



SABAH FORESTRY DEPARTMENT

Standard Operating Procedures

Procedures – Safety & Training

Document No.: SFD / USM / SOP - 005

Approved by:

(DATUK MASHOR MOHD JAINI)
Chief Conservator Of Forests
1st Sept 2020

*This is a "**CONTROLLED**" document.
Routine distribution is restricted to the approved
distribution in Sabah Forestry Department.*

*Effective Date: 1st Sept. 2020
Issue: 02
This is copy one for Master File*



TABLE OF CONTENTS			
1.0	BACKGROUND AND PURPOSE		1
1.1	SCOPE		1
1.2	INTRODUCTION		1
1.3	GENERATL HEALTH AND SAFETY PRINCIPLES, LEGAL FRAMEWORK, ROLES & RESPONSIBILITIES		2
	1.3.1	RESPONSIBILITIES	2
2.0	PRACTICES FOR IMPLEMENTING SOP'S		3
2.1	SAFETY PRACTICES FOR FORESTRY OPERATIONS		3
2.2	TRAINING FACILITIES FOR FOREST WORKERS		3
2.3	SAFETY REQUIREMENTS FOR FOREST MACHINERY AND EQUIPMENT		4
	2.3.1	CHAINSAWS	4
	2.3.2	MACHINERY FOR ROAD CONSTRUCTION, TIMBER HARVESTING AND TRANSPORT	4
	2.3.3	SILVICULTURE AND FOREST RESTORATION OPERATION	5
2.4	OCCUPATIONAL HEALTH AND SAFETY HAZARDS		5
	2.4.1	PHYSICAL HAZARDS	5
	2.4.2	NOISE AND VIBRATION	6
	2.4.3	FIRE OCCURANCE	6
	2.4.4	CHEMICAL HAZARDS	6
2.5	PROTECTIVE CLOTHING AND SAFETY EQUIPMENT		6
2.6	TESTING AND CERTIFICATION OF EQUIPMENT		7
	2.6.1	TESTING PROCEDURES AND CRITERIA	7
	2.6.2	CERTIFICATION	8
2.7	EMERGENCY FIRST AID		9
	2.7.1	FIRST AID TRAINING	9
	2.7.2	FIRST AID KIT	9
	2.7.3	EMERGENCY RESPONSE AND RESCUE	9
2.8	SHELTERS, HOUSING AND NUTRITION		10
	2.8.1	NUTRITION AND DRINKING WATER	11
2.9	MONITORING, REPORTING AND INVESTIGATION OF OCCUPATIONAL ACCIDENTS AND DISEASE		11
3.0	REFERENCES		12
3.1	REFERENCES TO THE ORGANIZATION'S OCCUPATIONAL SAFETY AND HEALTH HAZARDS POLICY		12
3.2	REFERENCES TO LAWS AND REGULATIONS COVERING HEALTH AND SAFETY OF WORKERS		13
3.3	REFERENCES TO ILO CODE OF PRACTICE ON SAFETY AND HEALTH IN FORESTRY WORK		13
ANNEX 1: BORANG JPS KKP-01			14
ANNEX 2: BORANG OSHMS/SFD-01: HIRARC			15
ANNEX 3: LAPORAN BULANAN ADUAN KEMALANGAN / KEMALANGAN NYARIS / KEJADIAN BERBAHAYA / KERACUNAN / PENYAKIT PEKERJAAN.			16
ANNEX 4: DASAR KESELAMATAN & KESIHATAN PEKERJAAN JABATAN PERHUTANAN SABAH			17
ANNEX 5: ORGANIZATIONAL CHART FOR THE OCCUPATIONAL SAFETY AND HEALTH COMMITTEE MEMBER			18

CHAPTER 1.0

BACKGROUND & PURPOSE

Sabah Forestry Department (SFD) has initiated a policy to pursue certification by meeting the requirements of Forest Stewardship Council (FSC) as well as national standards in its management systems for Sabah.

The purpose of this procedure is to define the process for maintaining worker safety and essential training on the ground based Part III of the ILO Code of Practice on Safety and Health in Forest Work concept to meet the requirements of FSC as well as national standards in its management systems for Sabah.

1.1 SCOPE

The scope of this procedure is limited to worker safety and essential safety training within the FSC certified Forest Management Unit (FMU) area managed by SFD. The procedure is to ensure that work may be completed in a controlled, consistent and effective manner.

