



NORTHPORT

A Member of  **MMC Group**

NORTHPORT (MALAYSIA) BHD

HEALTH, SAFETY, SECURITY,

ENVIRONMENT & SUSTAINABILITY

(HSSES) GUIDELINES

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AMENDMENTS CONTROL

Amendment		Page/ Section	Amendment Description	Approved by
No	Date			
1.	04.12.2018	Section 2.29.6	Added "Handling of dangerous goods"	Chief Executive Officer
		Section 2.55	Added "Health Surveillance Program"	
		Section 3.0	<ul style="list-style-type: none"> Change Nonconformance Report, NCR to HSE Omission Notification (HON) Change of Minor & Major HSE Omission (HON) list Added HON Penalties 	
		Section 6.0	Added the additional services by Northport HSE, Fire & Rescue Dept.	
2.	16.01.2020	Section 6.0	<ul style="list-style-type: none"> Change of information on HSE related training. Added information on integrated Port Reception Facility (PRF) 	Chief Executive Officer
3.	07.10.2024	Page Cover	Added "SECURITY and SUSTAINABILITY"	Chief Executive Officer
		All Section	<ul style="list-style-type: none"> Changes of word: <ul style="list-style-type: none"> (a) Operators to Port Users (b) Operators to Workers (c) Permit Mesin Angkat to Perakuan Mesin Angkat (d) HSE to HSSES (e) Northport to NMB Paraphrase of: OSHA 1994 to OSHA (Amendment) 2022 	
		Section 1.2	<ul style="list-style-type: none"> Removal of "and self-employed person", due to OSHA (Amendment) 2022 Added new 2 (f) for Section 15 OSHA Removal of no. 3 for Section 15 OSHA Changes of worker's penalty RM1,000 to RM2,000 for Section 24 OSHA 	
		Section 2.4	<ul style="list-style-type: none"> Updated section 2.4.3 Added new section 2.4.4 	

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		Section 2.6	<ul style="list-style-type: none"> Updated section 2.6.2 Added new section 2.6.3 	
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		Section 2.10	Updated section 2.10.1	
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		Section 2.31	<ul style="list-style-type: none"> Added new section 2.31.4 Added new section 2.31.5 	
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		Section 2.38	Added new section 2.38.5	
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		Section 2.42	<ul style="list-style-type: none"> Updated section 2.42.3 Updated section 2.42.5 Deleted section 2.42.6 Deleted section 2.42.7 	
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		Section 2.50	<ul style="list-style-type: none"> Renumbered as section 2.37 and combined with section 2.40 Replaced with a new section titled "Right to Stop Work" 	
		Section 2.52	Added new section 2.52.4	
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		Section 4.0	Added new section 4.2	
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		Section 6.0	<ul style="list-style-type: none"> Renumbered as section 8.0 Newly added section titled "Security Requirements" 	
		Section 7.0	<ul style="list-style-type: none"> Renumbered as section 9.0 Updated section "Penalty" 	
		Section 8.0	Updated section "Additional Services"	
		Section 9.0	Updated section "Acceptance"	
4.	13.05.2025	Page Cover	Change of Chief Executive Officer's signature from Dato' Azman Shah Mohd Yusof to En. Fakhru Azhar Tajudin	Chief Executive Officer

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1.0 General (Health, Safety, Environment and Sustainability)

- 1.1 All Port Users are committed in providing a safe work environment for your employees and other persons in our premises.
- 1.2 These require Port Users working for and/or operate in Northport (Malaysia) Bhd ("NMB") premises to understand Occupational Safety and Health (Amendment) Act 2022, Environmental Quality Act 1974 and that Port Users have certain responsibilities to fulfill which amongst others include the following:

Section 15. General duties of employers to their employees.

- 1) It shall be the duty of every employer to ensure, so far as is practicable, the safety, health and welfare at work of all his employees.
- 2) Without prejudice to the generality of subsection (1), the matters to which the duty extends include in particular-
 - a) the provision and maintenance of plant and systems of work that are, so far as is practicable, safe and without risks to health;
 - b) the making of arrangements for ensuring, so far as is practicable, safety and absence of risks to health in connection with the use or operation, handling, storage and transport of plant and substances;
 - c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is practicable, the safety and health at work of his employees;
 - d) so far as is practicable, as regards any place of work under the control of the employer or, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without such risks;
 - e) the provision and maintenance of a working environment for his employees that is, so far as is practicable, safe, without risks to health, and adequate as regards facilities for their welfare at work;
 - f) the development and implementation of procedures for dealing with emergencies that may arise while his employees are at work.

Section 24. General duties of employees at work.

- 1) It shall be the duty of every employee while at work-
 - a) to take reasonable care for the safety and health of himself and of other persons who may be affected by his acts or omissions at work;
 - b) to co-operate with his employer or any other person in the discharge of any duty or requirement imposed on the employer or that other person by this Act or any regulation made thereunder;

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- c) to wear or use at all times any protective equipment or clothing provided by the employer for the purpose of preventing risks to his safety and health; and
- d) to comply with any instruction or measure on occupational safety and health instituted by his employer or any other person by or under this Act or any regulation made thereunder.

2) A person who contravenes the provisions of this section shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding two thousand ringgit (RM2,000.00) or to imprisonment for a term not exceeding three months or to both.

1.3 It is imperative that safety guidelines are issued to Port Users so that occupational safety and health can be exercised at all times in the execution of jobs to ensure that the party do not cause damage and/or loss to property and injury to Port Users' workers and employees of NMB.

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2.0 Health, Safety, Security, Environment and Sustainability (HSSES) requirements.

It is the Port Users responsibility to understand NMB Health, Safety, Security, Sustainability & Quality (HSSSQ) policy and our primary concern on Health, Safety, Security, Environment and Sustainability is demonstrated in our daily operation.

Here is the list of important requirements to be followed by the Port Users:

2.1 Safety-General

- 2.1.1 All the Port Users workers shall have attended the "Safety & Security" briefing (conducted by NMB HSSES) prior to the commencement of work. Workers who have attended similar briefing within twelve (12) months before work commences may be exempted from similar briefing.
- 2.1.2 Port Users and their workers shall have a valid "Green Card" issued by Construction Industry Development Board (CIDB) upon the commencement of work and whenever they are on site (construction/repair work).
- 2.1.3 Keep access routes clear at all times.
- 2.1.4 Do not leave oil spills or leaks and to clean them up as soon as they appear.
- 2.1.5 Make sure there are no cables or wires running across floors, roads, pavement etc.
- 2.1.6 Pay attention to demarcated areas which indicate firefighting equipment, emergency exits or access to electrical switchboards. All these areas are in "Yellow Lines" which mean KEEP CLEAR.
- 2.1.7 Obey safety signages and posters.
- 2.1.8 If the fire cannot be controlled, immediately inform NMB's executive, supervisor or nearest security guard post.
- 2.1.9 Report any unsafe acts, accident or hazards immediately.
- 2.1.10 Where work is being carried out e.g., in container yard – the area must be cordoned off using safety signs/lights, boards etc to warn others.
- 2.1.11 Do not cause noise or dust pollution while working in the Terminal area.

2.2 Identification of Workers

- 2.2.1 A list of workers with their National Registration Identity Card or MyKad numbers or other form of legally recognized identification document (for foreign workers) to be submitted to NMB HSSES for entry passes.
- 2.2.2 Such entry passes must be worn at all times while working in the premises.

2.3 Port User's Representative

- 2.3.1 Port Users shall nominate a representative(s) to be in charge and co-ordinate the work with NMB's personnel at worksite, where applicable.

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2.4 Port User's Workers

- 2.4.1 Workers must have attained the age of eighteen (18) years and be below sixty (60) years on the date of commencement of the work.
- 2.4.2 Company standard issue uniforms must be worn at all times.
- 2.4.3 All workers must wear safety helmets, safety vests, and safety shoes, which are mandatory Personal Protective Equipment (PPE) when working on NMB's premises.
- 2.4.4 Workers shall attend sufficient training depending of their nature of work that has been stated in Letter of Award, or upon request by NMB HSSES.

2.5 Area of Work

- 2.5.1 Horseplay, straying and loitering from assigned place of work is prohibited.

2.6 Starting Work

- 2.6.1 Port Users on arrival must report to the appointed person in charge.
- 2.6.2 A comprehensive risk assessment, aligned with the Method of Statement (MOS), shall be conducted to establish a thorough Hazard Identification, Risk Assessment, and Risk Control (HIRARC) plan:

No	Component	Description
1	Hazard Identification	A comprehensive list of all potential hazards that could occur during the work aligned with the MOS.
2	Risk Assessment	A quantitative or qualitative assessment of the likelihood and severity of each identified hazard.
3	Risk Control	A plan to eliminate or reduce risks to an acceptable level. Includes appropriate control measures (e.g., engineering controls, administrative controls, personal protective equipment).

