

MONTHLY WRAP-UP

# HSSEQ BULLETIN 2023

FEBRUARY 2023 ISSUANCE

KY MESRA PUBLICATION - BRINGS YOU HEALTH, SAFETY,  
SECURITY, ENVIRONMENT AND QUALITY UPDATES

FEBRUARY 2023

# MONTHLY WRAP UP

Contributors: Wan Nur'ain Awanis, Syuhadah Shahirah, Nur Alya Syafiqah, and Muhammad Faiz

## Good words for Great Souls

“Believing in yourself is not for you. It’s for every person who has touched your life in a significant way and for every person your life will touch the same way five minutes from now, or five centuries from now.”

—Jaye Miller



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# HSSE MONTHLY STATISTIC

February 2023

KY MESRA SDN BHD

## SAFETY PERFORMANCE INDICATOR



NCR: 0



Lost time Injury: 0



Restricted Work: 0



Medical treatment: 0



First Aid Treatment: 0



AT THE END OF THE DAY, THE GOALS ARE SIMPLE: SAFETY AND SECURITY."

## HSSE monthly statistics - CBRE



### NM/PI Finding February



8

Site damage



1

Retailer error



4

Contractor error



6

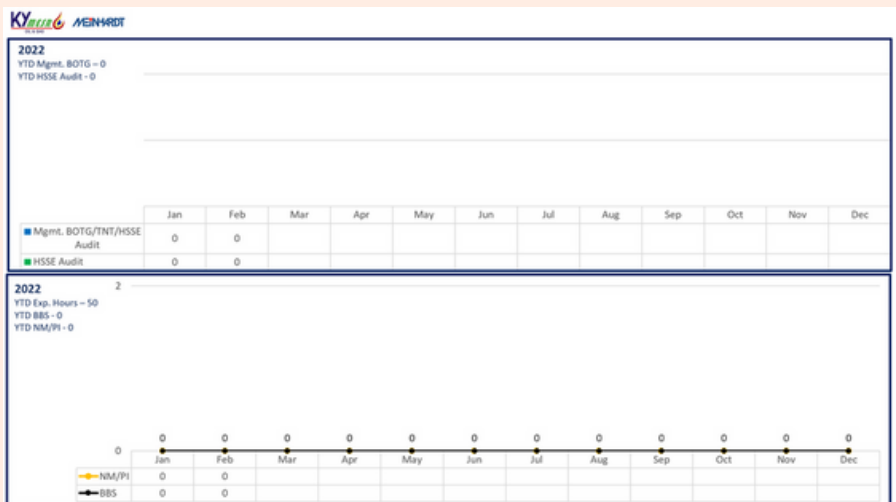
Customer Negligence



2

Housekeeping

## HSSE monthly statistics - Meinhardt



### NM/PI Finding February

- There is no project in progress

**Q**  
QUALITY

**M**  
MANAGEMENT

**S**  
SYSTEM

## QAQC FLASH

### Introduction of Quality Management System

by *Alya*

A quality management system (QMS) is defined as a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives. A QMS helps coordinate and direct an organization's activities to meet customer and regulatory requirements and improve its effectiveness and efficiency on a continuous basis.

Implementing a quality management system affects every aspect of an organization's performance. Benefits of a documented quality management system include:

- ✚ Defining, improving, and controlling processes
- ✚ Reducing waste
- ✚ Preventing mistakes
- ✚ Lowering costs
- ✚ Facilitating and identifying training opportunities
- ✚ Engaging staff
- ✚ Setting organization-wide direction
- ✚ Communicating a readiness to produce consistent results.

Each element of a quality management system helps achieve the overall goals of meeting the customers' and organization's requirements. Quality management systems should address an organization's unique needs. However, the elements all systems have in common include:



Quality Management System (QMS) Principles



# HSSE MONTHLY UPDATES

## COMPANY POLICY BRIEFING

DATE: 20/02/2023

LOCATION:TKE STORE BALAKONG

On 20 February 2023, an HSSE Policy Briefing has been conducted by our Safety Assistant, Anis. In this session, seven policies have been presented to all our frontlines which are the HSSE policy, Alcohol & Drug Policy, Stop Work Policy, Environment Management Policy, No Smoking Policy, Driving & Safety Road policy, and Quality Policy



