	Occupational Safety & Health Management System - OSHMS	Doc No:	OSHMS-01-040-090.6.2
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SPSB Contractor HSE Requirements - Appendix 2

Applications of Guidelines


These guidelines apply to all contractors of Sabah Ports Sdn Bhd working in the Port as a precautionary measure against the Covid-19 outbreak.

Permanent instructions

1. To adhere to the Covid-19 prevention procedures set by the Ministry of Health (MOH), National Security Council (MKN) and the Chief Minister's Office from time to time.
2. To comply with Site Operating Procedures (SOP) and directives on construction projects issued by the Federal and State Governments from time to time.
3. Minimum requirement of SOP compliances are outlined below:-


Item	Descriptions	Procedures
A	Permit to work in the port	<ol style="list-style-type: none"> 1. Shall only be issued after the contractor submits the following documents to the Port HSE Office: <ol style="list-style-type: none"> a. Worker is free from Covid-19. b. HIRARC has been re-evaluated and the element of infection risk has been included. c. Letter of confirmation and indemnity to the SPSB d. Authorization letter from the port during the MCO period. 2. Failure to provide the above document shall be prohibited from entering the port to carry out the construction and maintenance activities.
B	Permission to enter the Port	Entry permit shall only be given by the PAPD on duty if the above requirement has been complied with and the employee passed the screening test at the Port Entrance, has valid port entrance pass and other matters pertaining to the security aspects.
C	Operation Hour	Time: 0800 – 1600 Day: Monday - Friday (Working hours may change subject to instructions from Sabah Ports Sdn Bhd.)

Item	Descriptions	Procedures
D	Worker's Health	<ol style="list-style-type: none"> 1. All employers and employee who enter the Port must be certified Covid-19 free by the Sabah State Department of Health (JKNS). 2. Canteen operator as well as his/her employees must undergo a medical examination from a health clinic and a copy of the health report must be submitted to the Administration department at the Headquarters or at the respective ports where he/she operates. 3. Contractors and his/her workers who awarded with cleaning contract service at headquarters or at the respective ports must undergo a medical examination from health clinic and a copy of the health report must be submitted to the Administration office of headquarters or at the ports where he/she operates. 4. The Admin department at the headquarters or at the port level shall be notified in writing on any new employment of workers by the contractor and health report of the workers shall also be submitted to the port Admin department. No new or additional workers shall be allowed to be employed without prior approval from SPSB (HQ/port). 5. Workers who are sick shall not be allowed to work or be in the workplace. And contractor shall provide all his/her workers with suitable face masks and other necessary PPE.
E	Employee Capacity allowed to enter the Port	The number of workers entering the Port (construction site) should be adjusted to allow for social distance to be complied with.
F	Cleanliness and Hygiene	<ol style="list-style-type: none"> 1. To ensure that employees are always practice a good personal hygiene by washing their hands frequently with water and soap or with hand sanitizer and practice good cough etiquette. 2. Canteen operator must ensure that his/her worker are wearing face masks or mouth shield and hand glove during serving of food at the counter. 3. To ensure, eating area, tables and chairs are clean all the time. 4. To ensure cleanliness of kitchen area/cooking area and free from grease/oil and dirt 5. To ensure all waste foods are place in appropriate container with cover and dispose properly. 6. Plate washing sinks must be installed with oil trap and clean regullary.
G	PPE Covids-19	<ol style="list-style-type: none"> 1. As outlined by MOH. 2. Face masks should always be worn during working including when in toilet.