*** Failure to submit a complete HIRARC may result in the application being rejected

- 2.6.3 The qualified Port User will be issued a PTW with HIRARC by the appointed person in charge wherever applicable for:

No	Type of PTW	Colour
1	Out Of Bound Area	Magenta

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No	Type of PTW	Colour
2	Working At Height	Purple
3	Fumigation	Chocolate
4	Bunkering	Grey
5	Diving Operations	Blue
6	Construction/Repair/Heavy Lifting	Green
7	Electrical Energy Isolation	Orange
8	Hot Work Permit	Red
9	Confined Space	Yellow

2.7 Completion of Work

- 2.7.1 Workplace must be maintained in a tidy manner after each day's work and on completion of the project.
- 2.7.2 All debris must be deposited into the waste containers, or carted away if requested.
- 2.7.3 The PTW should be closed by the Authorized Officer who signed the PTW.
- 2.7.4 Port Users workers must leave NMB's premises immediately after their normal working hours or upon completion of work.

2.8 Storeroom

- 2.8.1 Storeroom is provided for keeping Port Users equipment and must be kept clean and tidy at all times.

2.9 Security

- 2.9.1 All Port Users workers and vehicles while within and on leaving NMB's premises shall be subjected to security checks by NMB's security personnel.
- 2.9.2 NMB is committed to maintaining an environment free of harassment for everyone working at or visiting NMB terminal. Harassment is defined as "behavior, which offends other individuals on the basis of sex, race, religion, national origin, sexual orientation or other protected basis." Port Users are expected to observe this code of conduct.

2.10 Traffic

- 2.10.1 Port Users workers shall oblige to traffic rules and signage in NMB areas,
 - (a) Speed limit 35km/h
 - (b) Park at designated parking area only
 - (c) Parking in warehouse area is prohibited

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- (d) Yellow line is for operation vehicle and white line for public parking.
- (e) Pedestrian/ bicycles are not allowed at operation area.
- (f) Be alert on vehicles/crane/train movement at all times.
- (g) Do not stop your vehicle at RTG or QC lane
- (h) Only use hazard lights when stopped
- (i) Follow traffic signs and markings
- (j) Communicate with signals (turn signals, indicators, or horn)
- (k) Do not block access points
- (l) Do not double park
- (m) Do not drive distracted such as using mobile phones
- (n) Do not leave your vehicle unattended improperly
- (o) Stop at junctions and be cautious
- (p) High risk ahead! Maintain awareness of your surroundings
- (q) Non-operational vehicles are strictly prohibited from entering or driving within the wharf area

2.11 Rest Time

- 2.11.1 Lying or sleeping is prohibited in all operational areas, including the wharf, yard, warehouse, and workshop.
- 2.11.2 Port Users are required to rest only in designated NMB rest area.

2.12 NMB's Property

- 2.12.1 Port Users are to ensure that when work is in progress, care must be taken not to damage NMB's property or dirty the buildings. Any damage must be reported to NMB's supervisor in charge and the Port User shall make good and restore the property to its original condition within the instruction period.

2.13 Safety Documentations

- 2.13.1 The Port Users are to insure against these events:
 - (a) Damage and/or loss to NMB's properties
 - (b) Injury to or death NMB's personnel and visitors
 - (c) Provide Workmen Compensation insurance cover for their workers.
 - (d) Relevant Public liabilities
- 2.13.2 Valid Port Pass all the time of work being carried out in Port areas.
- 2.13.3 List of workers submitted before work commenced and any changes time to time.
- 2.13.4 Technical Safety Briefing with the related to work c/w the evidence of the session conducted.

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2.13.5 A comprehensive HIRARC must be conducted by Port Users, submitted to NMB HSSES for approval, and shall be implemented by Port Users. Once approved by the NMB HSSES, necessary mitigation measures must be carried out by Port Users.

2.13.6 MOS, OSH Procedures and Manual instruction to be submitted as part of the tools used to carry out the works.

2.13.7 Competencies certificates for personnel and Certificate of Fitness (CF) for machines as regulated by acts and work requirement to be submitted and acknowledged by NMB HSSES.

2.13.8 Valid “Hot Works Permit” and requirement to organize and store the hazard materials to be obtained from NMB Fire Rescue Services.

2.13.9 Support documents to mitigate the safety environment such as Traffic Management Plan, Emergency Response Plan, Safety Checklist and Confined space permit to be incorporated and submitted to NMB.

2.13.10 Valid “PTW” must be displayed or available all the times at the work areas or site NMB inspection from time to time.

2.13.11 The safety documentation requirements outlined above are applicable based on the specific work activities and associated risks, as determined by NMB and indicated on the Permit to Work issued prior to the commencement of work:

No.	Activity	Safety Document
1.	Construction	1. Method of Statement (MOS) 2. HIRARC 3. Drawing endorsed by Professional Engineer (PE), as applicable
2.	Heavy Lifting/ Skylift/Scissor Lift/Boom Lift	1. HIRARC 2. Crane Certificate of Fitness 3. Operator DOSH License 4. Crane Lifting Chart 5. Crane Load Chart 6. Identity Card Operator and CIDB 7. Lifting Layout 8. Approval from Facilities (Wharf Area)
3.	Repairing	1. HIRARC
4.	Electrical Work	1. Chargeman Certificate 2. HIRARC
5.	Fumigation	1. HIRARC
6.	Confined Space	1. Authorized Gas Tester (AGT) Certificate 2. Authorized Entry Standby Person (AESP) Certificate 3. HIRARC 4. Atmosphere Test by AGT

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No.	Activity	Safety Document
7	Scaffolding	<ol style="list-style-type: none"> 1. HIRARC 2. Drawing Scaffolding Endorsed by Professional Engineer (Scaffolding above 15m height) 3. Drawing Scaffolding (Scaffolding below 15m height) 4. Certificate of Scaffolder (Level 1, 2 and 3) 5. Letter of Notifying DOSH (Scaffolding above 15m height)
8.	Hot Work	<ol style="list-style-type: none"> 1. E-Hot work from Port Klang Authority (LPK) 2. HIRARC 3. Miscellaneous Service Voucher (MSV) - issued by NMB 4. MSV Receipts (no ledger account with NMB)
9.	Ship Spare	<ol style="list-style-type: none"> 1. HIRARC 2. LPK License 3. Special Service Request (SSR)
10.	Desludging	<ol style="list-style-type: none"> 1. Miscellaneous Service Voucher (MSV) - issued by NMB 2. LPK License 3. HIRARC 4. Department of Environment (JAS) License 5. Customs Invoice 6. Letter of Appointment from Agent 7. Letter of Notification to NMB
11.	Bunkering	<ol style="list-style-type: none"> 1. HIRARC 2. Special Service Request (SSR) 3. LPK License 4. Letter of Notification to NMB 5. Custom Invoice 6. E-Bunker from LPK

2.14 Personal Protective Equipment (PPE)

- 2.14.1 All workers must wear complete mandatory PPE while working in NMB's premises
- 2.14.2 The provided PPE shall be properly fitted and capable to protect or minimize harm to the user.
- 2.14.3 Other PPE that is required, depending on the nature of the job to be carried out, the likely hazards encountered in certain work environments, and those recommended in the manufacturer's "Material Safety Data Sheet", may include but not limited to:
 - (a) Ear muffs/plugs (SIRIM Certified)

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- (b) Safety gloves; electrical, welding, rubber, cotton, semi-leather, chemical (SIRIM Certified)
- (c) Safety glasses/ goggles (SIRIM Certified)
- (d) Face shield/ visor (SIRIM Certified)
- (e) Respiratory protection; disposable mask, half mask, full mask (SIRIM Certified)
- (f) Fall protection devices; double lanyard body harness, safety line (SIRIM Certified)
- (g) Chemical handling PPE
- (h) Life Jacket (SOLAS Certified)
- (i) Cotton glove is only use for gardening activities

2.15 Hearing Protection

- 2.15.1 Any work with decibel A-weighted (dBA) levels greater than 85 require hearing protection. Workers are required to wear hearing protection in areas marked "Hearing Protection Required," and are responsible for recognizing areas that may require hearing protection. Port Users must also evaluate their own noise producing operations to determine if hearing protection is required and post warning signs, if appropriate.
- 2.15.2 The use of any over ear or in ear headphone, or any devices that covers the ear or causing distraction during work, is strictly prohibited

2.16 Head Protection

- 2.16.1 Safety helmets with chin strap must be worn in all work sites and other areas where there is low head clearance or a danger of falling articles.

2.17 Foot Protection

- 2.17.1 All Port Users must wear safety shoes in good condition while working in operational areas. Appropriate footwear must be worn in office areas.
Note: NO SLIPPERS AND SANDALS are allowed in the premises and operational area.

2.18 Eye Protection

- 2.18.1 Safety Glasses or Full-Face Visors whichever is appropriate must be worn when performing jobs that may cause a risk of particles striking, entering or otherwise damaging the eye.
- 2.18.2 Appropriate goggles must be worn while performing chemical cleaning.
- 2.18.3 Welding face shields must be worn at all times when performing welding activities.

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2.19 Body Protection

- 2.19.1 High-visibility garments, thermal wear, overalls, aprons, double lanyard safety harnesses shall be worn to minimize risk of injury occurring to the body. Examples may include those who are required to work outdoors and are exposed to the sun's rays for continuous periods in a day. Direct exposure of the skin to UV radiation from outdoor work shall be minimized by providing, long sleeves/trousers and an adequate supply of sunscreen
- 2.19.2 High-visibility safety apparel, such as reflective vests, fluorescent jackets, and coveralls, shall be provided to workers in areas where there is a risk of injury from moving vehicles or machinery. This includes public road, traffic areas, and other high-risk zones.
- 2.19.3 All workers shall wear a life jacket while working 2m from sea at wharf area.

