

# ***Occupational Safety*** and Health Policy

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JENTAYU Group  
of Companies



## **1.0 BACKGROUND**

- 1.1 **Jentayu Sustainables Berhad and its subsidiary companies ("The Group")** hereby affirm their unwavering commitment to compliance with the **Occupational Safety and Health Act 1994**. Recognising that the welfare of our workforce forms the foundation of operational excellence, this policy establishes our duty to provide and maintain a working environment that is safe, without health risks, and conducive to productivity. The Group extends this commitment to all employees, contractors, subcontractors, clients, and visitors who interact with our operations.

## **2.0 OBJECTIVES**

- 2.1 The principal objectives of the Occupational Safety and Health Policy (this Policy) are threefold:
- 2.1.1 Commitment of the Group's leadership and workforce towards prioritising safety and health as a fundamental organisational value.
  - 2.1.2 To implement systematic processes for identifying, evaluating, and controlling risks that may affect the well-being of personnel engaged in the Group's operations.
  - 2.1.3 To cultivate a proactive safety culture wherein all work activities are conducted with due regard for the preservation of life and health, through adherence to established procedures and industry best practices.

## **3.0 SCOPE**

- 3.1 This Policy applies to all work locations within the Group, including subsidiary offices and employees working from home. It applies to all employees, contractors, subcontractors, and other visitors associated with the organisation. The Policy establishes the guiding principles that govern our operations and emphasises the health and safety of individuals within our sphere of influence. Additionally, specific policies and rules may be implemented for certain business units to address their unique requirements and potential risks.

## **4.0 ROLES AND RESPONSIBILITIES**

- 4.1 Management Commitment and Leadership

Management at all levels shall:

- 4.1.1 Provide and maintain safe working environments implementing appropriate measures to identify, assess, and control workplace hazards, including but not limited to psychosocial, physical, chemical, biological, ergonomic, and safety-related risks, where applicable.
- 4.1.2 Establish and maintain safe systems of work, ensuring standard operating procedures and practices are followed.
- 4.1.3 Provide necessary welfare facilities for workers, such as amenities and access to first aid-and fire extinguishers.
- 4.1.4 Ensure the provision of comprehensive information, instruction, training, and supervision to workers and contractors, ensuring they possess the necessary knowledge and skills to perform their work safely and protect their health.
- 4.1.5 Consult with employees on matters pertaining to health and safety.

## 4.2 Employee Participation

In order to fulfil our commitment to occupational safety and health, employees at all levels within the Group shall undertake the following responsibilities:

- 4.2.1 Comply with safe work practices to prevent injuries.
- 4.2.2 Take reasonable care of their own and others' health and safety.
- 4.2.3 Wear appropriate personal protective equipment
- 4.2.4 Follow all directions and instructions provided by management regarding health and safety matters, recognising that these directives are in place to ensure the well-being of all individuals in the workplace.
- 4.2.5 Refrain from misusing safety equipment.
- 4.2.6 Immediately report all accidents to the Safety and Health Committee or Occupational, Safety and Health Coordinators (OSHC).
- 4.2.7 Report hazards to their immediate superiors.
- 4.2.8 Maintain a clean and safe work area by adhering to good housekeeping practises and keeping workspaces organised and free from potential hazards.

- 4.2.9 Adhere to non-smoking regulations.
- 4.2.10 Avoid blocking access to fire extinguishers, ensuring that this essential safety equipment remains easily accessible in case of emergencies.
- 4.2.11 Refrain from engaging unreasonable work practises.
- 4.2.12 Avoid interfering with safety provisions such as safety equipment, warning signs, or barriers.
- 4.2.13 Read and understand this Policy, recognising its significance in promoting a safe and healthy work environment.

