

OCCUPATIONAL SAFETY AND HEALTH POLICY

COMMITMENT

The International College Of Yayasan Melaka (ICYM) acknowledges that the provision of a safe and healthy work environment for employees, students, contractors, sub-contractors and visitors is not just a legal responsibility but also a prerequisite for it to achieve its primary mission of conducting teaching and research at international standards. This commitment is to protect its human resources also extends to ensure College's operations do not cause the local community at risk of injury, illness or property damage.

OBJECTIVES

The College will ensure compliance with the Laws Of Malaysia cited as the Occupational Safety and Health Act 1994 and Regulations and other related legislation standard by:

- Providing and maintaining safe workplaces and systems of work
- Providing information, training, instruction and supervision to ensure safe systems of work
- Ensuring that appointed safety personnel are adequately trained and supported
- Providing and maintaining adequately personal protective equipments (PPE) as required
- Continuously reviewing and improving its safety performance

RESPONSIBILITIES

Each Head of Academic / Administrative Unit is accountable for implementing this policy in their area of responsibility. Management is responsible for:

- The provision and maintenance of a safe workplace and systems of work
- Involvement in the development, promotion and implementation of safety and health policies and procedures
- Training and supervising employees and students in the safe performance of assigned tasks
- The provision of resources to meet the safety and health commitment

Employees, students, contractors, sub-contractors and visitors are to:

- Take reasonable care of their safety and health and that of others
- Follow all safety and health policies and procedures
- Report all known or observed hazards, incidents and injuries.

APPLICATION OF THE POLICY

This policy is applicable to the International College of Yayasan Melaka in all its operations.

DATUK SARONI BIN JUDI
CHIEF EXECUTIVE OFFICER OF ICYM

Date of issue	03 January 2011	Next update/review	02 January 2013
Signed by: Registrar	Mr.Aminalrashid Bin Mohd. Hussain		