1.2 INTRODUCTION

Occupation in forest operations exposes forest workers to hazardous situations, causing frequent accidents. Injuries of forest workers employed in field operations can be serious and even fatal. Accidents normally occur due to lack of concentration during work activities and poor supervision of untrained forest workers. Supervisors and forest workers must be responsible for working safely so they do not endanger themselves or other workers. Basic training of forest workers in forest operations (e.g.: harvesting, tree felling, machine operation, etc) and first aid are important to minimize the danger in this dangerous working field. In the State of Sabah, the Sabah Forestry Department (SFD) regularly conducts several training programs related to forest workers (District Forest Officers and assistants, Forest Rangers, and general forest workers).

Applying safety measures is a top priority that all forest manager and forest workers should comply with, according to the prevailing safety policies, guidelines and work rules. Compliance will assure a safe and healthy work environment. A safety and health program will effectively eliminate or control hazards faced by forest workers. The success of the safety program depends on clearly stated work rules, the implementation of practical safety and training measures, and the assistance and cooperation of all forest workers.

The Human Resource Department of SFD plays an important role in planning, coordinating, and conducting training courses and staff examinations covering basic safety and health requirements. The training courses held by SFD consist of both in-house and external training courses to upgrade the knowledge of their staff and forest workers related to current forest management

standards and practices. Preference should be granted for employment and training of local workers for both SFD and Contractors

1.3 GENERAL HEALTH AND SAFETY PRINCIPLES, LEGAL FRAMEWORK, ROLES & RESPONSIBILITIES

Whereas SFD and contractors are responsible for conducting regular training related to safety and health aspects, all forest workers are responsible for applying their safety knowledge to their specific work environment. In order to ensure safety at the workplace during forest operations, every person shall observe the following rules:

- a. Comply with all federal, state and local laws and regulations
- b. Apply good judgment and safe work practices
- c. Comply with Safety and Health requirements of SFD
- d. Comply with general rules of Occupational Health and Safety Act, 1994
- e. Apply their own Personal Protective Equipment (PPE)
- f. Be informed and apply First Aid measures, whenever necessary

1.3.1 RESPONSIBILITIES

The Head of Occupational, Health & Safety is responsible for:

- a. Identifying essential training based on machine use by contractors and workers
- b. Training of forest officers
- c. Ensuring the implementation of this procedure

The Forest Officer (Occupational, Health & Safety) is responsible for:

- a. Implementation of training workers on health & safety practices for forestry operation
- b. Implementation of emergency first aid practices
- c. Training of supervisors and rangers
- d. Reporting on procedure implementation

The following regulations apply to appointed contractors:

- a. The contractor is responsible for employment of trained and certified logging professionals giving preference to local communities where possible.
- b. Training is particularly important for road construction (bulldozer/excavator/truck drivers) tree felling (chainsaw men) and extraction (bulldozer and skidder operators).
- c. Any such operator who is not certified at the time of hiring should obtain certification within one year of the date of contract commencement.
- d. All new and inexperienced as well as current supervisory staff and forest workers unfamiliar with a new job assignment should be properly trained (through internal or external training), until it can be satisfactorily demonstrated that forest workers know the health and safety requirements and are capable to carry out their assigned job functions in a safe manner.

- e. Contractors employing forest workers are responsible for ensuring that each current and new forest worker can safely perform the assigned work tasks, and operate the tools, equipment, machinery, and vehicles used during their job performance.

CHAPTER 2 PRACTICES FOR IMPLEMENTING SOP'S

2.1 SAFETY PRACTICES FOR FORESTRY OPERATIONS

All field staff should be formally trained and implement safe working practices when using operating machinery and equipment. The contractor/supervisor must ensure that machine operators and supporting staff fully comply with the handling instructions for forest machineries and equipment, and apply the prescribed safety and personal protection equipment.

2.2 TRAINING FACILITIES FOR FOREST WORKERS

SFD provides training facilities for SFD staff, forest workers, and contractors. SFD staff, external safety consultant, or any other equally qualified organization or individual provides training. Training shall be provided in all safety and health areas. Training in forestry tends to focus on accident prevention and safety at the workplace, tree felling and extraction techniques, machinery and equipment handling, and provision of first aid practices. Training should be conducted based on:

- a. Initial health and safety training for each current forest worker
- b. Important changes in health and safety requirements
- c. Prior to an initial assignment of new forest workers
- d. Forest worker is assigned new working tasks, tools, equipment, machinery, or vehicles
- e. Evidence that a forest worker applies unsafe work practices during job performance

Training courses on safety requirements should contain all key elements:

- a. Recognition of safety hazards associated with the forest workers specific work tasks, including the use of measures and work practices to prevent or control those hazards.
- b. Procedures, practices and requirements at the individual work site, to ensure safe performance of assigned work tasks.
- c. Safe use, operation and maintenance of tools and machinery, with an emphasis on understanding and following the manufacturer's operating and maintenance instructions, warnings and precautions.
- d. Recognition of safety hazards associated with specific work tasks, as well as preventive and protective measures to deal with such hazards.
- e. Provision of First Aid and emergency rescue.

