

Guidelines for Contractor/ Supplier working in E-MAS

These terms and conditions outline the requirements and responsibilities of contractors and suppliers when performing services or supplying products to ERL Maintenance Support Sdn Bhd (E-MAS). These guidelines aim to establish a standardized approach to ensure that all services, works, and projects are executed diligently, with minimal environmental impact, and without unintended incidents.

a. CONTRACTOR'S RESPONSIBILITY (if applicable)

1. Document Submission Requirements (one week before work commences):

Contractors are required to submit the following documents to E-MAS at least one week before starting any work:

- a. Method Statement: A detailed description of how tasks or processes will be carried out.
- b. HIRARC Assessment: A Hazard Identification, Risk Assessment, and Risk Control assessment, as mandated by the OSH Act 2022. This should include an outline of potential hazards, a step-by-step guide for safe job execution, and control measures to ensure safety. This document must be reviewed and approved by the E-MAS Safety and Security Department before any work commences.
- c. Work Program: A schedule outlining the start and completion dates of the work.
- d. Permits/Licenses/Competency Certificates: Relevant documentation for personnel undertaking specific critical tasks.
- e. Track Possession Request Form: Required if the work is near or adjacent to railway tracks.
- f. List of Workers: A list of all workers involved, including identification or valid passport numbers.

2. Personal Protective Equipment (PPE)

- a. Contractors must ensure their employees are equipped with PPE that meets the safety and health standards required by E-MAS and relevant legal authorities.

3. Chemical Management

The Contractor is required to:

- a. Declare any hazardous materials, including toxic, corrosive, highly flammable substances, chemicals, gases, or volatile organic compounds brought onto E-MAS premises. Improperly stored or handled materials must be removed immediately.
- b. Ensure that chemicals are labelled in accordance with Part IV (Labelling) of the Occupational Safety and Health (Classification, Labelling, and Safety Data Sheet of Hazardous Chemicals) Regulations 2013.
- c. Provide an updated Safety Data Sheet (SDS) in compliance with Part V (Safety Data Sheet) of the same regulations.
- d. Remove all chemicals, wastes, and substances generated during onsite work.
- e. Handle chemicals properly, and prevent any discharge into drains. Disposal of scheduled waste in the E-MAS compound is strictly prohibited.
- f. Respond promptly to spills, dispose of contaminated materials safely, and report any spills or releases immediately to E-MAS. Contractors will bear all costs for spill cleanup if E-MAS is required to intervene.

4. Environmental & Safety Briefing

- a. Attend an Environment, Safety, and Security briefing before starting any work at E-MAS.
- b. Acknowledge and agree to abide by these guidelines.
- c. Ensure that all employees comply with safety requirements at all times.
- d. Ensure that activities do not compromise the fire alarm or firefighting systems.
- e. Ensure all tools and equipment are in good working condition to prevent safety hazards.
- f. Report any near misses, first aid incidents, medical treatments, lost time, or incidents (including fires) immediately to E-MAS.

5. Permission to use E-MAS tools, equipment, and facilities

- a. Obtain prior permission from the designated E-MAS authority before using any facilities, such as electricity, equipment, workstations, or tools.
- b. Contractors are responsible for taking precautions to prevent damage to E-MAS tools, equipment, or facilities.

6. General Requirements:

- a. Smoke only in designated smoking areas.
- b. Obtain permission from E-MAS before entering restricted areas.
- c. Take precautions to avoid damage or staining to floors, walls, equipment, installations, structures, and systems within the building during work.
- d. Comply with local legislation, including the Environmental Quality Act 1974, Occupational Safety and Health Act 1994, Factories and Machinery Act 1967, Uniform Building By-Law 1984, and all supporting regulations.
- e. Appoint a Person in Charge (PIC) to monitor the safety of the work. The PIC must be present onsite at all times.
- f. Regularly inspect and monitor work as agreed with E-MAS's PIC.
- g. Ensure that no activities compromise the functionality of fire alarms or firefighting systems.
- h. Provide a fire extinguisher for "Hot Work" activities, such as welding, cutting, or grinding.
- i. Address any findings from joint inspections and monitoring checklists, and report rectifications to the designated E-MAS authority.
- j. Switch off water, electricity, and gas supplies after completing work each day.
- k. Maintain cleanliness of the worksite after any maintenance or service activities.
- l. Remove debris and garbage generated from work activities promptly. Failure to do so will result in E-MAS performing the cleanup at the contractor's expense.
- m. Minimize packaging waste.
- n. Use environmentally friendly products and packaging options wherever possible.
- o. Consider the life-cycle perspective when delivering services or products.