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Item	Descriptions	Procedures
H	Coordinator or supervisor	Have one or more coordinators or supervisors to oversee and implement the SOP at all times at the job site.
I	Management and Emergency Response at the site of the Port.	<ol style="list-style-type: none"> 1. To establish an Emergency Response Protocol for the preparation and implementation of infection management procedures for Covid-19 or Covid-19 infection investigation. 2. To bear the cost of disinfection of the construction site within the port.
J	Transport of Workers and Materials / Supplies into the Port.	Please refer to the Covid-19 Prevention Practices Guidelines highlighted in "Tapak Binaan Bil. 1/2020" issued by the Construction Industry Development Board of Malaysia.
K	Contact Detection	Please refer to the Covid-19 Prevention Practices Guidelines highlighted in "Tapak Binaan Bil. 1/2020" issued by the Construction Industry Development Board of Malaysia.
L	Promotion	Keep alert to Covid-19 infection prevention practices through tool box meetings, awareness posters through WhatsApp or printed brochures.
M	Port Entrance	<ol style="list-style-type: none"> 1. Adhere to screening procedure into the Port. 2. Washing hands with soap at the prepared sink. 3. Employees with a temperature of 37.5°C and above are prohibited from entering the Port. 4. Employees with a temperature of 37.5°C and above or with symptoms should be referred immediately to the Hospital or health clinic. 5. The Supervisor shall record the list of employees and the temperature readings of all authorized and prohibited employees in the Port.
N	Construction / maintenance activities within the Port.	<ol style="list-style-type: none"> 1. Implement the safety guidelines as set out in the risk assessment submitted to the Port. 2. Controlling movement activities at the construction site within the port. 3. Ensure social distancing is practiced, at least 1-meter interval 4. Minimize activity in closed area. 5. Implementation of meetings in accordance with social distancing. 6. Monitor all workers at all times to avoid gathering. 7. Implement the disinfection process at the office / premises. 8. Employees suspected of having Covid-19 symptoms should be immediately separated and taken for Covid-19 screening.

Item	Descriptions	Procedures
O	Notification to MOH and Ports in relation to Covid-19 Infection among Workers.	Immediately report to MOH and to the Port if any suspected employee has Covid-19 symptoms and comply with further instructions and advice from MOH.
P	Toilet Facilities	<ol style="list-style-type: none"> 1. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. 2. Workers should clean the toilet after use and should wash their hands thoroughly with soap.
Q	Surau Facilities	<ol style="list-style-type: none"> 1. Clean up before entering Port Surau. 2. Practice social distancing. 3. Bring your own prayer mat.
R	Resting place	Identify and establish a safe location for employee to rest within the Port.
S	Hand washing sink constructions	<ol style="list-style-type: none"> 1. The contractor shall provide a wash hand basin where necessary for their employees and ensure a proper drainage system is done. 2. Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times. 3. Allows regular breaks to wash hands. 4. Provide additional hand washing facilities to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators. 5. Regularly clean the hand washing facilities.
T	Hand sanitizer	If wash hand basin is not available, then hand sanitizer (minimum 60% alcohol base) should be provided at the site.
U	Rest time/time off	<ol style="list-style-type: none"> 1. Ensure there is no congestion in the port cafeteria / lounge / prayer room by scheduling the time breaks. 2. Make sure only packaged foods are provided. 3. Monitor all workers at all times to avoid gathering and practice social distancing.
V	Preparation of garbage disposal and Housekeeping activities.	<ol style="list-style-type: none"> 1. Establish a garbage disposal facility by providing easy-to-use facilities for daily disposal. 2. Conduct Housekeeping and ensure that no waste (wet or dry) is left on site before leaving workplace.
W	Return from Work Management	Please refer to the Covid-19 Prevention Practices Guidelines highlighted in "Tapak Binaan Bil. 1/2020" issued by the Construction Industry Development Board of Malaysia.
X	Recording	<ol style="list-style-type: none"> 1. Manage, supervise and maintain employee records in relation to:- <ul style="list-style-type: none"> a) Attendance of employees; b) Health screening;

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Item	Descriptions	Procedures
		<ul style="list-style-type: none"> c) The movement of workers; d) Personal details of the employee. <ol style="list-style-type: none"> 2. Provide site hygiene management records such as: - <ul style="list-style-type: none"> a) Disinfection process in any infected area. b) Cleaning of other areas of the site. 3. Provide site / premises management record in relation to: - <ul style="list-style-type: none"> a) Risk management. b) Movement in and out of the site. c) Inspection by the authorities. d) Announcement and awareness. 4. All the above records must be submitted to the HSE Office or the person responsible for each Friday or if Friday is a Public Holidays, the report must be submitted one day before the Public Holidays.
Y	General Practice	<ol style="list-style-type: none"> 1. Employees under the observation of the MOH (Person under Investigation & Person Under Surveillance) are NOT allowed into the Port and must follow the instructions issued by the MOH. 2. Foreign workers outside Malaysia are NOT allowed to enter the Port during the period of the Movement Control (MCO) Order. 3. Workers returning from overseas or abroad during the MCO period will NOT be allowed into the Port within 14 days from the date of arrival in Sabah (Kota Kinabalu, Sandakan, Tawau and Lahad Datu).