2.3 SAFETY REQUIREMENTS FOR FOREST MACHINERY AND EQUIPMENT

All supervisors, forest workers, and machine operator involved in the forest operation should undergo basic training in safety requirements for forest machinery and equipment, and comply with Part III of the ILO Code of Practice on Safety and Health in Forest Work.

2.3.1 Chainsaws

All chainsaws shall be maintained in good working order. Safety devices shall be operational at all times. Chainsaw must be equipped with basic safety features such as:

- a. Chain brake
- b. Throttle control lock-out to prevent the chain saw from being started accidentally
- c. Rear handle, protection guard for right hand in case of the chain breakage
- d. Chain catcher
- e. Chain guard for avoiding injuries and protecting the chain during transportation
- f. Anti-vibration device
- g. Guide bar cover
- h. Exhaust system

2.3.2 Machinery for Road Construction, Timber Harvesting and Transport

Typical forest machineries used in Sabah include bulldozers, excavators, bucket and log loaders, and motor grader. These should be equipped with the basic safety features:

- a. Roll Over Protection Structure (ROPS, ISO 3471 and ISO 8082 standards) and Falling Objects.
- b. Protection Structure (FOPS, ISO 8083 standard) cabs or frames, conforming to international standards, and securely mounted with high tensile nuts and bolts
- c. All machinery should comply to government and manufacturer safety standards. Safety cab should not be modified, drilled, welded or altered in any way, nor should any attempt be made to straighten any part of the frame following damage.
- d. Rear portion of cabs or frames fitted with protective wire mesh (except log loaders, excavators, and motor graders).
- e. Parking brakes must be capable of keeping the machine and its rate load stationary on all slopes likely to be encountered.
- f. First-aid kit and suitable fire extinguisher, firmly fixed and easily retrievable exhaust systems fitted with spark arrestor at times of high fire risk.
- g. Access to and exit from machinery should be designed to provide hand and footholds of convenient height and spacing.
- h. No modification shall be made to a machine that would interfere with operator visibility, interfere with access to and exit from the machine and exceed the rate payload or gross combination weight of the machine resulting in overloading the braking and/or steering system or the ROPS capacity rating.

- i. All safety features of forest machineries shall be regularly inspected and maintained in good working condition, to achieve compliance with these standards.

2.3.3 Silviculture and Forest Restoration Operation

All forest workers must be equipped with PPE relevant to their specific job task:

- a. Head protection (hard hats): safety helmets of ISO standard quality, or equivalent (not more than 2 years);
- b. High visibility cover (vest and hard hats in either red or orange color)
- c. Eye (goggles) and face protection (visor, particularly for tree fellers)
- d. Hand gloves (cotton)
- e. Leg protection (flexible nylon pads): made from cut resistant materials (e.g.: chainsaw chaps, leg piece)
- f. Appropriate shoes.

2.4 OCCUPATIONAL HEALTH AND SAFETY HAZARDS

The Department of Occupational Safety and Health (DOSH) prescribe the application of safety practices that need to be followed to ensure a safe working environment for forest workers. The key hazards affecting forest workers include:

- a. Physical hazards
- b. Noise and vibration
- c. Fire occurrence
- d. Chemical hazards
- e. In this context, “Hazard” means any existing or potential condition at the workplace which, by itself or by interacting with other variables, can result in deaths, injuries, property damage, or other losses.

2.4.1 Physical Hazards

Forest operations involve a number of activities that may result in severe physical injury to workers. Frequent causes of injuries include an improper use of chainsaws, bush knives (‘parang’), and falling trees or branches. Effective means of accident prevention and control include:

- a. Proper training of forest workers in safe use of the chainsaws
- b. Regular maintenance and completeness of equipment (e.g., use of blade guards)
- c. Provision and use of all necessary personal protective equipment (e.g., working gloves, footwear, protective clothing, hard hats).
- d. On site first aid equipment and trained personnel must be available, as well as procedures for emergency evacuation.
- e. Hard hats should be worn at all times by forest workers.

2.4.2 Noise and Vibration

- a. Chainsaws, vehicles and other mechanical forest equipment emit noise of excessive level.
- b. Some logging machinery (particularly chainsaws) can subject workers to an unsafe level of noise and vibration, leading to working related injury to internal organs or hands.
- c. Most sources of noise in forest operation cannot be prevented. Therefore, protective measures need to be taken, which include the use of personal hearing protection by exposed workers, and implementation of work rotation programs to reduce cumulative exposure to vibration.