#### 4.3 Safety and Health Committee

- 4.3.1 Ensure office conditions are checked once a month to ensure the implementation of safe work practices.
- 4.3.2 Investigate workplace accidents thoroughly.
- 4.3.3 Take prompt corrective actions based on post-investigation findings.
- 4.3.4 Collaborate with the building management annually to inspect and verify the condition of escape routes.
- 4.3.5 Ensure annual maintenance of all alarms and fire extinguishers.
- 4.3.6 Establish and maintain an Emergency Response Team (ERT)

### **5.0 OCCUPATIONAL SAFETY AND HEALTH (OSH) COMMITTEE AND OCCUPATIONAL SAFETY AND HEALTH COORDINATOR**

- 5.1 The Occupational Safety and Health Committee shall be chaired by the Director of Operations (HQ) and will consist of six members: three from senior management and three from the working group, in accordance with the Occupational Safety and Health (Amendment) Act 2022.
  - 5.1.1 The Committee shall ensure compliance with new legal obligations under The OSHA Amendment Act 2022, including oversight of OSHC (where applicable) and adherence to duties for both employees and

non-employees as required under Sections 18A (ensure safety and health beyond direct employees to include contractors, subcontractors) and 26A (Employee's Right to Remove Themselves from dangerous situations).

5.2 The OSHC shall:

- 5.2.1 Implement safety measures for a safe work environment.
- 5.2.2 Conduct regular inspections to identify hazards, perform risk assessments, and develop control measures.
- 5.2.3 Promote safety awareness amongst employees through training, communication, and awareness campaigns.
- 5.2.4 Ensure compliance with Occupational Safety and Health regulations.
- 5.2.5 Conduct thorough investigations of incidents and accidents to determine their root causes.
- 5.2.6 Provide guidance on safe work practices and procedures.
- 5.2.7 Serve as a point of contact for employees to report safety concerns.

**6.0 TRAINING AND DEVELOPMENT**

- 6.1 Employees and contractors are required to attend job-related training programmes. This includes the following:
  - 6.1.1 Induction training for all employees and contractors to familiarise them with safety and health procedures, emergency procedures, and hazard reporting mechanisms.
  - 6.1.2 Annual refresher training sessions shall be conducted in collaboration with the Fire and Rescue Department to maintain and enhance the emergency response capabilities of our appointed Floor Safety Wardens.

**7.0 POLICY OVERVIEW**

- 7.1 Occupational Stress

7.1.1 The Group acknowledges that occupational stress poses a significant health hazard capable of adversely affecting organisational productivity in the workplace.

The Group commits to addressing this through:

- i. The promotion of sustainable work-life balance initiatives across all operational units.
- ii. The establishment of open communication channels where employees may voice concerns without fear of reprisal.
- iii. Regular assessment of workloads and organisational structures to identify and mitigate stress-related risks.

## 7.2 Smoke and Vape Free Place

7.2.1 The building management has implemented a comprehensive smoke-free policy within the Menara Felda building, including the prohibition of vaping activities. This policy ensures that smoking, including the use of e-cigarettes and other vape devices, is strictly prohibited in all areas of the building, including the staircases. To maintain a healthy and smoke-free environment for all occupants and visitors, smoking and vaping are only permitted in the designated smoking area located at Level 10, as well as the open area outside the building.

## 7.3 Office Safety and Security

7.3.1. All office work shall adhere to the Safe Work Practices in Appendix I. Employees must immediately report hazards to the OSH Representative for prompt action.

## 7.4 Children at the Office

7.4.1 Employees may bring children during emergencies with prior Head of Department approval. Children must remain supervised and cannot access operational areas. Sick children are strictly prohibited to prevent contagion risks.

## 7.5 First Aid Kit

OSHA-compliant first aid kits are maintained monthly by the OSH Committee. All employees must know kit locations (posted on floor plans) and basic procedures. Injuries require immediate reporting to the OSHC.

## 7.6 Environmentally Sustainable Workplace

7.6.1 The Group acknowledges the importance of sustaining the environment by implementing practices that minimise environmental damage. This includes reducing the consumption of non-renewable energy and resources.

7.6.2 The Group strongly encourages all employees to actively participate in safeguarding their working environment. This includes minimising the use of resources such as paper and plastic within the workplace.

7.6.3 Employees are specifically encouraged to reduce paper consumption by recycling paper and utilising both sides before disposal. This simple practice helps minimise waste and promotes responsible resource management.

## 7.7 Fire Emergency/Evacuation

All employees must know the locations of fire extinguishers, emergency exits, and alarms. During emergencies, follow the Floor Safety Warden (FSW) instructions and evacuation procedures in Appendix II. FSW directives are mandatory for all personnel.

## 7.8 General Emergency Guidelines

In emergencies:

- i. Assess risks before acting.
- ii. Evacuate following posted routes.
- iii. Administer first aid if certified.
- iv. Isolate hazardous areas.
- v. Notify OSHC immediately.