2.20 Respiratory Protection

- 2.20.1 (Disposable mask, half mask, full mask) shall be provided where there is a risk of airborne contaminates. This will significantly reduce the risk of exposure to harmful or potentially harmful atmospheres.

2.21 Hand protection

- 2.21.1 Safety gloves or gauntlets shall be provided where there is an identified hazard associated with a potential for hand injury. A list of hazards shall be compiled for each workplace and suitable hand protection obtained to minimize risk.
- 2.21.2 Cotton glove is only to be used for gardening activities.

2.22 Alcohol & Drugs

- 2.22.1 Port Users must not attend work under the influence of alcohol or drugs, other than medically approved drugs, and must not consume drugs or alcohol during working hours, except for medically approved drugs.
- 2.22.2 If Port Users have taken or are taking medically approved drugs or any other substances that might affect their ability to work and choose to attend work despite this potential impairment, they will be fully liable for any incidents or consequences that may arise as a result.

2.23 Smoking

- 2.23.1 Smoking is totally prohibited in all buildings, open areas and inside the premises, except at the designated smoking areas only as regulated by Port Authorities 1963 Act' and 'Port Kelang Authority By-Laws' includes the By Law 30 and By Law 132D Merokok.

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2.24 Housekeeping

- 2.24.1 Port Users shall ensure that their work site is kept reasonably organized and clean. All slipping and tripping hazard shall be removed and trash to be discarded into appropriate bins.
- 2.24.2 All material and equipment shall be returned to the respective place designated by NMB.

2.25 Food and Drinks

- 2.25.1 Other than the canteen area, food and drinks are allowed to be consumed in the Port Users cabins or designated rest area provided, all leftovers and packages discarded properly in the bin.
- 2.25.2 Failure to follow the guidelines will result the food and drinks being banned.

2.26 Hygiene

- 2.26.1 Food (packet or otherwise), packet drinks, spitting and littering are prohibited inside working/office areas.
- 2.26.2 Litter must be deposited into waste bins at all times.

2.27 Tools and Equipment

- 2.27.1 Port Users must ensure that all tools and equipment brought into NMB premises by are safe and suitable for the job. NMB reserves the right to prohibit the use of tools & equipment belonging to the Port Users who are deemed to be unsafe or defective.
- 2.27.2 All massive equipment such as container, gas cylinder, tool box, machine, etc to be marked by Port Users Company's Name.

2.28 Electrical Equipment

- 2.28.1 Before tapping electrical supply, permission must be obtained from NMB's authorized staff.
- 2.28.2 Port Users must ensure that all electrical equipment used for the job is in good working condition. If extension cord is required, it must be fitted with proper socket; plug and the cable must not be joined & taped in-between.
- 2.28.3 Care should be taken to avoid the extension cord being run over by vehicle.
- 2.28.4 All electrical equipment and all electrical jobs must conform to Tenaga Nasional Berhad's Safety Regulations. Equipment shall be inspected by NMB's chargeman before use.
- 2.28.5 All connections to NMB's supply must use SIRIM's approved plugs. Broken plugs, switches and sockets must not be used.

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- 2.28.6 Make good damaged cables. Extension cable must be properly and securely done e.g. with proper cable gland.
- 2.28.7 All electrical faults should be reported immediately to NMB's chargeman. Do not attempt to repair or adjust electrical equipment.
- 2.28.8 Work must be carried out by competent and qualified personnel only.
- 2.28.9 Lock-off switch boards (distribution boards) when under repair. (Lock out Tag out-LOTO)
- 2.28.10 Weatherproof connections must be used in outdoor areas and cable should not be left lying on the ground where vehicle could run over them.
- 2.28.11 Use wooden ladders or metal ladders with insulated legs for all electrical works.
- 2.28.12 Work area must be marked and cordoned off with warning signs.

2.29 Use of Chemical

- 2.29.1 Port Users are required to declare all chemicals for usage on the jobs to the Site/project Coordinator and NMB HSSES.
- 2.29.2 All chemical usage shall comply with Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013.
- 2.29.3 The chemicals shall be used strictly for the designated purpose and shall be handled and safely disposed of as per instructions in SDS.
- 2.29.4 Personnel handling the substances must be competent and use appropriate PPE such as safety attire, respirators, etc.
- 2.29.5 Any storage of diesel/gasoline shall be obtained permit from KPDKKK. Storage area must be suitable, proper bund to prevent spillage or overflow, and kept away from source of ignition of fire/flame, put signage and SDS and follow BOMBA Malaysia's requirements.
- 2.29.6 Handling of dangerous goods must comply with International Maritime Dangerous Goods (IMDG) Code.

2.30 Ladders, Scaffolding, Walk Ways and Mobile Elevated Working Platforms (MEWP)

- 2.30.1 Ladder
 - (a) Personnel working on, under or adjacent to ladders must wear helmets.
Note: **Only non-slip based ladders shall be used.**
 - (b) Portable ladders must be checked for safety before use. Ensure rungs are not loose or broken.
 - (c) Portable ladders should be properly angled at 75 degrees; secured at the top or bottom and stabilizers used if possible.
 - (d) All ladders must be fitted with non-slip/insulated footing.
 - (e) Stepladders are to be prevented from spreading by means of stays, chains or cords. These should be of sufficient strength, equal length and kept in good order.

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- (f) The top tread of a stepladder should not be used for foot support unless there is an extension above the top to provide a handhold.
- (g) Do not carry heavy load on a ladder.
- (h) When working aloft on ladder, scaffolding or a platform, all tools must be secured as they can cause a serious accident if they fall. The area below must be roped off and warning notices posted.
- (i) Fabricated or wood type ladder are prohibited to be used and should not be kept on work area or store.
- (j) Wooden ladder certified by SIRIM is approved to be used.

2.30.2 Scaffolding

- (a) Any job task to be performed involving any type of scaffold shall be notified to NMB HSSES at least **three (3)** working days.
- (b) Submission of scaffold drawing must be submitted to NMB HSSES prior to commencement on erecting of scaffold on site.
- (c) Should any scaffold with height exceed than 15m, the scaffold drawing shall be endorsed by Professional Engineer (PE).
- (d) In matter of compliance, NMB HSSES will be inquiring of notification to Department Occupational Safety & Health (DOSH) for any type of scaffold to be erected with height exceed than 15 meters.
- (e) Scaffold personnel should have relevant certificates and should be submitted and attached during the permit application process.
- (f) Prior scaffold erection, all personnel must indicate with mandatory PPE and appropriate fall protection devices as follows:
 - (i) Double lanyard body harness – Valid inspected date
 - (ii) Safety Helmet
 - (iii) Reflective attire
 - (iv) Safety Shoes
- (g) All type of scaffold and competent person to be involve in the job task are specified below:
- (h)

Type	Competent Person		
	Level 1	Level 2	Level 3
Basic <ul style="list-style-type: none"> • Independent • Mobile Tower Scaffold • Static Tower Scaffold • Birdcage Scaffold • Putlog / Single line Scaffold • Trestle Scaffold 	Scaffold Erector	Scaffold Supervisor & Scaffold Inspector	Scaffold Supervisor & Scaffold Inspector & Scaffold Inspector
Intermediate <ul style="list-style-type: none"> • Truck Access/Gantry • Truss-out (Spur) 			

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Type	Competent Person		
	Level 1	Level 2	Level 3
<ul style="list-style-type: none"> • Barrow Ramp • Cantilever Scaffold • Cantilever Catch Platform • Outrigger Scaffold 			
Advance <ul style="list-style-type: none"> • Hung Scaffold • Slung Scaffold • Suspended Scaffold 	Scaffold Erector	Scaffold Erector	Scaffold Supervisor & Scaffold Inspector & Scaffold Inspector

*** All scaffold personnel (Erectors, Supervisors & Inspector) must be different individuals, as each role has different responsibilities and requirements

- (i) Competent Scaffold Supervisor as a person-in-charge shall be on site upon all the erection of scaffolding in progress. In the event of the unavailability of the person-in-charge, stop work order will be immediately issued.
- (j) Upon completion of the scaffold erection, Competent Scaffold Inspector shall verify and issue a green tag on the respective scaffold. The scaffold should be re-inspected and verified within **seven (7) days** or any weather event that may affected the structural of the scaffold.
- (k) All personnel access ways and ladders must be equipped with non-slip or insulated footings and constructed securely using appropriate materials.
- (l) Scaffold must be provided if a job is performed above 3 meters. Unless by specific supplier's instructions, constructed height of portable scaffolding is calculated with the following formula
i.e.: Maximum height = 3 x minimum base width of the scaffolding

2.30.3 Walk Ways and Mobile Elevated Working Platforms (MEWP)

- (a) Workers must be securely anchored when working above 3m from the ground and must wear safety harness or belt
- (b) When using the "GENIE" personnel lift (Beanstalk) ensures that the stabilizers are properly anchored. Follow manufacturer's instruction attached with the lift
- (c) When using the metal "Cage" together to the forklift truck, ensure that the cage is properly chained to the fork support and that the cage bolts are anchored.
- (d) All contract employees must use fall protection such as life lines and railings when working within 6 feet of open side roofs, ledges, catwalks or when parapets are less than 39 inches high. It is the responsibility of the

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Port User to meet all legal requirements (i.e., use of railings, fall restraint devices, safety harnesses and lanyards) when contract employees must perform work that exposes them to a potential fall of 6 feet and greater (measured from the bottom of the employee's feet). In addition, approved full body harnesses (not belts) shall be worn when an employee may be exposed to a potential fall of 6 feet or greater (measured from the bottom of the feet). The Port User shall provide safety nets, full body harnesses, lifelines, barricades, and barricade tape.