2.4.3 Fire occurrence

Conservation activity has been actively implemented within the FSC certified FMU area except of FMU Deramakot. However the implementation of the conservation activity is confronting several management issues which include forest fire issue. In addition, the presence of workers conducting silviculture and restoration activity, the presence of bird's nest collector activity, illegal hunters, the existing abandoned sawmills that may ignite and the adjacent companies of logging and oil palm plantation activities may become a factor of causing fire hazard. In view of that, the Forest Fire Management Plan (FFMP) is necessary to be prepared as a guide of fire mitigation.

2.4.4 Chemical hazards

Hazardous goods used during timber harvesting operations include fuel/diesel, engine and chainsaw oil, and hydraulic fluid. In addition, pesticides and fungicides may be applied in forest operations (e.g. forest nursery) to protect plants from pests and diseases. Herbicides are used to eliminate unwanted species competing with desirable tree species. Appropriate descriptions for use and control of these substances must be established by the forest manager and documented in the harvesting plan, to prevent any injuries or other health damage to forest workers. Specific guidelines shall be developed for the location and construction of workshops, the safe storage, correct application, and proper disposal of hazardous goods after use. Forest managers shall also regulate the requirements for the use of personal protective equipment, and establish rules for safety and first aid measures for forest workers.

2.5 PROTECTIVE CLOTHING AND SAFETY EQUIPMENT

“Personal Protective Equipment”(PPE) means any equipment or clothing worn to protect a worker from health and/or safety hazards associated with working conditions at a work site (*Workplace Health and Safety, 2001*). In addition, forest workers are exposed to tough environmental conditions, due to exposure to sunlight, winds, changing weather and rough terrain conditions.

Therefore, forest workers must be adequately protected and wear the PPE appropriate to the job being performed. The employer shall provide PPE at no cost to the forest worker, and actively promote its use, including incentives for compliance. Generally any PPE must be maintained in safe and effective condition, and if defective it shall be removed from service and replaced. PPE must be inspected before initial use during each work shift.

All forest workers must be equipped with PPE relevant to their specific job task:

- a. Head protection (hard hats): safety helmets of ISO standard quality, or equivalent (not more than 2 years);
- b. High visibility cover (vest and hard hats in either red or orange color)
- c. Eye (goggles) and face protection (visor, particularly for tree fellers)
- d. Hand gloves (cotton)
- e. Leg protection (flexible nylon pads): made from cut resistant materials (e.g.: chainsaw chaps, leg piece)
- f. Hearing Protection (particularly tree fellers: earmuffs, defenders that are capable of providing hearing protection for noise levels > 100 dB)
- g. Appropriate shoes.

2.6 TESTING AND CERTIFICATION OF EQUIPMENT

All equipment used in forestry work should undergo appropriate testing to ensure that it is designed and constructed according to safety requirements as required by laws and regulations. Equipment should be tested and certified to inform both purchasers and users about the quality and suitability of the equipment for the purpose for which it will be used. Testing and certification should preferably be performed only by institutions accredited by the competent authorities. (Source: International Labour Office Geneva, 1998).

2.6.1 Testing procedures and criteria

Testing procedures should be adequate to ascertain whether the tested equipment is designed and manufactured to meet the requirements of national laws and regulations. When national or international standards for testing procedures are available, they should be followed.

Testing criteria should include ergonomic aspects. Particularly in the case of personal protective equipment, they should include comfort, reliability and efficiency. When testing machines, specific ergonomic checklists should be used which contain questions on important characteristics of machines. Unsatisfactory aspects should be noted together with recommended changes and potential problems.

Test results should be unambiguous and easy to understand. Test results should be published and made available to dealers, distributors and purchasers.

The following below provide details on testing procedures and criteria for hand tools and machinery, portable used within the FMU.

i. Hand tools

- a. Hand tools for cutting and splitting should be manufactured from good quality steel which maintains its cutting edge and effectiveness with the minimum amount of maintenance.
- b. The head of a tool for cutting and splitting should be fixed securely onto the handle with an effective device, for example a wedge, rivet or bolt.
- c. Handles should provide a secure grip and should be made of good quality wood or other materials suitable for this purpose.
- d. The specification of tools, such as size, length of handles and weight, should be appropriate to cater for the needs of the work and the physical attributes of the user.
- e. When not in use, sharp-edged tools should be sheathed with an appropriate device.

