



Forestry Department of Peninsular Malaysia Headquarters

TERMS OF REFERENCE **OCCUPATIONAL SAFETY AND HEALTH COMMITTEE** **FORESTRY DEPARTMENT OF PENINSULAR MALAYSIA HEADQUARTERS** **Based On** **Occupational Safety And Health (Safety And Health Committee)** **Regulations 1996**

NAME OF COMMITTEE		OCCUPATIONAL SAFETY AND HEALTH COMMITTEE, FORESTRY DEPARTMENT OF PENINSULAR MALAYSIA HEADQUARTERS (FDPMH)
Report To		Director-General of Forestry Peninsular Malaysia through Deputy Director General of Forestry Peninsular Malaysia (Operations & Technical)
Membership	Chairman	Deputy Director General of Forestry Peninsular Malaysia (Operations & Technical) or another officers directed by him.
	Secretary	Head of Section (Occupational Safety & Health)
	Committee Member	<ul style="list-style-type: none"> • There shall not be less than four (4) representatives from the management • There shall not be less than four (4) representatives from the employees <p>Appointment of employees representatives shall be based on their working type.</p>

		<p>An employer shall invite persons employed at the place of work to nominate their representatives to the committee.</p> <p>In the case where no representative or an insufficient number of the representatives of the employees are nominated, the employer shall appoint the required number of persons to represent the employees in the committee.</p> <p>If a vacancy occurs amongst the members of a committee, the vacancy shall be filled by a person appointed in the same manner as the previous member.</p> <p>Committee member shall nominate the alternate member based on the same working type.</p>
	Appointment Terms	<ul style="list-style-type: none"> • Membership valid for two (2) years. • Members who leave the committee due to expiration of membership shall be replace with immediate effect.
	Removal of Member	<ul style="list-style-type: none"> • Fails to attend three (3) consecutive meetings of the committee without leave of the chairman. • Has been found or declared to be

		<p>of unsound mind.</p> <ul style="list-style-type: none"> • Becomes bankrupt. • No longer employed at FDPMH. • Has been convicted on any criminal offence. • Incapable of discharging his duties as a member of the committee.
	Non-member	<p>A committee may invite any person who is involved in or has knowledge of safety to attend any meeting of the committee to discuss any matter pertaining.</p>
Functions of committee		<ul style="list-style-type: none"> • Assist in development of safety and health rules and safe systems of work. • Review the effectiveness of safety and health programmes. • Carry out studies on accident, near-miss accident, dangerous occurrence, occupational poisoning and others as deemed necessary. • Review the safety and health policies at the place of work and make recommendations to the employer for any revision of such policies. • Inspect the place of work at least once in every three (3) months and report it to the employer for any

		<p>condition or unsafe act with recommendation on the remedial measures to be taken.</p> <ul style="list-style-type: none"> Inspect the place of work, as soon as, after any accident, near-miss accident, dangerous occurrence, occupational poisoning or occupational disease has occurred at the place of work.
	Sub-committee	A Occupational Safety And Health Committee may form a sub-committee to assist the committee in the performance of its functions.
Quorum		The Chairman, the Secretary and not less than half of the remaining committee members.
Meeting	Agenda announcement by the Secretary	One (1) week before the next meeting.
	Who can propose the agenda?	Committee members only.
	Frequency of meetings	<p>A Occupational Safety And Health Committee shall meet as often as may be necessary commensurate with the risks of work at the place of work but shall not meet less than once in three (3) months.</p> <p>However, a meeting shall be called immediately in the event of an accident</p>

		<p>which results in loss of life or serious bodily injury to any person, a near-miss accident, a dangerous occurrence or any other situation which calls for immediate attention in order to ensure the safety and health of employees at the place of work.</p>
	Matters to be discussed	<ul style="list-style-type: none"> • Only matters related to occupation safety and health at the place of work. • Previous minutes of meeting.
	Method of agenda distribution, minutes and safety information	<p>All the documents can be distribute to committee members through publication by printed/e-mail, with limited acces to:</p> <ul style="list-style-type: none"> • Non-confidential : Limited to FDPM staff. • Confidential: Limited to committee members and top management group. <p>Chairman / Secretary shall keep a copy of the minutes of the meeting of the committee for a minimum period of seven (7) years for purposes of inspection by an occupational safety and health officer.</p>
Post Meeting	Minutes preparation	<p>Minutes shall be furnished to every member of the committee and the employer of the place of work within two (2) weeks after the meeting has taken place.</p>

Information not to be supplied		<ul style="list-style-type: none"> • Information the disclosure of which would be prejudicial to the interest of national security; • Information which he could not disclose without contravening a prohibition imposed by or under any written law; • Information relating specifically to an individual, unless he has consented to its disclosure; • Information the disclosure of which would, its effect on health, safety or welfare at work; or • Information obtained by the employer for the purpose of instituting, prosecuting, or defending any legal proceedings.
Training and Information		<ul style="list-style-type: none"> • Employer need to ensure that members of the committee have a basic understanding and knowledge of the functions of the committee. • Employer need to provide the members of a safety and health committee with adequate training in occupational safety and health so as to enable them to perform the functions of the committee effectively.

Penalty		Contravenes any of the provisions of these Regulations shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding five thousand ringgit or to imprisonment for a term not exceeding six months or to both.
---------	--	---

Prepared and reviewed by:



(Ts. Muhamad Hanif bin Muhamad)

Setiausaha,

Jawatankuasa Keselamatan Dan Kesihatan Pekerjaan ,

Ibu Pejabat Jabatan Perhutanan Semenanjung Malaysia

Tarikh: 8 April 2021

Verified by:



(Mohd Rahim bin Rani)

Pengerus,

Jawatankuasa Keselamatan Dan Kesihatan Pekerjaan,

Ibu Pejabat Jabatan Perhutanan Semenanjung Malaysia

Tarikh: 8.4.2021