## 7.9 Risk Assessment

The Safety and Health Committee or OSHC shall:

- i. Conduct incident risk assessments and report findings to relevant department heads.
- ii. Determine and implement necessary risk control measures.

- iii. Monitor the effectiveness of implemented controls.
- iv. Assess all newly identified risks promptly.

#### 7.10 Safety and Maintenance of Office Equipment

The Safety and Health Committee or OSHC shall:

- i. Identify and schedule maintenance for all office equipment.
- ii. Address all employee-reported equipment issues promptly.
- iii. Verify new equipment meets health and safety standards before purchase.

#### 7.11 Accident and Work-Related Ill Health

The Safety and Health Committee or OSH Representative shall:

- i. Conduct required health surveillance with building management.
- ii. Maintain complete health surveillance records.
- iii. Document all incidents in the accident registry.
- iv. Report accidents, occupational illnesses, and dangerous occurrences to:
  - Building Management
  - Disaster Recovery Team
  - Department of Occupational Safety and Health
  - Relevant authorities

#### 7.12 Working from Home (WFH)

The Occupational Safety and Health Act (Amended) 2022 broadens employers' responsibilities to include work-from-home WFH arrangements, requiring them to identify and address potential risks such as ergonomic issues, distractions, data security breaches, and potential hazards within the employee's home.

#### 7.13 Employee Rights to Remove Themselves

Employees are entitled to withdraw from situations involving immediate danger if they have informed their employer and no timely or adequate action has been taken to address the risk.

#### 7.14 Mental Health

The Group addresses mental health risks arising from work design, organisation, and social factors through:

- i. Regular awareness programs and mental health workshops.
- ii. Maintaining confidential reporting channels for employee concerns.

- iii. Integrating psychosocial risk assessments into existing safety evaluations, using employee surveys to monitor well-being.

## **8.0 CONCLUSION**

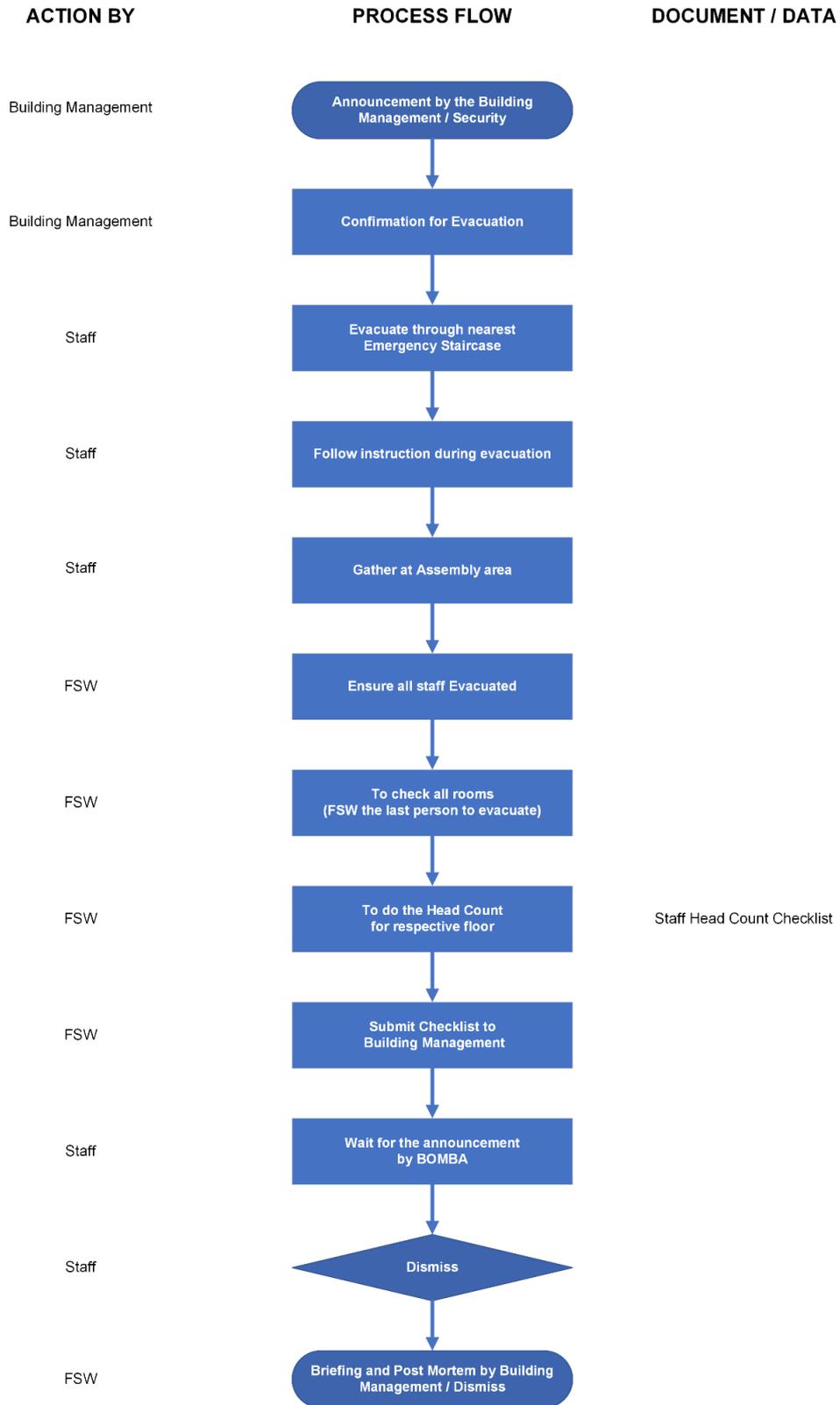
The Group is fully committed to the principles outlined in this Occupational Safety and Health (OSH) policy. The Group firmly believes that prioritising the safety and health of employees and stakeholders is not only a legal and regulatory requirement but also a moral obligation. By establishing a safe and healthy work environment, providing the necessary resources and training, and fostering a culture of safety consciousness, the Group aims to create an atmosphere where everyone feels secure, valued, and motivated to perform at their best. The Group also believes a review is a vital part in preserving the validity and effectiveness of the policy. Therefore, monitoring and updating on a regular basis will ensure a positive health and safety performance.