ii. Machinery, portable

- a. The controls of machines such as chain-saws, brush saws and grasscutters must be conveniently placed and their function clearly marked.
- b. The position and dimension of the handles must be comfortable for the operator in all normal working modes.
- c. Levels of noise, vibration and harmful exhaust emissions should be as low as possible in line with the state of the technology. Biodegradable fuels and chain oils can significantly reduce hazards from exposure to exhaust gases and spilling.
- d. Machines should be as light as practicable to strike a balance between the machine size and power required for the job on the one hand, and the avoidance of operator fatigue and damage to the musculo-skeletal system on the other.
- e. All protective devices must be in place and regularly inspected for apparent defects. The engine-stopping device must have a positive action and be clearly marked.

2.6.2 Certification

Machines and equipment which meet the test criteria should be certified by the institution or appropriate competent authority. Certified equipment should be clearly marked, in accordance with the specific requirements of the competent authority. Employers, their equivalents, and safety and health inspectors should ensure that only successfully tested and certified equipment is used. (Source: International Labour Office Geneva, 1998).

The authorize agency responsible in conducting equipment testing and certification for Sabah Forestry Department (SFD) is Department of Safety and Health Sabah (DOSH).



2.7 EMERGENCY FIRST AID

Emergency first aid services, equipment and supplies should be located at or near the work site, and must be available for ready use at all times. First aid equipment and supplies must be kept clean, dry and in operating condition. Basic first-aid training should be provided to all crew members of each working group.

2.7.1 First Aid Training

All supervisors and machine operators should attend first aid training courses with following minimum contents:

- a. the definition of the first aid
- b. Legal issues of applying first aid (Good Samaritan Laws)
- c. Basic anatomy
- d. Patient assessment and first aid for the following: Respiratory arrest, cardiac arrest, hemorrhage, lacerations, abrasions, amputations, musculoskeletal injuries, shock, eye injuries, burns, loss of consciousness
- e. Application of dressing and sling
- f. Treatment of strains, sprains, and fractures
- g. Immobilization of injured person
- h. Handling and transporting of injured persons
- i. Treatment of bites, stings or contact with poisonous plants or animals

2.7.2 First Aid Kit

The supervisor of the forest operation and all machine operators should be trained in first aid method, as prescribed by the Red Cross, *Bulan Sabit Merah* or an equivalent training program. The location of this first aid kit should be at tree felling sites, at each log landing, and on each transport vehicle.

Each first-aid kit should include critical elements to control bleeding and general antiseptic as well as a manual that clearly explains how to handle frequent and typical injuries. First aid kits should contain at least:

- a. Sterile gauze and bandages of various sizes
- b. Antiseptic solution or cream
- c. Roller Bandages
- d. Strong painkilling tablets (paracetamol)
- e. Splints and truncates

2.7.3 Emergency Response and Rescue

All forest manager and contractors working in the forest are responsible for developing emergency response procedures, which include:

- a. Permanent updating on locations of all active working sites

- b. Effective emergency communication, e.g. 2-way radios, telephones (if feasible), whistle, etc.
- c. Worker awareness of the remoteness of the site and nearest health care facility

In case of serious injuries requiring medical assistance, forest managers shall be prepared and make arrangements for quick evacuation of a person in the event of an injury or illness. Transport and means of communication should be available at the work site, to be able to contact rescue services in case of emergency. In urgent injury cases, helicopter services should be engaged. At permanent work sites a suitable place should be provided where a sick or injured person might rest in comfort until evacuation has arrived. Where professional help is not available within a reasonable distance and time, own health-care facilities should be developed.

2.8 SHELTERS, HOUSING AND NUTRITION

Shelters should be made available for protection from inclement weather and for spending breaks, taking meals and drying and storing clothing, at or within easy access of the work site. If the climatic conditions require, shelters should be equipped with facilities for heating and warming food. As far as practicable, shelters should also provide facilities for washing. This is particularly important where workers are using chemical substances. Where remote work sites require workers to live in camps, these should be situated so as to avoid flooding or other natural hazards; suitable accommodation with an adequate level of comfort and sanitation should be provided. (Source: International Labour Office Geneva, 1998).

Camps should have the following:

- a. dormitories, in which the number of people should not exceed six, to allow workers a minimum of privacy;
- b. lockers for keeping personal belongings;
- c. canteen;
- d. kitchen;
- e. food store;
- f. sufficient supply of clean water;
- g. sanitary facilities (washrooms, showers, toilets or latrines), separated from sleeping and dining areas and from kitchen facilities and storage areas for food, complying with hygienic requirements, and equipped in accordance with the cultural environment of the workers;
- h. facilities for washing and drying clothes;
- i. general material store;
- j. separate stores for any inflammable, chemical or explosive substances at a safe distance from the living quarters;
- k. recreational facilities;
- l. means of control of rodents and harmful insects.