7. Consequences of Non-Compliance

Failure to comply with these guidelines, as well as any applicable legal or regulatory requirements, will result in the following actions, which E-MAS may enforce at its discretion:

- a. **Immediate Work Stoppage:**
E-MAS reserves the right to issue a "STOP-WORK" order if any non-compliance with environmental, safety, or security standards is identified. Work will only resume once all issues have been rectified to the satisfaction of E-MAS.
- b. **Penalties:**
Contractors found in violation of these guidelines may be subject to financial penalties. The amount will be determined based on the severity of the non-compliance, including any associated damages or risks posed to E-MAS personnel, property, or operations.
- c. **Contract Termination:**
Repeated or severe non-compliance may result in the termination of the contract without further notice. In such cases, E-MAS reserves the right to seek compensation for any additional costs incurred, including but not limited to hiring a replacement contractor or rectifying any damages.
- d. **Cost of Rectification:**
Any damage, environmental impact, or safety hazards caused by the contractor's actions or negligence will be rectified at the contractor's expense. E-MAS will deduct the cost of such rectifications from any payments due or bill the contractor directly.
- e. **Removal from Worksite:**
E-MAS reserves the right to remove any contractor or their employees from the worksite if they fail to comply with the required safety and environmental standards, including the proper use of PPE and attendance at mandatory safety briefings.
- f. **Legal Action:**
In cases of gross negligence, willful misconduct, or severe breaches of legal requirements, E-MAS may pursue legal action to recover damages or enforce compliance.

ERL Maintenance Support Sdn Bhd

Com. Reg. No: 199901023674 (498574-T)



Acknowledgement:

Date Work Start		Company Name	
Date Work End		Contractor Name (Person in Charge / Supervisor)	
Work Location		Signature	
Summary of work			

Name	IC / Passport Number	Signature	Date

Note:

1. By signing the acknowledgment section, the contractors/suppliers confirm their commitment to ensuring the safety and health of their employees while performing work for E-MAS.
2. The end-user shall ensure compliance after the completion of work.
3. This guideline is to be returned to MR, and a copy will be given to the Contractor for reference.

	Name & Signature	Date
End-User (Person in charge)		
SAS Representative		
Q & E Representative		

Safety and Environment Inspection Checklist

Date Work Start		Company	
Date Work End		Person In Charge / Supervisor	
Work Location		Summary of work scope	

Details	Date of Inspection		
The Contractor is wearing appropriate personal protective equipment (PPE).			
The works conducted/executed follow the submitted Work Method Statement.			
Any work that could trigger the fire alarm and firefighting systems is strictly prohibited.			
Precautions avoid any damages or stains to the floors, walls, equipment, installation, structures, and building system during work.			
Proper handling of chemicals and oils: <ul style="list-style-type: none"> • using appropriate containers and labelled accordingly • stored or handled correctly (secondary containment and all lids are closed correctly) • chemical or solvent for washing/cleaning, not discharge to the drain. 			
The work site should be cleaned and cleared of any tools/equipment. The Contractor should dispose wastes (general, chemicals, or oils) after completing maintenance or service activities.			
Other observations: (to be filled if there is non-compliance, the assessor is to note down the action taken for the non-compliance and inform directly to the relevant Department for the next course of action or advice)			
Assessor (Name & ID)			

Note: X if non-compliance, √ if compliance, N/A if non-applicable