The purpose of conducting company policy briefing is to ensure our frontlines know what the company takes seriously and how they can keep up-to-date with their rights and responsibilities. Furthermore, policy provide a set of guidelines for decision-making in everyday situations that frontlines can refer to, which can help to maintain stability even during periods of upheaval or change. Along the briefing, all our frontlines shown their interest to know our company policy. They actively asking the question and answering the question given



## LSR BRIEFING (ENERGY ISOLATION)

DATE: 21/02/2023

LOCATION:TKE STORE BALAKONG

On 21 February 2023, our HSSE department conducted Life Saving Rules (Energy Isolation) briefing at TKE Store Balakong. The purpose of this briefing is to educate our frontlines on how important verify isolation and zero energy before work begins.



Energy isolation is a very serious safety practice that helps to provide protection to the frontlines. Can you imagine how dangerous it would be to simply a verbal warning to employees not to use it? Employees may forget or simply ignore warnings and become severely injured by an unexpected incident. This is why the lock and tag are so crucial to frontline safety. Through this awareness briefing, we can prevent any accidents from happening.





# HSSE MONTHLY UPDATES

## SHC MEETING

DATE: 24/02/2023  
LOCATION: KYM OFFICE

A Safety and Health Committee (SHC) Meeting on February 24, 2023, was conducted for the fourth quarter of 2022. This meeting was attended by SHC members appointed.

This meeting includes updates on new safety-related information to ensure that all members are aware of the most recent safety information. A few issues have been raised to acknowledge all committee members, and solutions have been reached after the meeting.



Some of issues that have been raised up is KPI performance review and how to improve safety in the sites. All SHC members give a good thoughts and very responsive toward the discussion. The meeting went off without a hitch and the underlying issue was resolved.



## 9 LSR(LINE OF FIRE) & NMPI/BBS BRIEFING

DATE: 27/02/2023  
LOCATION: KYM STORE

A short briefing about 9 Life-Saving Rules (Line of Fire) and NMPI briefing has been conducted at our store at Balakong to our frontlines. This briefing has been held to refresh their knowledge and understanding of these things. This briefing has been conducted by our ASM, Syuhadah. In this session, the presenter gives a briefing comes with a situation to ensure all our frontlines can fully understand the info given.



The NMPI/BBS briefing is conducted to enhance our frontlines' knowledge regarding the identification of NMPI and BBS at the site, especially for newcomers. Our department chose to conduct this briefing because a few newcomers appear to be confused about NMPI and BBS. As a result of this briefing, the majority of our frontline personnel can distinguish between NMPI and BBS.



# KYM EXTERNAL TRAINING

## AUTHORISED ENTRANT AND STAND BY PERSON FOR CONFINED SPACE (AESP-R) TRAINING

DATE: 25/02/2023

LOCATION: NIOSH BANDAR BARU BANGI

On 25 February 2023, our ASM, Syuhadah attended AESP training for a refresher. The training has been held for a day only at Niosh Bandar Baru Bangi. Below is some of the sharing from Syuhadah from the previous training:



### CONFINED SPACE SAFETY

When we talk about working in a confined space, it is important to identify that such an area is a confined space.

#### WHAT IS A CONFINED SPACE?

Confined space means an enclosed or partially enclosed space that is at atmospheric pressure during occupancy, and is not intended or designed primarily as a place of work, and –

- a) Is liable at any time to –
  - i. have an atmosphere that contains potentially harmful levels of contaminants,
  - ii. have an oxygen deficiency or excess; or
  - iii. could cause engulfment; and
- b) Could have restricted means of entry and exit.

Examples of confined space include, but are not limited to:

- I. Storage tanks, tankers, boilers, silos, and any tank-like compartment having a manhole for entry;
  - ii. Open-topped spaces such as pits or degreasers;
  - iii. Pipes, sewers, tunnels, shafts, ducts, and similar structures; and
  - iv. Any shipboard spaces entered through a small manhole, cargo tanks, cellular double-bottom tanks, duct keels, ballasts, and oil tanks;
- and any other structures having a manhole for human entry with a rectangular or an oval shape which its width is not less than 16 inches, or with a round shape which its diameter is not less than 18 inches.



To enter and conduct work in a confined space area, there is 5 important personnel that must be available for this activity.

