mesyuarat BKTB dan SKB</li> <li>• Kursus Teknikal</li> <li>• Retreat Garis Panduan <i>Designated Person</i></li> <li>• <i>Construction Site Safety Division and SKB Meetings</i></li> <li>• <i>Technical Courses</i></li> <li>• <i>Retreat of Designated Person Guidelines</i></li> </ul>
4	Pengurusan Projek <i>Project Management</i>	<ul style="list-style-type: none"> <li>• Pembangunan panduan berkenaan: <ul style="list-style-type: none"> <li>a) Taklimat projek pembinaan;</li> <li>b) Pemeriksaan Tapak Bina</li> </ul> </li> <li>• <i>Development of guidelines relating to:</i> <ul style="list-style-type: none"> <li>a) <i>Construction project briefings;</i></li> <li>b) <i>Construction Site Inspections</i></li> </ul> </li> </ul>
5	Khidmat Pakar <i>Expert Services</i>	<ul style="list-style-type: none"> <li>• Semakan perundangan dan garis panduan</li> <li>• Mesyuarat agensi</li> <li>• <i>Review of laws and guidelines</i></li> <li>• <i>Agency meetings</i></li> </ul>
6	Kajian & Penyelidikan <i>Research and Studies</i>	<ul style="list-style-type: none"> <li>• Kajian keselamatan penggunaan perancah frame</li> <li>• Kajian tahap <i>safety culture</i></li> <li>• <i>Research on safe use of frame scaffolding</i></li> <li>• <i>Research on level of safety culture</i></li> </ul>

## Activities and focus of the Division

In the effort of achieving the vision, mission and objectives of the Department, several activities have been planned for the Department, which include those stated in Diagram 1 below:

**Diagram 1: Activities of Construction Site Safety Division**

Pada awal penubuhan Bahagian ini, terdapat beberapa isu yang menjadi fokus utama Bahagian. Antaranya ialah:

**a) Peningkatan Penguatkuasaan Tapak Bina Berisiko Tinggi**

- Penubuhan 'Safety Patrol Unit' di setiap pejabat negeri. Permulaan di Selangor dan Wilayah Persekutuan Kuala Lumpur & Putrajaya.
- Penyediaan senarai semak penguatkuasaan KKP yang spesifik dan membuat perbandingan kajian penguatkuasaan antara Negara lain.

**b) Kepimpinan Keselamatan Pemaju/Kontraktor Utama**

- Mengadakan sesi taklimat pengurusan KKP di tapak bina di setiap JKKP Negeri yang turut dihadiri oleh pengurusan tertinggi syarikat
- Pemeriksaan KKP bersama pihak pengurusan syarikat di tapak bina

At the beginning of the establishment of this Division, several issues became the main focus of the Division, which are:

**a) Increase of Enforcement of High-Risk Construction Sites**

- Establishment of a 'Safety Patrol Unit' at each state office, beginning in Selangor, Kuala Lumpur and Putrajaya.
- Preparing specific occupational safety and health enforcement checklists and making comparisons of enforcement research among other countries.

**b) Leadership of Developers/Main Contractors in Safety**

- Conduct occupational safety and health management briefing sessions at construction sites in every State DOSH Department, to be attended also by company top management
- Occupational safety and health inspections conducted with company top management at construction sites.



Pemeriksaan di tapak projek bersama-sama pihak pengurusan  
*Inspection at project site with company management*



Penerangan mengenai kaedah pemasangan perancah yang betul  
*Explanation of the correct method of installing scaffolding*

**c) Pemantauan Pematuhan KKP Projek Mega**

- i. Mengadakan mesyuarat KKP secara berkala dengan pemaju/kontraktor utama

**c) Monitoring Occupational Safety and Health Compliance of Mega Projects**

- i. Hold periodic meetings with developers/main contractors



Mesyuarat KKP secara berkala bersama-sama pemaju dan kontraktor utama  
*Periodic Occupational Safety and Health Meeting with developers and main contractors*