- (e) MEWP are prohibited to be used as means of access without approval from NMB HSSES Department. Workers/operator cannot exit the man basket during operation.
- (f) The use of designated MEWP exit points and not allowing exit or entry of the platform by climbing over the guardrails.
- (g) Workers must always follow MEWP man bucket weight limit and person limit.
- (h) The utilization of man lift tools or equipment must subject to the compliance of Occupational Safety and Health Act (Amendment) 2022.

2.31 Painting

- 2.31.1 Painting is only allowed upon approval from NMB's authorized personnel.
- 2.31.2 Paints and thinner are not to be kept in large quantity at worksite. Such materials must be removed and kept in store after the day's work.
- 2.31.3 Machines, floors and other equipment must be covered when painting is in progress.
- 2.31.4 Road painting requires Hot Work Permit and a comprehensive HIRARC.
- 2.31.5 Backlash arrestor must be equipped to all each hose connection and from equipment to hose.

2.32 Working with Air Compressor

- 2.32.1 Air compressors must be inspected regularly and maintain a valid Certificate of Fitness (CF) as required by DOSH regulations. Compliance with the Occupational Safety and Health (Plant Requiring Certificate of Fitness) Regulations 2024 is mandatory.
- 2.32.2 Do not use air compressor unless authorized to do so.
- 2.32.3 Never play with air compressor.
- 2.32.4 Do not use air compressor longer than is absolutely necessary and wear safety glasses/goggles.

2.33 Working with Lifting Equipment

- 2.33.1 Lifting cranes, including mobile cranes, must be operated by a licensed and competent crane operator. These cranes must also have a valid Certificate

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of Fitness (CF) and comply with all DOSH regulations, particularly those outlined in the **Occupational Safety and Health (Plant Requiring Certificate of Fitness) Regulations 2024**.

- 2.33.2 Establish a safe working zone around the lifting area, keeping unauthorized personnel clear of potential hazards. Use barriers or warning signs to restrict access.
- 2.33.3 Signage clearly indicating 'Lifting in Progress' or 'Danger, Crane Working Overhead' must be displayed in areas where crane operations are taking place. Additionally, the relevant lifting permit to work must be readily available and visible at all times within the work area.
- 2.33.4 Before using lifting equipment, conduct a thorough inspection to ensure:
 - (a) Anchor points are secure
 - (b) There is no physical damage or equipment stress
 - (c) No wire damage e.g. Rusted, fraying or broken strands
 - (d) Hooks are fitted with clips and fabric slings are in good condition
 - (e) Handle lifting equipment carefully.
 - (f) Tagline are available during lifting attached to two (2) opposite ends of the load
 - (g) Never overload lifting equipment.
 - (h) Use mechanical aids when necessary.
- 2.33.5 Lifting operations should be halted if the wind speed is 40km/h or 11m/s, heavy rain, or other adverse weather conditions that could affect load stability or equipment operation.

2.34 Working at Heights

- 2.34.1 Port Users must ensure that their employees take adequate safety precautions when working at heights (3m and above ground level or working surface).
- 2.34.2 The employees shall be provided with double lanyard safety harness, that they are competent to use and secured to a proper anchorage point.
- 2.34.3 Full body safety harnesses with double lanyards and shock absorber are mandatory for all work at height where hard controls are not possible. Lanyards shall at all times be fixed to a secured anchorage or a lifeline fitted with a fall arrest device so as to ensure continuous fall protection.
- 2.34.4 Tools lanyard must be provided and attached to all tools during working at height and hook to rigid structure.
- 2.34.5 Port Users need to ensure as far as practicable, prevent the likelihood of a person falling.
- 2.34.6 During roofing work, Port User needs to install lifeline that has been endorsed by Professional Engineer.
- 2.34.7 The lifeline must be made using a 10mm diameter wire rope for a minimum requirement. The lifeline is ended with the use of three (3) bulldog clips (also

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known as wire rope clamps). These clips are used to securely attach the ends of the wire rope to prevent slippage or failure.

2.35 Welding, Gas Cutting, and Grinding Activities

- 2.35.1 Port Users must ensure that all welding, grinding and cutting equipment brought into the NMB premises by its employees shall be safe and suitable for the job.
- 2.35.2 Such employees are to be provided with appropriate PPE while carrying out the job.
- 2.35.3 Port Users must ensure their employees are provided with and use appropriate welding goggles or welding shield when carrying out welding or gas cutting.
- 2.35.4 Welding screens/barricade must be used to protect other persons and precaution taken against fire and/or explosion.
- 2.35.5 Fire extinguisher should be readily available and in working condition at all times whenever such activities take place. Workers must be trained in the proper use of fire extinguishers.
- 2.35.6 Standby NMB Fire Rescue personnel shall be assigned to all welding and grinding activities conducted after 6 p.m.
- 2.35.7 A "HOT WORK" permit is required from NMB before commencing such work.
- 2.35.8 Work well away from flammable materials such as paint, thinner etc.
- 2.35.9 Ensure adequate ventilation to disperse hazardous fumes and gases produced during welding, cutting, or grinding.
- 2.35.10 Always use a spark lighter to ignite GAS – NEVER USE NAKED FLAME.
- 2.35.11 Power supply must be taken from "Welding Points" with 15A plug.
- 2.35.12 Cordon off area at least 10m from your work area with warning signs.
- 2.35.13 Safety devices of electrical tools should be in good condition and intact when in use with guards, side handle, etc.
- 2.35.14 Face shields and appropriate safety gloves must be worn at all times during grinding activities.
- 2.35.15 Regularly inspect welding machines, cutting torches, grinding tools, and gas cylinders for safety.
- 2.35.16 Welding activity should be performed by qualified personnel.
- 2.35.17 Welding machine and equipment, grinder, fire extinguisher and gas cutting equipment **must be inspected and approved by NMB Fire & Rescue** before work commences.

2.36 Gas Cylinder

- 2.36.1 Port Users must ensure that all pressurized gas cylinder used for flame cutting or welding are securely chained to a trolley or rigid structure during and after use.
- 2.36.2 Handle cylinders properly. Do not roll the cylinders. During welding, cylinders must be properly secured upright on cylinder trolley.

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- 2.36.3 Store the various types of gasses safely. Oxygen and acetylene must be stored at separate locations. Empty cylinders must be stored separately from full cylinders. Store them under cover and not under direct sunlight.
- 2.36.4 Keep cylinders away from electrical welding tools and red hot metals.
- 2.36.5 Never lubricate cylinder valve or any fittings with oil or grease. High-pressure oxygen reacts violently with oil or grease and may result in an explosion.
- 2.36.6 Never use white or red lead, joining compound and joining tapes for cylinder valve of fittings.
- 2.36.7 Any storage of Liquefied Petroleum Gas (LPG) requires a permit from KPDNKK. Storage area must be suitable, bund to prevent spillage or overflow, away from source of ignition of fire/flame, put signage and SDS and follow BOMBA Malaysia's requirements.
- 2.36.8 Always use appropriate regulators for each gas type and install flashback arrestors to prevent backflow of gases into hoses.
- 2.36.9 All gas cylinders must be inspected and approved by NMB Fire & Rescue before work commences.

2.37 Work in Confined Space

- 2.37.1 Double lanyard safety harness and crawling boards must be used when working in water tanks and when underground.
- 2.37.2 Before entering a confined space, ensure sufficient supply of oxygen.
- 2.37.3 A minimum of 2 workers are to form a team, with 1 worker outside holding a rope tied to the person working inside. Double lanyard safety harness must also be worn by the person who is inside. A mode of communication must be worked out between the 2 workers before one of them enters the tank or go underground.
- 2.37.4 Cordon off the area with warning signs and boards.
- 2.37.5 In case of an emergency, there is an appropriate method in place to safely evacuate the individual from the area.
- 2.37.6 Steps have been taken to remove any fumes or hazardous gases that may be present,
- 2.37.7 There is a reliable and competent Authorized Entrant and Standby Person (AESP) stationed at the entrance of the confined space to supervise the operations and take such actions as may be deemed necessary in an emergency
- 2.37.8 Hot work performed inside the confined space must be governed by a hot-work permit.
- 2.37.9 Prior to entry into a confined space, the atmosphere must be thoroughly assessed by an Authorized Gas Tester (AGT) and acknowledge by NMB personnel. This includes measuring air quality, monitoring for hazardous gases, vapors, oxygen levels, and explosive atmospheres. Continuous monitoring for every two (2) hours must be maintained throughout any work activity within the confined space.

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2.37.10 Only workers who has a competent Authorized Entrant and Standby Person (AESP) are authorized to work in confined spaces.