2.8.1 Nutrition and drinking water

When food is provided by employers, they should ensure that the energy intake is sufficient for the performance of heavy physical work and that the diet is composed of a good balance of carbohydrates, fats and animal protein. Particularly in developing countries it should be recognized that inadequate or insufficient nutrition may result in health problems and a lack of productivity.

Bearing in mind that dehydration quickly reduces physical and mental ability, thus reducing productivity and increasing the risk of accidents, sufficient supplies of safe drinking water should be available at the work site. For physical work in hot climates up to 1 litre per hour may be required. Forestry workers should be educated about the importance of sufficient nutrition and a balanced diet for their health and productivity, so that even workers who are not provided with food learn to provide themselves with a well balanced diet and a sufficient quantity of food to meet the nutritional requirements of their work.

The persons in charge of the kitchen in a camp should be skilled in nutrition, sanitation and food-handling, should be licensed by a competent authority, and must be inspected regularly.

2.9 MONITORING, REPORTING AND INVESTIGATION OF OCCUPATIONAL ACCIDENTS AND DISEASE

Reporting, recording, notification and investigation of occupational accidents and diseases should be undertaken to:

- (a) provide reliable information about occupational accidents and diseases at enterprise and national level;
- (b) identify major safety and health problems arising from forestry activities;
- (c) define priorities of action;
- (d) evolve effective methods for dealing with occupational accidents and diseases;
- (e) monitor the effectiveness of measures taken to secure satisfactory levels of safety and health.

The competent authorities should in particular:

- (a) specify which categories or types of accidents, occupational diseases, dangerous occurrences and incidents are subject to requirements for reporting, recording, notification and investigation;
- (b) make appropriate arrangements for the necessary coordination and cooperation between the various authorities and bodies.

Workers and their representatives should be given appropriate information by the employers concerning the arrangements for reporting, recording and notification of information about accidents and occupational diseases. Employers should establish and maintain records on occupational accidents and diseases as determined by the competent authority. Records on

accidents and occupational diseases should be available and readily retrievable at all reasonable times.

Sabah Forestry Department practices three (3) types of forms for recording and monitoring of safety and health as listed below:

- a. Annex 1: Borang JPS KKP-01
- b. Annex 2: Borang OSHMS/SFD-01: HIRARC
- c. Annex 3: Laporan Bulanan Aduan Kemalangan / Kemalangan Nyaris / Kejadian Berbahaya / Keracunan / Penyakit Pekerja.

Reporting on occupational accidents and diseases for staff and contractor will be prepared annually.

CHAPTER 3.0 REFERENCES

3.1 REFERENCES TO THE ORGANIZATION'S OCCUPATIONAL SAFETY AND HEALTH HAZARDS POLICY

In 2008, Sabah Forestry Department establishes Occupational Safety and Health Committee led by Deputy Chief Conservator of Forest (Development) and is made up of all level of management, especially workers representative. The committees' roles and responsibility is in line with Section 31 of the Occupational Safety and Health Act 1994. However, in 2019, the Occupational Safety and Health committee has been re-arranged and to date, Chief Conservator of Forests is the committee patron and chaired by Senior Assistant Chief Conservator of Forests.

The following is the "Dasar Keselamatan & Kesihatan Pekerjaan Jabatan Perhutanan Sabah" (Refer Annex 4) and "Carta Jawatankuasa Keselamatan Dan Kesihatan Pekerjaan Jabatan Perhutanan Sabah" (Refer Annex 5).



3.2 REFERENCES TO LAWS AND REGULATIONS COVERING HEALTH AND SAFETY OF WORKERS

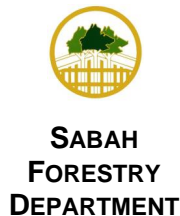
Sabah Forestry Department practices the laws and regulations for health and safety of workers as listed below:

- a. Akta Keselamatan dan Kesihatan Pekerjaan 1994 (Akta 514)
- b. Akta Kilang dan Jentera 1967 (di semak-1974)
- c. Akta Kilang dan Jentera (pindaan) 2006
- d. Akta Kilang dan Jentera (Pindaan) 2006 - Versi Penuh
- e. Peraturan dibawah akta kilang dan jentera 1967 (Akta 139)
- f. Peraturan dibawah akta keselamatan dan kesihatan pekerjaan 1994 (Akta 514)

3.3 REFERENCES TO ILO CODE OF PRACTICE ON SAFETY AND HEALTH IN FORESTRY WORK

Source: Code of Practice on Safety and Health in Forestry Work (Geneva, ILO, 1998), p. 39.