#### WHO IS THE PERSONNEL INVOLVED IN CONFINED SPACE?

- 1) Authorised Entrant (AE) - A person has attended a training course for AESP and passed the examination.
- 2) Stand-by Person (SP) - A person has attended a training course for AESP and passed the examination.
- 3) Authorised Gas Tester (AGT) - A competent person registered with DOSH.
- 4) Entry Supervisor (ES) - A competent person registered with DOSH.
- 5) Permit Issuer (PI) - A person who has attended a training course for AGTES.



# KYM EXTERNAL TRAINING

## CONFINED SPACE SAFETY



For the workers who need to conduct work in a confined space, the employer shall formulate a confined space entry program.

### WHAT ARE THE ELEMENTS OF A CONFINED SPACE ENTRY PROGRAM?

- 1) Conduct a Hazard Identification, Risk Assessment, and Risk Control (HIRARC).
- 2) Provide at least 1 Standby Person during the confined space entry.
- 3) Ensure the ability of a Standby Person to monitor multiple confined spaces diligently.
- 4) Have a Permit to Work System.
- 5) Provide warning signages at the work area.
- 6) Ensure the employee has undergone training on confined space safety and gets the competency.
- 7) Provide correct and suitable equipment for workers to conduct the confined space work.
- 8) Provide a suitable communication method for the confined space personnel.
- 9) Provide external confined space hazard protection.
- 10) Identify the duties of each of the confined space personnel.
- 11) Brief about the safety-related matter information to the contractor.
- 12) Coordinate the entry operations if more than one contractor working simultaneously in the confined space.
- 13) Provide a proper conclusion of entry and conduct debriefing.

Ref: ICOP 2010, DOSH Malaysia.

## MICROSOFT PROJECT TRAINING

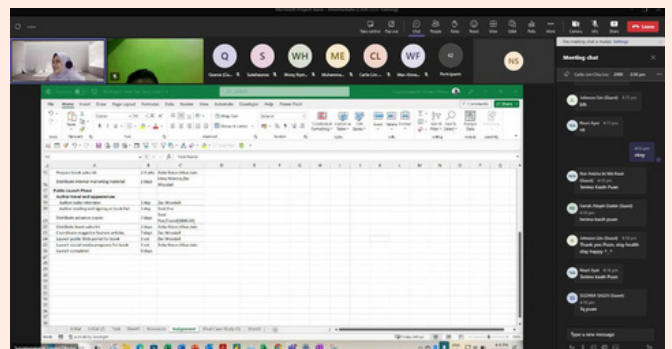
DATE: 27-28/02/2023

LOCATION: MICROSOFT TEAM

On 27 to 28 February 2023, our company has send our engineer to attend Microsoft Project Training. This 2-day class has been held online through Microsoft Teams. The objectives for this program are to introduce participant to Microsoft Project and provide a strong overview of using the software, focusing on some of its primary features when planning, creating project schedules and plans, and monitoring and controlling the project, and assigning resources.



The participants has been taught on how to identify the basic features and components of the Microsoft Project environment, create a new project plan file and enter project information, manage tasks by organizing tasks and setting task relationships, manage resources for a project and finalize a project plan. The trainer is also give them an assignment to test their understanding through out the training.





# KYM BOOTS ON THE GROUND (BOTG+)

## HSSE BOTG+

DATE: 08/02/2023  
LOCATION: SHELL DYNA PETROL KIOSK  
JOB DESCRIPTION: TO REPAIR UNLIT STREETLIGHT

On 25 February 2023, our HSSE department has conducted site visit at Shell Dyna Petrol Kiosk. The work conducted on that day was to repair unlit streetlight by using sky lift. The work also attended by CBRE HSSE, Mr. Fazly. The activity was a high-risk activity which is working at height.



After the PTW system documentation prepared by our PH, the site personnel gather in a group where our SSS (Muhammad Faiz) gave them a short safety briefing. The PH (Khairul Izzat) also briefly explained to the work crews on the work activity of the day and what are the hazards and how to control them.



In addition to that, Mr. Fazly conducted a BOTG+ session where he engaged with the PH and the work crews of how they could identify the work site condition to ensure they can work safely and take care of each other during the work commencement.

