

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: ERLSB / E-MAS Staff	Originator:	Sukhbir Singh
	Department:	Safety & Security
	Tel:	+(60) 3-2267-7749
	Fax:	+(60) 3-2267-7770
	E-mail:	SukhbirEMS@kliaekspres.com

Reference Number:
OMZ.STF.M18250.1023.ADate:
14-05-2024**SHE Week 2024 (20.05.2024 – 24.05.2024)**

We're thrilled to announce the upcoming SHE Week 2024 – a week dedicated to Safety, Health, and Environment! This is a great opportunity for all of us to focus on practices that ensures our workplace is safe, healthy, and sustainable.

Below is the planned itinerary for the SHE Week 2024.

Monday (20.05.2024), Environmental Awareness Day		
0900hrs	Environmental Awareness Email	Online
1100hrs – 1400hrs	Free Open Market	KL Sentral
Tuesday (21.05.2024), Safety Awareness Day		
0900hrs	Safety Awareness Email	Online
1100hrs -1130hrs	Safety Quiz	Online
1400hrs - 1500hrs	Housekeeping Hour (refer attachment)	Own Work Stations
Wednesday (22.05.2024), Public Holiday		
Thursday (23.05.2024), Public Holiday		
0900hrs	Health Awareness Email	Online
0800hrs - 1900hrs	Blood Donation (staff & general public)	KL Sentral (arrival hall)
0900hrs - 1300hrs	Medical Checkup (staff)	KL Sentral
1100hrs - 1130hrs	Health Quiz	Online

Reference Number: OMZ.STF.M18250.1023.A

Date: 14-05-2024

Friday (24.05.2024), SHE Week 2024 Finale

0845hrs - 1015hrs	JPJ Talk (ERLSB & E-MAS)	Depot
1015hrs -1215hrs	PERKESO Talk (ERLSB & E-MAS)	Depot
1000hrs- 1600hrs	JPJ & PERKESO Exhibition (Cafeteria)	Depot
1215hrs -1445hrs	Break (Friday Prayers)	
1445hrs -1700hrs	<div>SHE Week Finale<ul style="list-style-type: none">• Welcome Note & Doa• Presentation - SHE Week 2024• Speech by Management• Token Presentation to Agencies• Hi- Tea• Weight Loss Challenge - Progress Update• Quiz Winners Announcement</div>	Depot

Working as a team, please join us in making this SHE Week 2024 a memorable and impactful event. Thank you all in advance for your enthusiasm and participation. Let's create a safer, healthier, and sustainable workplace for everyone!

Thank You.

Sincerely,



Sukhbir Singh
Project Manager
SHE Week 2024

Attachments: Housekeeping Hour Poster
cc: SPYTL Trackwork

SHE WEEK 2024



Workstation Housekeeping Hour

• **21.04.2024, 1400hrs - 1500hrs**



Organize and clean workstation.



Dispose any unnecessary clutter.



Recycle and manage materials.



Dust and Polish.



Clear digital clutter by organizing files and emails.

We request Heads of Departments, to encourage your teams to participate fully during this housekeeping hour.

Our Safety and Health Committee members will be conducting rounds to keep things lively.