2.38 Safe Use of Hand Tools (E.g. Hammer, Chisel, Spanners etc.)

- 2.38.1 Damaged tools such as files without handles, broken and cracked handles, mushroomed chisels and punches, worn screwdrivers, loose hammer heads or electrical tools with peeled or cracked insulation should not be used.
- 2.38.2 Use only the correct tool for every job.
- 2.38.3 Regularly check your tools for damage due to wear and tear.
- 2.38.4 Store your tools properly in a tool box when not in use. Never leave tools lying around when you have completed a job.
- 2.38.5 Wear appropriate gloves to protect hands from cuts, abrasions, or impact injuries when handling hand tools. Use safety glasses or goggles to protect your eyes from flying debris, especially when using chisels, hammers, or cutting tools.

2.39 Forklift Truck Drivers

- 2.39.1 Port User must obtain permission from the person-in-charge for the use of forklift or overhead crane.
- 2.39.2 Forklift must be inspected on yearly basis by NMB E&M Puspakom. Only forklift that have passed the inspection can be operated in NMB.
- 2.39.3 Forklifts shall only be operated by designated persons who are competent to operate them. Forklift operators must have a valid NMB Skill Proficiency Card (SPC) to operate the equipment unless the operator have a competency skill card for forklift operating from licensed training body.

2.40 Excavation works

- 2.40.1 Assessment of trenches should be done by excavation supervisor to study the likelihood of any changes in ground conditions and review the working method accordingly.
- 2.40.2 A trench must be installed when excavated depth is greater than 1.5 m.
- 2.40.3 Excavation area must be hard barricade when excavated is greater than 2 m.
- 2.40.4 Assessment must be preceded by a site investigation during planning process.
- 2.40.5 Proper access must be provided if workers are working inside excavated area.
- 2.40.6 The position of all existing underground installations such as utilities must be verified before the work begins. Pipe or cable should be isolated before work begins.
- 2.40.7 Excavation area must be clear from any storage of materials, in a radius of 10m.

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2.41 Overhead Work

2.41.1 When work is being done above any people, above another exposed level, or an above open floor, the area below the work must be cordoned off with "Do Not Enter" tape and have the appropriate signs. Personnel working below must be protected, and hard hats must be worn by those who work in the potential hazard area. All workers shall follow all other area-specific protocol or safety measures for overhead work.

2.42 Safety signage/Barrier/Baricade

2.42.1 Port Users shall ensure the safety of working area by putting barrier at your designated work place.

2.42.2 Work areas must be properly barricaded and marked. NMB may also provide such signs and barricades applicable to NMB work, and Port Users must adhere to these. Barricades of any kind, whether made of wood, ribbon, tape or other materials must not be violated.

2.42.3 Port Users will be responsible for providing all safety signs, barricades barrier, blinkers, safety cones or safety taping as required to isolate the Port User's work area from pedestrian traffic and to prevent unauthorized access to the area.

2.42.4 The Port Users must remove all signs and barricades when the potential hazard no longer exists.

2.42.5 The following materials and signs are authorized to use as barricades and safety signs at NMB:

- (a) PVC railing
- (b) Chain, plastic or metal
- (c) Cones
- (d) Scaffold tube
- (e) Concrete Barrier
- (f) Filler Plastic Barriers
- (g) Delineator Rope

2.43 OSH-Coordinator (OSH-C)

2.43.1 According to OSHA Amendment 2022, Port User that has more than 5 workers/employees need to appoint one of his employees to act as an OSH-Coordinator (OSH-C).

2.43.2 The OSH-C must be certified and will be the key person to liaise with NMB's HSE Department for any safety issue.

2.43.3 If the Port User already employs a Safety Health Officer (SHO), thus shall be deemed to appoint an OSH-C.

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2.44 Lashing/Unlashing Activities

- 2.44.1 Employees are to be provided with and are to use appropriate safety shoes, safety vest and safety helmet.
- 2.44.2 Employee adequate lashing for each vessel.
- 2.44.3 Lashing equipment (long pole) adequate.
- 2.44.4 Safety harness and anchor wand are use appropriately while working at height on board vessel.
- 2.44.5 Lashing gang install/uninstall lashing and lashing twist lock bar carefully;
- 2.44.6 Ensure twist lock removed for loading and unloading.
- 2.44.7 Ensure to use a steel bar to carefully remove any obstructions at the corner casting when removing the twist lock for loading or unloading operations.

2.45 Sludging/Desludging/Road tanker bunkering activity

- 2.45.1 Handlers and the driver are with appropriate attire with complete safety helmet and safety shoes. (Personal Protective Equipment-PPE) appropriate safety shoes, safety vest and safety helmet.
- 2.45.2 Hand phones are to be switched off.
- 2.45.3 Ensure all the handling materials are in the correct places.
- 2.45.4 Ensure the tanker is parked at the safe collection area and not disrupting the traffic.
- 2.45.5 Engine is switched off
- 2.45.6 Tire chock is placed at the wheel.
- 2.45.7 Spillage booms are placed at the long side of the tanker in a U-shaped.
- 2.45.8 Spillage pads, fire extinguisher and saw dust are placed in front of the tanker.
- 2.45.9 Drip container is placed below the tanker and at the rear valve of the tanker.
- 2.45.10 Handler will check to ensure no more oil-sludge dripping from the hose at the tank inlet.
- 2.45.11 Handler will inform the vessel engineer once it reaches about 80% of tank limit.
- 2.45.12 Appropriate signage and barricades must be in place around the work area to control access and protect against unauthorized entry.

2.46 Utilizing Company's Electricity, Water, and other resources

- 2.46.1 Port Users shall obtain prior permission from the Site/project Coordinator before utilizing the facility and only approved equipment/wiring/connection/piping shall be used.
- 2.46.2 The system shall be made good and returned to its former condition, after its usage.

2.47 Vehicle Safety

- 2.47.1 All vehicle drivers must have appropriate driver's license to drive any particular vehicle at all times, whether on or off NMB premises.

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- 2.47.2 Port Users must ensure your drivers handle vehicles in safe manner at all times to prevent any injury or damage to personnel, goods or property.
- 2.47.3 No NMB's equipment should be removed without written authorization from NMB.
- 2.47.4 Vehicles are only allowed for delivery of equipment/materials and should not be parked in NMB's compound unless authorized by NMB's personnel.
- 2.47.5 At all times to give way to NMB's vehicles as they have the right of way in NMB's premises.
- 2.47.6 All vehicle occupants must wear seat belts at all times.
- 2.47.7 All drivers must possess a valid driver's license appropriate for the vehicle being operated.

2.48 Supervision and Information

- 2.48.1 Port Users shall provide adequate communication and supervision to all your employees so that they do not loiter or cause disturbance to others while they are in the NMB premises.

2.49 Accident and/or Injuries, near miss incidents, safety hazards

- 2.49.1 All workplace accidents, injuries, near miss incidents and safety hazards must be reported immediately to the NMB Port Control Centre (PCC), Site/Project Safety Coordinator and NMB HSSES.

2.50 Right to Stop Work

- 2.50.1 NMB shall have the right to prohibit commencement of any works or stop any works in progress if the personnel, environment, equipment and/or asset are considered at the Company's discretion to be of imminent danger and/or in non-compliance with any applicable rules, regulations and procedures.
- 2.50.2 Work stoppage shall be at the Port User's expense until NMB satisfactorily rectifies any unsafe acts or conditions. In the event of serious or repeated violations, NMB reserves the right to terminate the Port User in accordance with the Contract's terms and conditions

2.51 Emergency Procedures & Evacuation

- 2.51.1 Emergency procedures and site evacuation plan briefing must be given by the Safety and Health Officer (SHO) or Site/Project Safety Coordinator.
- 2.51.2 Port Users must ensure that your employees understood and cooperate with NMB personnel during any crisis.
- 2.51.3 In an event of emergency, all personnel shall use the safer route to the Assembly Area and follow all instructions given by the Fire/Safety Wardens or Emergency Commander.

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2.52 Emergency Preparedness Equipment/Tools.

- 2.52.1 Prohibited from blocking the way to the place of fire extinguishers and hydrants.
- 2.52.2 Prohibited to transfer/relocate/shift fire extinguisher from its designated place without permission.
- 2.52.3 Prohibited from blocking emergency exit/staircase.
- 2.52.4 Prohibited from blocking designated Assembly Area

2.53 Waste Management

- 2.53.1 Port User must ensure that all waste generated from their activities are disposed in a responsible manner as stipulated in Environmental Quality (Scheduled Wastes) Regulations 2005.
- 2.53.2 Handling, storage and disposal of scheduled waste must be managed properly and all records shall be kept in accordance to the statutory requirement under the laws of Malaysia.
- 2.53.3 Waste must be segregated based on its classification as hazardous (chemicals, solvents, batteries, medical waste) or non-hazardous (paper, plastics, general refuse). All waste containers must be clearly labeled according to the type of waste they contain.
- 2.53.4 Hazardous waste should only be disposed of by licensed contractors in accordance with local environmental regulations (such as Environmental Quality (Scheduled Wastes) Regulations 2005 in Malaysia).

2.54 Environment/surrounding

- 2.54.1 Open burning is prohibited.
- 2.54.2 Prohibited to discharge effluents to NMB drainage.