## MANAGEMENT BOTG+

DATE: 27/02/2023  
LOCATION: SHELL SUNGAI RAMAL (IBUJAYA BERSATU)  
JOB DESCRIPTION: TO REPAIR PRAYER ROOM ROOF LEAKING

On 27 February 2023, our engineers have conducting Boots on the Ground (BOTG+) session at Shell Sungai Ramal. The session conducted was also visited by CBRE representative, Mr. Mazee. The work activity that day is to repair prayer room roof leaking (WAH).



The session began with document preparation and ended with a Toolbox Talk with our frontlines. Our permit holder (Khairul Izzat) explained the job they did that day and the hazards they encountered while doing it. He also explained the preventative measures for all hazards. All of our frontline personnel were aware of and comprehended the nature of their work.



## LINE OF FIRE

BY WAN NUR'AIN AWANIS

### What is the Line of Fire Hazards?

In workplace safety, a line of fire refers to a situation where workers put themselves in harm's way by virtue of the type of work they are carrying out. This type of hazard can occur in construction, electric, and manufacturing settings, where there is often much potential risk of exposure.

### What are the Major Categories of Line of Fire Hazard Incidents?

#### Caught-in or between

Caught-in or between incidents happen when someone is either caught in the equipment or between two pieces of equipment. This is the most common type of line-of-fire incident. For example, when a construction worker is repairing a machine and their clothing gets caught in the gears because of a lack of machine guarding.

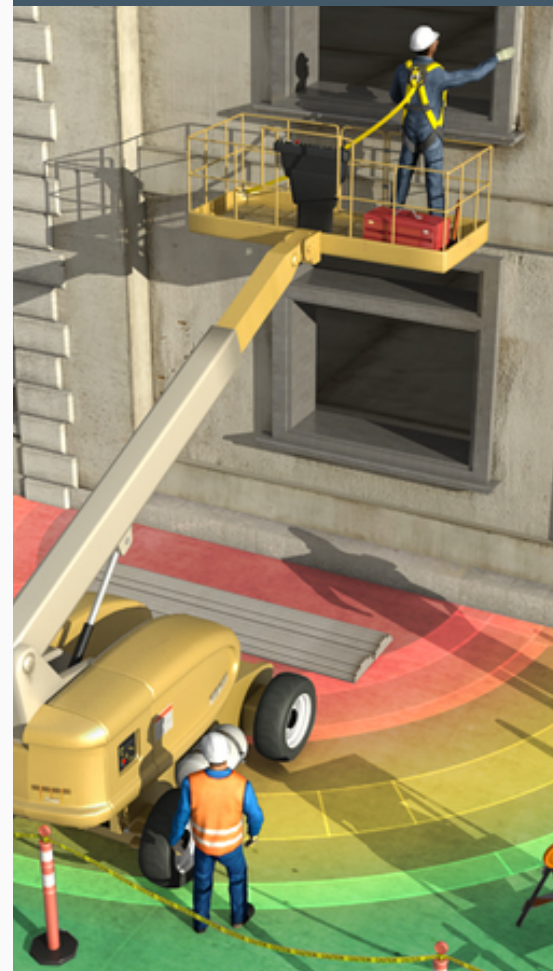
#### Struck-by

Struck-by incidents occur when someone is hit by an object that has been ejected from the equipment. This can be very dangerous and often results in fatalities. For example, if a worker is using a power saw and the blade breaks, it could fly off and hit another worker nearby.

#### Released energy

Released energy incidents happen when energy is released from the equipment, such as an electric shock. This can also be very dangerous and often results in fatalities. An example would be if a piece of machinery that has been overloaded or a pressure vessel that gets subjected to unsafe conditions suddenly explodes.

"Spot the Line of Fire Hazards Before It's Too Late"







## How to avoid Line of Fire Incidents

Now that we are aware of the line of fire hazard incidents. How can we avoid it? The best way to do so is to understand the potential risks on job sites and duties. Worker duties may require simple avoidance such as moving out of the way, while others may require complex engineering efforts with barriers or location changes. Regardless, safety should be a priority in every job you do.



Here are some ways that you can avoid accidents to stay safe, particularly during work:

- Secure objects like scaffolds, poles, stacks, and spools using safety tethers.
- Always hold on to a handrail when climbing stairs
- Follow proper Lock Out Tag Out procedures so equipment is unlikely to power up while performing any repairs or maintenance. DO NOT rely solely on an emergency brake!
- Never use your body part to prevent damage from occurring—this has led to amputations after getting caught between two sets of moving objects.
- When dealing with electrical equipment, make sure that area is dry.
- If possible, always work with a partner, especially when using heavy equipment. If lone work cannot be avoided, follow precautions to minimize risks.