## **Appendix I: Safe Work Practices**

Maintaining a safe work environment is crucial for the well-being of everyone in the office. To ensure the safety of employees, it is important to follow safe work practices and be aware of potential hazards. The following guidelines outline the safe work practices that should be observed in the office:

1. Safeguard the sharp edges of furniture to prevent personal injury.
2. Practice good housekeeping by keeping floors clear of tripping hazards and ensuring waste cans are not overfilled.
3. Immediately clean up spills to prevent slipping accidents.
4. Report any defects, such as loose tiles, broken steps, railings, doors, and more, to the Safety and Health Committee or OSH Representative.
5. Store razor blades, tacks, and other sharp objects in closed containers.
6. Use the appropriate tool for each task (e.g., a staple remover for removing staples).
7. Avoid overloading electrical outlets and refrain from plugging multiple outlet strips into one another.
8. Immediately report damaged electrical cords, broken switches, loose connections, or exposed wires to the Safety and Health Committee or OSH Representative.
9. Unplug any office machine that emits smoke, sparks, or delivers an electrical shock and have it inspected by repair personnel.
10. Prevent tipping accidents by not overloading the top drawers of filing cabinets and opening only one drawer at a time.
11. Keep files and desk drawers closed when not in use to prevent tripping accidents.
12. Use proper lifting techniques and seek assistance from personnel skilled in moving heavy objects.
13. Utilise safety stools or ladders for climbing instead of swivel chairs or step stools.
14. Exercise caution when handling flammable liquids, storing only the necessary quantities in a well-ventilated area away from heat or ignition sources.
15. Ensure office doors are free from obstructions to allow for easy exits in case of an emergency.
16. Use cable covers to protect wiring and prevent tripping hazards when running cables or electrical cords across the floor.
17. Do not cover air vents or obstruct airflow from registers and avoid placing furniture or equipment in locations that hinder air movement around thermostats.
18. Report any observed pest control problems to the Safety and Health Committee or OSH Representative

## Appendix II: Fire Emergency/Evacuation Flowchart



**DOCUMENT UPDATE HISTORY FOR OCCUPATIONAL SAFETY & HEALTH POLICY**

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**Version History**

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Approved By</b>
1.0	03 August 2023	Initial version	Board of Directors
2.0	29 May 2025	Updated to align with the Occupational Safety and Health Act (Amended) 2022.	Board of Directors