2.55 Health surveillance program

- 2.55.1 The Port User shall carry out a health surveillance programme to its employees if they are exposed or likely to be exposed to chemicals hazardous to health. The requirement is only applicable to Port Users with working/project terms more than twelve (12) months in NMB.
- 2.55.2 The health surveillance shall be carried out by an occupational health doctor and shall include medical surveillance conducted at intervals of not more than twelve (12) months or at such shorter intervals as determined by the occupational health doctor.
- 2.55.3 The components of Medical Surveillance Program shall include;
 - (a) Pre-employment and pre-placement medical examination.

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- (b) Biological monitoring and biological effect monitoring
- (c) Health effects monitoring
- (d) Investigation of occupational disease and poisoning including workplace inspection
- (e) Notification of occupational disease and poisoning
- (f) Assist in disability assessment
- (g) Return to work examination after medical removal protection
- (h) Record keeping and monitoring

2.56 HAZARD IDENTIFICATION, RISK ASSESSMENT, RISK CONTROL (HIRARC)

- 2.56.1 Establish a process for hazard identification and management that minimizes or eliminates the risk of incidents. The risk assessment process identifies HSSES hazards associated with work, evaluates the risks, and prioritizes control measures. These measures ensure compliance with pre-defined HSSES requirements for employees, Port Users and contractors before any work is initiated. For further details, refer to the DOSH Guidelines for Hazard Identification, Risk Assessment, and Risk Control (HIRARC) – 2008.
- 2.56.2 Risk Assessment consists of three primary steps: Hazard Identification, Risk Evaluation, and Risk Control. Control measures are determined based on the Hierarchy of Control, ensuring that the most effective strategies are applied to reduce risks.

No	Step	Description
1	Preparation	Gather necessary information for the risk assessment
2	Hazard Identification	Identify hazards for each work activity, potential accidents, and incidents.
3	Risk Evaluation	Assess the identified hazards, prioritize control measures, and minimize risks.
4	Risk Control	Implement Hierarchy of Control measures to manage hazards and reduce risks.
5	Record Keeping	Document risk assessments and retain records for at least three years.
6	Implementation & Review	Review risk assessments every year, or upon new information, workplace changes, or after incidents.

- 2.56.3 Before conducting a risk assessment, gather as much information as possible, including site plans, activity lists, chemical inventories, and relevant safety records.
- 2.56.4 Identify hazards specific to the work environment, considering factors such as:

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No	Type of Hazard	Examples
1	Physical	Fire, noise, heat, ergonomics
2	Mechanical	Moving or rotating parts
3	Chemical	Toxic or flammable substances
4	Biological	Viruses, bacteria
5	Psychosocial	Stress, fatigue
6	Environmental and Security	Natural disasters, theft, vandalism.
7	Pollution prevention	Land pollution, water pollution
8	Waste Management	Handling, storage, disposal of general or toxic waste

2.56.5 Risk Evaluation is a systematic process to assess the potential risks associated with a specific activity or process. It involves the following key steps:

No	Step	Description
1	Identify Existing Controls	Determine what measures are already in place to mitigate risks. Examples include safety procedures, equipment guards, or Personal Protective Equipment (PPE).
2	Assess Hazard Severity	Evaluate the potential consequences of a hazardous event. Consider the potential for injury, property damage, or environmental harm.
3	Determine Likelihood of Occurrence	Estimate the probability of a hazard occurring. Consider factors such as frequency of exposure, human error, and equipment failure.
4	Calculate Risk Level	Combine the severity and likelihood to determine the overall risk level. A higher severity and likelihood result in a higher risk.

2.56.6 Risk involves two key components:

- (a) Severity of the hazard. This refers to the degree or extent of potential injury or damage that a hazard could cause if an incident occurs. It is an inherent characteristic of the hazard itself, unaffected by existing controls. (Refer to Table 1)
- (b) Likelihood of Occurrence: This assesses the probability that an incident will occur, taking existing controls into account. (Refer to Table 2)

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Table 1: Severity Categories and Description

Rating	Severity	Description
5	Catastrophic	Numerous fatalities, irrevocable property damage and productivity loss
4	Fatal	A single fatality or major property damage
3	Serious	Non-fatal injury or permanent disability
2	Minor	Disabling but not permanent injury
1	Negligible	Minor abrasions, bruises, cuts, first aid type injury

Table 2: Likelihood of Occurrence

Rating	Likelihood	Description
1	Inconceivable	Is practically impossible and has never occurred
2	Remote	Has not been known to occur after many years
3	Conceivable	Might be occur at some time in future
4	Possible	Has a good chance of occurring and is not unusual
5	Most Likely	The most likely result of the hazard / event being realized

2.56.7 Once the severity and likelihood have been established, the risk level can be determined. One approach is to use the following 5x5 matrix. The risk level may be classified as Low, Medium, and High risk and is at the intersection of the severity row and the likelihood column. (Refer to Table 3)

Table 3: RISK MATRIX TABLE						
CONSEQUENCES						
LIKELIHOOD		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
	Almost certain 5	5	10	15	20	25
	Likely 4	4	8	12	16	20
	Moderate 3	3	6	9	12	15
	Unlikely 2	2	4	6	8	10
	Rare 1	1	2	3	4	5
RISK CATEGORY						
15 – 25		High	Additional control must be proposed and implemented before commencement of work. The risk level shall then be reduced to at least moderate.			

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6 - 14	Moderate	Effort should be made to reduce the risk (if necessary), but the costs or prevention should be carefully measured & limited.
1 - 5	Low	No additional controls are required.

2.56.8 Based on the risk level determined, risk controls should be selected to reduce the risk level to an acceptable level. This can be achieved by decreasing either the severity or the likelihood of potential incidents. Table 4 show the risk and action for different risk levels, which can be used to guide the selection of risk controls

Table 4: Risk and Action

Risk	Description	Action
1 - 4	Low	A risk identified as LOW may be considered as acceptable and further reduction may not be necessary. However, if the risk can be resolved quickly and efficiently, control measures should be implemented and recorded.
5 - 12	Medium	A MEDIUM risk requires a planned approach to controlling the hazard and applies temporary measure if required. Actions taken must be documented on the risk assessment form including date for completion.
15 - 25	High	A HIGH risk requires immediate action to control the hazard as detailed in the hierarchy of control. Actions taken must be documented on the risk assessment form including date of completion.

3.0 HSE Non-Conformance

Port Users shall carry out the safety guidelines requirements and ensure that all of your workers are properly informed and understand procedure. Failure to comply with the said requirement will result in action being taken. Whenever deemed necessary by NMB Project Manager, Project Engineer, Project Coordinator or NMB HSSES, discontinuation of work will take effect until and unless the breach of safety issue is corrected. Depending on the violation, Port Users will be issued the HSE Omission Notification (HON) as stipulated below:

3.1 Minor HSE Omissions:

Code	Description
001	Not wearing Personal Protective Equipment (PPE) as required during operation. <i>Tidak memakai Peralatan Perlindungan Peribadi (PPE) yang diperlukan semasa operasi.</i>
002	Failure to report any accident including fire and oil spills incident to the superior.

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Code	Description
	Tidak melaporkan apa-apa kemalangan/kejadian termasuk kebakaran dan tumpahan minyak kepada penyelia atau pegawai atasan.
003	Littering at work place or within Northport premises. Membuang sampah di tempat kerja atau di dalam premis Northport.
004	Failure to report any unsafe acts and unsafe conditions immediately to the superior. Tidak melaporkan apa-apa perbuatan dan keadaan yang tidak selamat kepada pegawai atasan dengan serta-merta.
005	Performing any unsafe act or behavior such as being reckless and selfish behavior. Melakukan apa-apa perbuatan atau tingkah laku yang tidak selamat seperti tindakan melulu dan mementingkan diri sendiri.
006	Entering restricted working areas without authorization. Memasuki kawasan larangan kerja tanpa kebenaran.
007	Resting or sleeping at non-designated resting area such as in the warehouse, crane bogey, outside wharf toilet area, wharf side, vehicle parking area, etc. Berehat di kawasan yang tidak dikhaskan untuk tempat rehat sebagai contoh di gudang, "crane bogey", di kawasan luar tandas dermaga, kawasan dermaga, di tempat pakir kendaraan dan lain-lain.
008	Improper handling, disposal or storage of domestic waste. Pengendalian, pembuangan atau penyimpanan bahan buangan dengan cara yang salah.
009	Poor housekeeping at working area. Kegagalan dalam menjalankan aktiviti pembersihan di kawasan kerja.
010	Non-compliance/improper handling of cargo/container. Ketidakpatuhan peraturan /cara yang tidak betul dalam pengendalian kargo/kontena.
011	Failure/improper segregation of working area/ operational activities such as barricade or cones. Kegagalan/pengasingan tidak wajar untuk kawasan kerja /aktiviti operasi seperti penghadang atau kon.
012	Failure to display safety notices and Permit To Work for high risk activity such as fumigation, bunkering, hot work, DG handling. Tidak memaparkan notis keselamatan dan Permit Untuk Bekerja untuk aktiviti berisiko tinggi seperti pengasapan, bunker, kerja panas, pengendalian DG.
013	Failure to wear seat belt while driving. Tidak memakai tali pinggang keledar semasa memandu.
014	Any other minor safety omission Mana-mana pelanggaran peraturan keselamatan kecil.