**d) Kajian Penggunaan ‘Temporary Works Structure’**

- i. Penyediaan senarai semak khas untuk penggunaan perancah

**d) Research on use of “Temporary Works Structure”**

- i. Preparing special checklists for scaffolding use

**e) Kesihatan dan Kebajikan Pekerja di Tapak Bina**

- i. Mengkaji semula keperluan asas di tapak bina berpandukan Peraturan Keselamatan, Kesihatan Dan Kebajikan, Akta Kilang & Jentera 1967

**e) Health and Welfare of Construction Site Workers**

- i. Review basic needs at construction sites according to the Safety, Health and Welfare Regulations of the Factories and Machinery Act 1967

**f) Menyemak semula Akta dan Peraturan berkaitan keselamatan dan kesihatan berkaitan pembinaan**

- i. Peraturan keselamatan awam, perancah dll.
- ii. Memberi nasihat dalam penyediaan Akta dan Peraturan baru

**f) Review Acts and Regulations relating to construction safety and health**

- i. Public safety, scaffolding and other regulations.
- ii. Provide advice in the preparation of new Acts and regulations



**Sorotan 2014**  
**2014 Highlight**

# Laporan Tahunan JKPP 2014 – Aktiviti Latihan Jabatan

Pihak pengurusan tertinggi mengetahui dan mengambil berat tentang perlunya setiap pegawai dan kakitangan Jabatan dilengkapi dengan pengetahuan dan kemahiran tertentu untuk memastikan pelaksanaan terhadap setiap perancangan aktiviti pengurusan dan penguatkuasaan yang telah dirangka dapat dijalankan dengan berkesan dan lancar. Bagi memastikan tiga aktiviti utama yang dijalankan Jabatan iaitu penyediaan standard, penguatkuasaan dan promosi dapat dijayakan, maka warga kerja Jabatan khususnya pegawai-pegawai yang menjalankan penguatkuasaan sama ada pemeriksaan, audit atau penyiasatan, perlu dilengkapi dengan pengetahuan, kemahiran bahkan kepakaran yang optimum berkaitan perundangan keselamatan dan kesihatan pekerjaan dan pengetahuan teknikal berkaitan jentera, loji, pemasangan dan aktiviti/proses kerja sesuatu aktiviti industri. Selain itu juga, keperluan bagi meningkatkan pengetahuan dan kemahiran pegawai dan kakitangan bukan teknikal turut diberi keutamaan bagi membolehkan mereka mengurus dan menjalankan tugas harian di pejabat dengan baik.

Pada tahun 2014, sebanyak 42 kursus dalaman telah dianjurkan oleh unit Latihan Jabatan yang merangkumi 28 kursus teknikal dan 14 kursus bukan teknikal. Selain daripada itu, pegawai dan kakitangan Jabatan turut dihantar untuk menghadiri program pembangunan kapasiti yang dianjurkan oleh pihak luar sama ada swasta atau Kerajaan. Untuk itu sahaja, sebanyak 43 program kursus dan seminar telah dihadiri. Secara keseluruhan, kesemua program kursus dalaman dan luaran yang dihadiri oleh pegawai dan kakitangan Jabatan ini telah melibatkan perbelanjaan mengurus Jabatan sebanyak lebih kurang RM 811,000.00 dengan pencapaian sebanyak 75 peratus daripada warga kerja Jabatan telah berjaya melengkapkan keperluan 7 hari berkursus setahun. Antara kursus-kursus yang telah dijalankan adalah:

- Kursus Orientasi Pegawai Baru J41 dan J29
- Kursus Essential Welding Knowledge in Engineering & Constuction & Flaw Detector
- Kursus Asas dan Pemeriksaan Lif dan Eskalator
- Kursus Pemeriksaan Perancah (Kompetensi)
- Kursus Bekerja Selamat Di dalam Ruang Terkurung (Refresher)
- Kursus Kompetensi Doktor dan Jururawat Kesihatan
- Kursus Asas Pertolongan Cemas
- Kursus Excellence Negotiation Skills
- Kursus Pengurusan Aset, Stor & Hapus Kira
- Kursus Pembantu Tadbir dan Pembantu Am Cemerlang