Source: Code of Practice on Safety and Health in Forestry Work (Geneva, ILO, 1998), p. 42.

**SABAH FORESTRY DEPARTMENT**

Document No.:
Title:
Issue:
Effective Date:

SFD/NGR/SOP - 005
Procedures – Safety & Training
02
2020

No Aduan _____
JKKP JPS

BORANG JPS KKP-01



**BORANG ADUAN KEMALANGAN / KEMALANGAN NYARIS / KEJADIAN
BERBAHAYA / KERACUNAN / PENYAKIT PEKERJAAN**

MAKLUMAT MANGSA / PEMBERI MAKLUMAT KEJADIAN BERBAHAYA

[1] NAMA : [2] KATEGORI* : STAF / KONTRAKTOR / PELAWAT
[3] NO.KP: [4] NO.TEL: [5] STESEN:

MAKLUMAT KEMALANGAN / KEJADIAN BERBAHAYA / KEROSAKAN

[6] TARIKH : [7] MASA : [8] LOKASI :

[9] PENERANGAN MENGENAI KEMALANGAN / KEJADIAN BAHAYA / KEROSAKAN (Apa Yang Berlaku?)
.....
.....
.....

[10] KETERANGAN KECEDERAAN / PENYAKIT (Jika Sekiranya Berkaitan)
.....
.....

[11] NAMA SAKSI : [12] NO.KP: [13] NO.TEL:
(Jika berkaitan)

[14] RAWATAN DIBERIKAN : TIADA / FIRST AID / KLINIK PERUBATAN / HOSPITAL – PESAKIT LUAR / DALAM

PENYIASATAN KEMALANGAN & TINDAKAN PENAMBAHBAIKAN / PENCEGAHAN

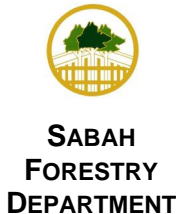
[15] KATEGORI LAPORAN : KEMALANGAN / K.BAHAYA / NYARIS / KERACUNAN / PERSEKITARAN

[16] PUNCA - SEBAB BERLAKU / ROOT CAUSE:
.....
.....

[17] TINDAKAN PENAMBAHBAIKAN / PENCEGAHAN YANG DICADANGKAN
.....
.....

T/TANGAN PELAPOR: NAMA: TEL:

SILA SERAHKAN BORANG INI :- 1 Salinan Pengerusi JKKPJPS, 1 Salinan – Urusetia, 1-Salinan - Stesen Yang Melapor



SABAH FORESTRY DEPARTMENT

Document No.:
Title:
Issue:
Effective Date:

SFD/NGR/SOP - 005
Procedures – Safety & Training
02
2020

BORANG OSHMS/SFD-01: HIRARC

HAZARD IDENTIFICATION RISK ASSESSMENT RISK CONTROL (HIRARC)
JABATAN PERHUTANAN SABAH

Program / Aktiviti						Lokasi					
Disediakan Oleh						Disemak Oleh					
SN	Turutan Langkah Proses Kerja	Jenis R/ NR	Pengenalpastian Hazard		Taksiran Risiko				Kawalan Risiko (tindakan yang dicadangkan)		
			Hazard	Kesan	Kawalan Risiko	Pr	Sv	Tahap Risiko Score Level			
<p>Nota :- Pr – Probability, Sv – Severity, Sc – Score, R – Routine, NR – Non Routine, SOP – Standard Operations Procedure, TBM – Tool Box Meeting Tahap Risiko :- 1- 4 : Rendah (Low), 5-12: Sederhana (Medium), 15-25: Tinggi (High) Kategori Hazard :- Mekanikal, Elektrikal, Biologi, Kimia, Ergonomik, Psikologi, Sinaran, Fizikal</p>											

Disediakan oleh: OSHCC, Unit OSH, JPS



**SABAH
FORESTRY
DEPARTMENT**

SABAH FORESTRY DEPARTMENT

Document No.:
Title:
Issue:
Effective Date:

SFD/NGR/SOP - 005
Procedures – Safety & Training
02
2020

LAPORAN BULANAN ADUAN KEMALANGAN / KEMALANGAN NYARIS / KEJADIAN BERBAHAYA / KERACUNAN / PENYAKIT PEKERJAAN.