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3.2 Major HSE Omissions:

Code	Description
101	Misusing fire-fighting appliances such as fire extinguishers. <i>Menyalahgunakan peralatan kebakaran seperti alat pemadam api.</i>
102	Obstructing fire hydrant. <i>Menghalang laluan pili bomba.</i>
103	Misusing electrical appliances or hot work tools and equipment including unauthorized, illegal modifications and poor electrical wiring isolation. <i>Menyalahgunakan peralatan elektrik atau peralatan kerja panas termasuklah pengubahsuaian haram/tanpa kebenaran dan pendawaian elektrik yang tidak dibenarkan.</i>
104	Reckless disposal of combustible materials. <i>Kelalaian dalam pembuangan bahan mudah terbakar.</i>
105	Removing or causing damage to Northport/third party property (vandalism). <i>Menanggalkan atau menyebabkan kerosakan kepada harta benda Northport/pihak ketiga (vandalisme).</i>
106	Obstructing emergency exit. <i>Menghalang laluan kecemasan.</i>
107	Failure to comply with "Permit To Work" procedure/requirement. <i>Kegagalan untuk mematuhi prosidur/keparluan kerja "permit to work".</i>
108	Failure to wear safety harness during working at heights. <i>Tidak memakai abah-abah keselamatan semasa bekerja di tempat tinggi.</i>
109	Failure to observe appropriate fire preventive measures according to specific scope of works. <i>Kegagalan mematuhi langkah-langkah pencegahan kebakaran mengikut skop kerja tertentu.</i>
110	Failure to comply with Liquid Bulk Terminal safety regulations as per displayed signage. <i>Kegagalan untuk mematuhi peraturan keselamatan terminal "Liquid Bulk" seperti yang terpapar pada papan tanda.</i>
111	Smoking within 5 meters from warehouse and non-designated smoking area. <i>Merokok dalam jarak 5 meter dari gudang dan kawasan larangan merokok.</i>
112	Intimidating and/or provoking and/or threatening and/or assaulting any Northport's personnel who are enforcing HON. <i>Mengugut dan/atau memprovokasi dan/atau mengancam dan/atau menyerang mana-mana kakitangan Northport yang menguatkuasakan peraturan HON.</i>
113	Parking at non-designated parking area. <i>Pakir di kawasan yang tidak dikhaskan untuk memakir kenderaan.</i>

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Code	Description
114	Provoking/abetting other person to disobey Northport's HSE regulations. Memprovokasi/bersubahat dengan orang lain untuk melanggar peraturan HSE Northport.
115	Failure to provide appropriate and sufficient placard/labeling for Dangerous Goods Cargo. Kegagalan untuk menyediakan pelekat/pelabelan yang sesuai dan mencukupi untuk barang cargo yang berbahaya.
116	Failure to display/provide Safety Data Sheet (SDS) of chemicals in the workplace. Kegagalan untuk memaparkan/menyediakan "Safety Data Sheet (SDS)" bahan kimia di tempat kerja.
117	Improper storage of chemicals/flammable materials. Penyimpanan bahan kimia/mudah terbakar dengan cara yang salah.
118	Accident due to negligence that caused serious injuries, permanent disability and/or fatality to any person or property. Kemalangan yang disebabkan oleh perlaku kecuaian yang menyebabkan kecederaan yang teruk, hilang upaya kekal dan/atau kematian kepada mana-mana orang atau harta benda.
119	Improper handling, disposal and storage of scheduled waste. Pengendalian, pembuangan atau penyimpanan bahan buangan berjadual dengan cara yang salah.
120	Disposal of contaminated materials into water and/or land and/or non-designated areas (chemicals/scheduled waste/oil/emulsion/ sewage/garbage waste). Pembuangan bahan yang tercemar ke dalam air dan/atau tanah dan/atau bukan di kawasan yang telah dikhaskan (bahan kimia/bahan buangan berjadual/minyak/emulsi/kumbahan/sampah).
121	Operating equipment or machinery without valid "Permit Jentera". Menggunakan peralatan atau jentera yang tidak mempunyai "Permit Jentera" yang sah.
122	Operating lifting equipment without valid "Perakuan Mesin Angkat" (PMA). Mengendalikan peralatan mengangkat tanpa "Perakuan Mesin Angkat" (PMA) yang sah.
123	Operating terminal equipment, machineries or vehicles without valid Skill Proficiency Card (SPC)/ license. Mengendalikan peralatan terminal, jentera atau kenderaan tanpa "Skill Proficiency Card" (SPC)/lesen yang sah.
124	Disembarking from prime mover driver cabin while in the container yard during operation (except for container side loader operation). Keluar dari kabin pemandu prime mover ketika di dalam kawasan lapangan kontena semasa operasi (kecuali operasi kontena side loader).

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Code	Description
125	Locking/unlocking twistlock at non designated area. Mengunci/membuka twistlock di kawasan bukan dikhaskan.
126	Reckless driving/riding such as over speeding, using mobile phone and dangerous overtaking. Memandu kenderaan/menunggang motosikal secara melulu seperti melebihi had laju, menggunakan telefon bimbit dan memotong secara merbahaya.
127	Obstructing any terminal equipment while in operation. Menghalang apa-apa peralatan terminal semasa operasi.
128	Driving prime mover recklessly in the container yard such as driving in between Rubber Tyred Gantry, making U turn and driving against traffic flow inside Rubber Tyred Gantry block. Memandu prime mover secara merbahaya di dalam kawasan operasi kontena seperti memandu di antara "Rubber Tyred Gantry", membuat pusingan U dan memandu berlawanan aliran trafik di dalam blok "Rubber Tyred Gantry".
129	Failure to stop at traffic junction inside the terminal. Kegagalan untuk berhenti di persimpangan trafik di dalam terminal.
130	Transporting overweight/overloaded cargo. Mengangkut muatan kargo berlebihan.
131	Operating forklift with passenger. Mengendalikan forklift bersama penumpang.
132	Unauthorized diesel storing. Penyimpanan diesel yang tidak dibenarkan.
133	Fishing at wharf area. Memancing di kawasan dermaga.
134	Open burning without approval/authorization. Pembakaran terbuka tanpa kelulusan/kebenaran.
135	Any other major safety omission Mana-mana pelanggaran keselamatan besar.
136	Stopping vehicle in yellow box at railway crossing. Menghentikan kenderaan di dalam kawasan petak kuning persimpangan laluan keretapi.
137	Illegally discharge or dispose of any form of waste including solid waste, semi - solid waste and liquid waste into Malaysian waters (sea, rivers, waterlines etc). For example, twist lock, shackle, gears, fabric materials, palm kernel extract, palm oil, etc. Membuang sebarang sisa atau bahan buangan secara haram termasuk pepejal, separuh pepejal dan cecair ke dalam perairan Malaysia (laut, sungai, tali air dan sebagainya) Contohnya " twistlock ", " shackle ", " gears ", bahan - bahan fabric, habuk isi kelapa sawit, minyak sawit dan lain - lain.

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3.3 HON Penalties:

No	Category	Penalty	
		Minor HSE Omission	Major HSE Omission
1.	1 st HSE Omission	RM10.00	RM20.00
2.	2 nd HSE Omission	RM20.00	RM40.00
3.	3 rd HSE Omission	1. Port pass detained by enforcer issuing the HON and send to Port Control Centre (PCC). 2. PCC will check and key in data into e-HON system. 3. Port pass detained and blacklisted.	
4.	Appeal Process	1. The company of offenders to send appeal letter addressed to Head of HSSES within 14 days from the day of issuance. 2. Endorsement from Head of HSSE is required to support or reject the request. 3. If approved payable penalty of RM80.00 for port pass renewal and need to re-attend Port Pass Safety Briefing.	

3.4 Subsequent failure by the Port User and or their employees to comply with the said requirement will result in the termination of the Contract/Tenancy.

4.0 Notification to Respective Authority

- 4.1 The Port User undertakes to comply with any update on notification to the relevant Authorities such as compliance with Occupational Safety and Health Act (Amendment) 2022 that is based on the project type or nature of work.
- 4.2 Any work or project that is scheduled to last longer than 30 working days or exceed 500 man days shall inform NMB HSSES and to be notified to DOSH.

5.0 General (Security)

- 5.1 NMB is gazetted as a National Key Point Area under the Protected Areas and Protected Places Act 1959 (Act 298) by the Malaysian Government. Consequently, all Port Users must comply with the rules and regulations set by Northport management to ensure a secure work environment for their employees and everyone in our premises.
- 5.2 This requires Port Users operating within NMB premises to understand the **Protected Areas and Protected Places Act 1959 (Act 298)** and fulfill specific responsibilities, including the following:

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Section 4. Protected Areas

4. (1) If as respects any area it appears to the Minister to be necessary or expedient that special measures should be taken to control the movements and conduct of persons therein, he may by order declare the area to be a protected area for the purposes of his Act.

(2) Any person who is in any protected area shall comply with such directions for regulating his movement and conduct as may be given by an authorized officer, and an authorized officer may search any person entering, or seeking to enter, or being in, a protected area, and may detain any such person for the purpose of searching him.

(3) If any person whilst in a protected area fails to comply with any direction given under subsection (2) then, without prejudice to any proceedings which may be taken against him, he may be removed from the area by an authorized officer.