# DOSH Annual Report 2014 – Department Training Activities

*The upper management is aware of and cares about the need of each officer and member of staff at the Department to be equipped with the necessary knowledge and skills, to ensure that each management and enforcement activity plan may be implemented effectively and smoothly. To ensure the three main activities of the Department, i.e. standards preparation, enforcement and promotion, are carried out successfully, employees at the Department, particularly officers carrying out enforcement matters, whether it be inspection, auditing or investigation, have to be equipped with the knowledge, skills and even the optimum expertise relating to occupational safety and health laws and technical knowledge regarding machinery, plants, installations and the work activities / processes of any particular industrial activity. Apart from that, the need to enhance the knowledge and skills of officers and non-technical staff is given priority so as to enable them to better manage and carry out their daily office duties.*

*In 2014, as many as 42 internal courses were conducted by the Department Training Unit which include 28 technical courses and 14 non-technical courses. In addition, Department officers and staff were sent to attend capacity building programmes conducted by external parties, from the private or government sector. In that alone, as many as 43 course programmes and seminars were attended. Overall, all the internal and external course programmes attended by officers and staff of the Department have incurred the Department's management expenditure by approximately RM 811,000.00, with the achievement of 75 percent of the Department employees having successfully fulfilled the requirement for attending 7 days of courses yearly. Among the courses that were conducted are:*

- *Orientation Course for New J41 and J29 Officers*
- *Essential Welding Knowledge in Engineering & Constuction & Flaw Detector Course*
- *Basic Lift and Escalator Inspection Course*
- *Scaffolding Inspection Course (Competency)*
- *Working Safely in Confined Space Course (Refresher)*
- *Health Doctor and Nurse Competency Course*
- *Basic Emergency Assistance Course*
- *Excellent Negotiation Skills Course*
- *Asset, Store and Write-off Management Course*
- *Excellent Administrative Assistant and General Assistant Course*

## Sorotan Aktiviti Latihan 2014 *Overview Of Training Activities 2014*

### Kursus Orientasi Pegawai Baru J41 dan J29 *Orientation Course for New J41 and J29 Officers*



Sesi perkenalan diri  
*Self-introduction Session*



Peserta tekun mendengar ceramah mautivasi daripada Ustaz Long  
*Participants listening intently to motivational talk by Ustaz Long*



Taklimat keselamatan diberikan kepada peserta sebelum melakukan aktiviti  
*Safety briefing to participants prior to activity*



Antara aktiviti yang perlu dilakukan oleh peserta ialah memasak sendiri makan tengah hari dalam sesi "jungle survival"  
*Among the activities required was for participants to cook their own lunch in the "jungle survival" session*

## Kursus Pemeriksaan Perancah (Kompetensi) *Scaffolding Inspection Course (Competency)*



Salah satu sesi praktikal di mana peserta perlu membuat ujian tanah (Soil Test) menggunakan kaedah Mackintosh Probe Test (MPT)  
*One of the practical sessions where participants had to conduct Soil Tests using the Mackintosh Probe Test (MPT) method*



Peserta kursus diberikan latihan praktikal mendirikan struktur perancah  
*Course participants given practical training in erecting scaffolding structures*

## Kursus Pemeriksaan Perancah (Kompetensi) *Scaffolding Inspection Course (Competency)*



Salah seorang Jurutera kanan MS Elevator dari Jepun menunjukkan gear keselamatan yang di pasang pada lif  
*One of the MS Elevator senior engineers from Japan showing the safety gear installed on lifts*



Para peserta turut mencuba kaedah menguji governor lif penumpang  
*Participants tried their hands on the governor testing method for passenger lift*

## Kursus Bekerja Selamat Di dalam Ruang Terkurung (Refresher) *Working Safely in Confined Space Course (Refresher)*



Peserta sedang mencuba peralatan ruang terkurung  
*Participants trying the equipment for confined space*



Peserta mencuba memakai set SCBA  
*Participants putting on the SCBA set*

## Kursus Excellence Negotiation Skills *Excellent Negotiation Skills Course*



Peserta dipecahkan kepada kumpulan dan diberi tugas masing masing  
*Participants divided into groups and given respective tasks*



Antara sesi yang dijalankan iaitu sesi perundingan antara kumpulan  
*Among the sessions conducted was the negotiation session between groups*







**JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN**  
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