No	Name/Month	Gender	Category	Date of Accident	Type of Accident	Cause of Accident	Risk Effect					Action	Remarks
							^a Sickness	^b Near Miss	^c Minor	^d Serious	^e Fatal		

**DASAR KESELAMATAN & KESIHATAN PEKERJAAN
JABATAN PERHUTANAN SABAH**



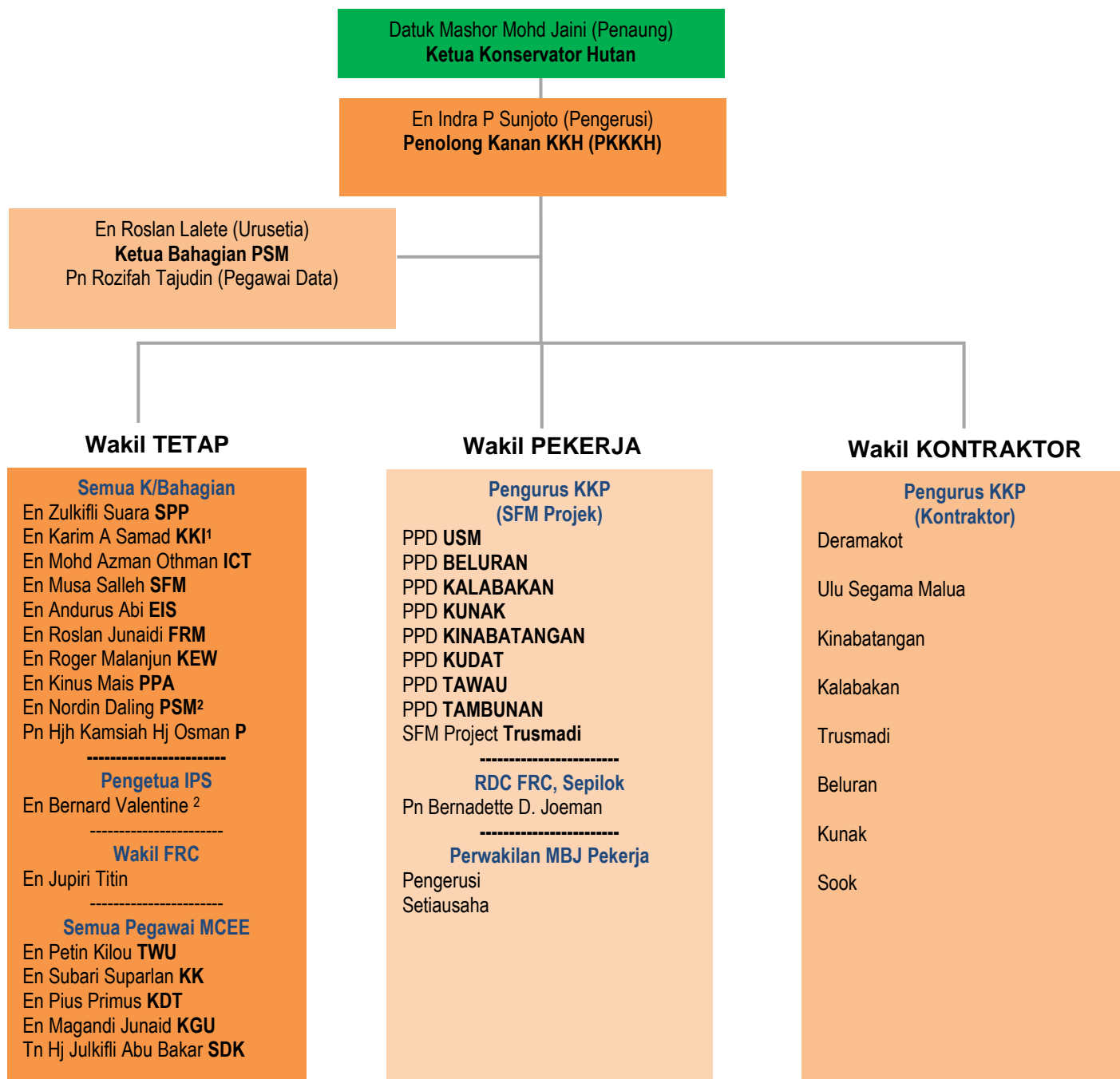


**SABAH
FORESTRY
DEPARTMENT**

Document No.:
Title:
Issue:
Effective Date:

SFD/NGR/SOP - 005
Procedures – Safety & Training
02
2020

**CARTA
JAWATANKUASA KESELAMATAN DAN KESIHATAN PEKERJAAN JABATAN
PERHUTANAN SABAH**



1 – AJK Publisiti, 2- AJK Latihan