Section 5. Protected places

5. (1) If as respects any premises it appears to the Minister to be necessary or expedient that special precautions should be taken to prevent the entry therein of unauthorized persons he may by order declare the premises to be a protected place for the purposes of this Act; and so long as the order is in force no person shall be in those premises unless he is in possession of a pass-card or permit issued by such authority or person as may be specified in the order, or has received the permission of an authorized officer on duty at those premises to enter the same.

(2) Where, in pursuance of this section, any person is granted permission to be in a protected place, that person shall, while acting under the permission, comply with such directions for regulating his conduct as may be given by the authority or person granting the permission; and an authorized officer, or any person authorized in that behalf by the occupier of the premises, may search any person entering, or seeking to enter, or being in, a protected place, and may detain any such person for the purpose of searching him.

(3) If any person is in a protected place in contravention of this section, or while in such a place fails to comply with any direction given under this section, then, without prejudice to any proceedings which may be taken against him, he may be removed from the place by an authorized officer or any person authorized in that behalf by the occupier of the premises.

(4) Pass-cards or permits issued under subsection (1) shall be in such form as may be specified in the order made thereunder, or in such form as the authority or other person specified in the order may determine.

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Section 7. Penalties

If any person contravenes or fails to comply with any of the provisions of section 4 or 5 or any order made thereunder or any direction given or requirement imposed thereunder he shall be guilty of an offence against this Act and shall be liable to imprisonment for a term of two years or to a fine of one thousand ringgit or to both.

5.3 It is essential that security rules and regulations are issued to Port Users to ensure that security levels and awareness are maintained at all times during job execution. This will help prevent and reduce the risk of any crime issues occurring within Northport.

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6.0 Security Requirements

All Port Users are responsible for understanding NMB security requirements. We emphasize the importance of maintaining high security levels and awareness throughout their presence at NMB, which includes adhering to security-related procedures before, during, and upon exiting NMB.

The following are the list of important requirements to be followed by Port Users:

6.1 Security-General

- 6.1.1 All Port Users workers must obey the Protected Areas and Protected Places Act 1959 (Act 298), International Ship, Port Facility Security (ISPS) Code Compliance and NMB rules and regulations.
- 6.1.2 All Port Users must ensure that their workers possess a valid NMB Port Pass to enter the premises.
- 6.1.3 Any Port Users whose workers are found on NMB premises without a valid Port Pass will be blacklisted from entering NMB.
- 6.1.4 Any Port Users whose workers committ any crime inside the terminal will be punished in accordance with relevant laws and regulations.

6.2 NMB Port Pass

- 6.2.1 All the Port Users workers must apply for NMB Port Pass through Port Auxiliary Police Port Pass Issuance Office.
- 6.2.2 All Port Users must apply for permanent Port Pass.
- 6.2.3 Visitors must apply for visitors pass (valid for 24 hours) at Port Pass Counter at Operations Gate (FCZ, CT1, Southpoint, WISMA ABC Gate).
- 6.2.4 Complete the security vetting before applying for annual Port Pass.

6.3 Pre-Screening Urine Drug, Alcohol Test and Prohibited Substance Testing

- 6.3.1 Port Auxiliary Police shall conduct urine drug testing and alcohol test on Port Users based on the following:
 - (a) Random – Random testing is performed on the employees or Port User on random basis.
 - (b) Information from internal and external sources – Based on information received from internal or external sources with regard to an abuse of drugs or illegal substances by employee or Port User.
 - (c) Reasonable suspicion – Based on the request received from any employees or Port User which describe clear observable signs and symptoms that lead them to suspect drug use violation. This includes suspicion of criminal case.

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- (d) Post-accident – Urine drug testing and alcohol test is conducted on any post-accident occurrence to determine whether drug or substance abuse was the causal factor.
- (e) Pre port pass application – Random test will be conduct during port pass application.
- 6.3.2 Port Users must give full cooperation to undergo the urine drug testing and alcohol test when requested.
- 6.3.3 Any Port User that fails the urine drug test (positive) and alcohol test (22mcg of alcohol in 100ml of breath) will be blacklisted from entering Northport.
- 6.3.4 Any Port User who fails during random testing whose company has a **Contract Agreement** with Northport shall be penalized based on the **Prohibited Substance** clause.

6.4 Prohibited Substance

- 6.4.1 The Port User shall ensure that the Port User's personnel/employees, agent or representatives are not at any time in possession of, do not take, have not taken, and/or are not under the influence of intoxicating substance, or alcohol or drug (**"Prohibited Substance"**).
- 6.4.2 The Port User shall undertake and shall establish an anti-drug use and alcohol misuse program consistent with the requirement of this contract and the Port User hereby agrees, at its sole cost and expense, to develop and implement an employee security system and program that includes, but is not limited to, the following: -
 - (a) a personal history statement;
 - (b) reference checks; and
 - (c) drug testing result for all employees for pre-employment, post-accident, reasonable suspicious, random and return to duty/follow up.
- 6.4.3 NMB shall be entitled to impose a **penalty** to the Port User at the rate of **RINGGIT MALAYSIA TEN THOUSAND (RM10,000)** for each and every time the Port User's personnel/employees, agents or representatives is found to be in possession of and/or under the influence of Prohibited Substance within the area of NMB at any time. Nothing in this clause shall be construed to take away or to waive, or to modify in any manner the right of NMB to be indemnified by the Port User in respect of all compensation, costs and other expenses whatsoever arising by reason of the Port User's default or otherwise, or which becomes payable by NMB under any law.
- 6.4.4 NMB reserves the right to retain and apply any balance which may otherwise be due under this Contract by it to the Port Users or such part thereof as may be necessary, to the payment of the penalty (if any).

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6.5 Vehicle Entry and Exit Regulations for Northport Premises

- 6.5.1 Cargoes/goods declaration – All Port Users are required to declare all cargoes/goods brought into or out of Northport.
- 6.5.2 Opening storage compartment/car boots – All Port Users are required to open their storage compartments or car boots when entering or leaving Northport.
- 6.5.3 Display of Valid Port Pass – All Port Users must present a valid Port Pass for inspection by the on-duty security officer.
- 6.5.4 Give Cooperation – All Port Users must provide cooperation to the Port Auxiliary Police personnel during entering or leaving Northport.

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7.0 Penalty

7.1 Workers who are found breaking any of these regulations will be barred from entering into NMB premises. Any Port User found not complying to any of these regulations will be required to "stop all work" immediately. NMB reserves the right to cancel the contract/order and ban the Port User from further work or to allow the Port User to recommence work after being satisfied/reassured that these regulations have been adhered with.

7.2 The Port User shall be fully responsible and liable for any delay in the completion of the work due to such penalty being imposed on them.

7.3 The Port User or its employees, agents or representatives shall comply with all requirements in Malaysian legislation, as may be revised from time to time, pertaining to HSSES, *inter alia* (but not limited to):-

- 7.3.1 Occupational Safety & Health (Amendment) Act 2022 Regulations & Order
- 7.3.2 Environmental Quality Act 1974
- 7.3.3 Fire Service Act 1988

7.4 The Port User shall be responsible for and shall indemnify NMB/the Landlord for all fines levied by the authorities and for all damages and direct and indirect losses resulting from its failure to comply with any HSSES requirement in any legislation during the duration of its contract/tenancy.

7.5 The Port User shall take active measures, at its own cost, to mitigate any non-compliance of any Malaysian HSSES legislation caused by it or its employees, agents or representatives in any area of NMB premises.

8.0 Additional Services

8.1 Northport's HSSES has created additional services focus on giving additional value to Port User as well as enhancing port-wide standard of emergency preparedness and response. Below are the value added services which we are providing:

- 8.1.1 For HSE Related Training - please see; <https://www.northport.com.my/npv2/nice.html>.
- 8.1.2 For further information on other types of training programmes available, please contact nice@northport.com.my / 03-31698888 ext:11051,11046 or 11063.
- 8.1.3 All training programmes in 8.1.2 and 8.1.3 above are HRDF claimable.
- 8.1.4 NMB also has established an integrated **Port Reception Facility (PRF)** which is able to accommodate general and dangerous/scheduled waste. For further information on the services and charges, please contact iprf@northport.com.my / 03 31698888 ext: 22652.

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9.0 Acceptance

9.1 We hereby declare that:

- (a) We have read and understood this NMB Health, Safety, Security, Environment and Sustainability (HSSES) Guidelines.
- (b) We shall abide by the Safety and Environmental rules and regulations being enforced, from time to time, by NMB, Department of Occupational Safety and Health (DOSH) and other regulatory or governing bodies including JBEG/Suruhanjaya Tenaga, Department of Environment (DOE), etc.
- (c) We also extend the above declaration to include our appointed sub-contractors, agents, and other related party engaged by us in carrying out the Services.
- (d) We shall arrange and ensure that our personnel, agents, and other related party engaged by us in carrying out the Services are covered with relevant insurance and workmen compensation policies.
- (e) Our personnel, sub-contractors, agents and people engaged by us for this work have been trained in terms of safety and have been briefed on the contents of this document.

We hereby indemnify NMB against any damages or loss to property, injuries or death to persons that may occur in the event such rules are not observed.

For and on behalf of,

Name : _____

Designation : _____

Date : _____

Company Stamp :