The best way to avoid the mentioned incident types is to eliminate the related hazards whenever possible. By totally eliminating the hazards, there is no chance that you or anyone else in the work area can be injured by that hazard. When elimination is not possible, engineering controls are the next best choice in protecting yourself from injury.

There are many other possible engineering controls that could be used depending on the specific hazard. Understand the work tasks that are going on around you and the associated hazards. Ask yourself what is the worst that can happen or what will happen if a certain safeguard fails. Recognize the hazards of your work and act accordingly.

## Protect Yourself from the Line of Fire Hazard

Safety is a top priority and we can never know when an accident could occur hence why we need to protect ourselves, especially when working with dangerous equipment. Below are safety tips to protect yourself when you're in the line of fire:

- Always be aware of your surroundings and identify potential hazards.
- Wear the proper personal protective equipment (PPE), which may include gloves, safety glasses, and hearing protection.
- Stay alert and follow all safety procedures
- Attend necessary training when using heavy machinery
- If you see a potential hazard, report it to a supervisor/ manager immediately.
- Provide daily safety inspections on equipment to avoid sudden mechanical failures
- If you are ever in doubt about a situation, ask a supervisor or manager for clarification.



# WHAT IS THE LINE OF FIRE?

Line of Fire- Being in harm's way. Line of fire injuries occur when the path of a moving object and an individual's body intersect.

## Five Examples of Being in the Line of Fire

01

In the path of moving equipment.



02

Underneath lifted load or static objects that could fall.

02



03

Working next to unstable materials that could shift.



04

Working next to objects under tension.

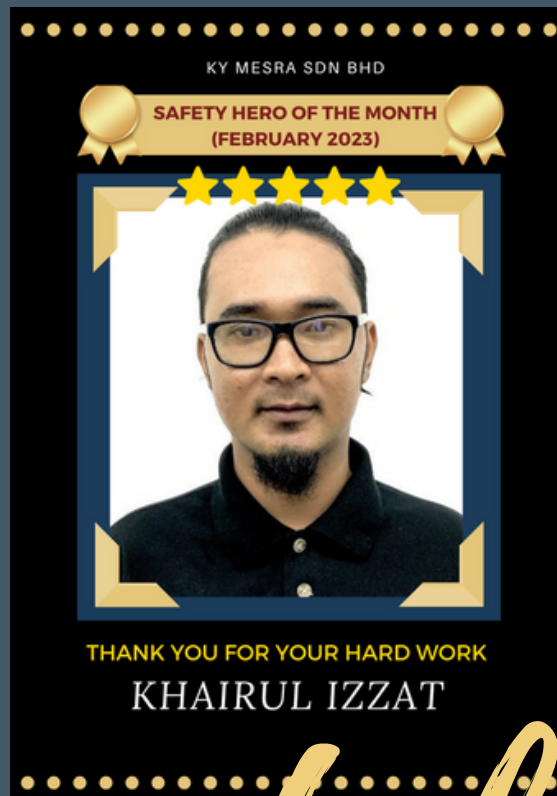
04



05

Placing hands or body in equipment that can rotate.





# Congratulation

We'd like to congratulate our frontline, Khairul Izzat on being chosen as Safety Hero for February 2023. Thank you for all of your efforts and dedication this month. Safety Hero is an initiative of the HSSE Department to recognize and motivate our frontlines to execute their duties safely. Khairul Izzat has been chosen as this month's Safety Hero because of:

1. Conduct work safely and took care of his team while working.
2. Good understanding of safety
3. Good problem-solving related to safety
4. Actively sending NMPI and LMRA-A report

Khairul Izzat was always aware of the hazards he encountered while working and how to control them. When HSSE and Management conduct BOTG+, he always knows the answer to the question about safety and technical. Whenever he saw a safety violation, he could perform an intervention.

Not only in terms of safety, but Khairul Izzat also demonstrates his leadership by leading his team as a Permit Holder (PH). Khairul Izzat received a RM 300 cash prize as a reward for his efforts in setting a good example. We hope that Khairul Izzat will continue to set a good example for his team and inspire his coworkers to work safely.