



UWC HOLDINGS SDN. BHD.  
UWC INDUSTRIAL SDN. BHD.  
UWC AUTOMATION SDN. BHD.

## **SUPPLIER/CONTRACTOR AND SUB CONTRACTOR SAFETY , HEALTH AND ENVIRONMENT COMPLIANCE RULES FORM**

UWC HOLDINGS SDN BHD Occupational Safety , Health and Environment rules are as below :-

### 1. **PENALTY**

The penalties for violation of the rules are

- a) The contract may be terminated and
- b) Official claim will be issued for any property losses and or damages due to suppliers/contractors' fault during execution of the works.

### 2. **COMPLIANCE WITH POLICIES**

All suppliers/contractors must comply with occupational safety and health policy. (See policies at guard house)

### 3. **COMPLIANCE WITH GOVERNMENT LAW AND CUSTOMER REQUIREMENTS**

All suppliers/contractors must comply with related Malaysian law and regulation as below:

- a) Occupational Safety and Health Act (OSHA 1994)
- b) Factories and Machineries Act (FMA 1967)
- c) Environmental Quality Act (EQA 2012)
- d) Immigration Regulation 1963
- e) Passport Act 1966
- f) Other applicable statutory obligations by local authorities/government
- g) RoHS, REACH and WEEE Directives.

### 4. **WORK PERMIT AT UWC HOLDINGS SDN BHD AND GROUP OF COMPANIES**

All contractors must obtain work permit instruction from respective section before performing following works. The contractors with NIOSH Safety passport will be given priority.

- a) Hot Work
- b) Cold Work
- c) Electrical Work
- d) Overhead Work
- e) Confine Space Entry

### 5. **FOREIGN WORKER**

Contractors/Suppliers must prove their Foreign Workers have valid working permit under the name of the company they are working for. [Immigration Regulation 1963 and Passport Act 1966.]

### 6. **REGISTRATION**

After registered in the log-book at the guard house, all suppliers/contractors are required to proceed to the lobby area until accompany by staff members to the designated area upon approval from Factory Manager, Production Manager or any designated personnel. The vendor /contractor must wear identification badge as long as he is in UWC premise

### 7. **PERSONAL PROTECTION EQUIPMENT (PPE)**

- a) All PPE is to be provided by the supplier/contractors concerned.
- b) The minimum personal protection equipment (PPE) to work in the premises is safety shoes and / or safety helmet. Additional PPE such as Safety Harness when working more than 2 meter height, hearing protectors, mask and respirator, gloves, safety glasses, etc.
- c) The vendor or contractor to provide first aid treatment and medical services to their employees staff in case of injury.

### 8. **EQUIPMENT OR TOOLS**

- a) Supplier/contractors should prepare the necessary equipment or tools and should declare to the UWC project owner before start work.
- b) Equipment or tools belonging to UWC Holdings Sdn. Bhd. are not permitted to use unless authorized. Damage of UWC Holdings Sdn. Bhd. tools and equipment must be reported to the person in charge immediately.



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### 9. **CHEMICAL AND GAS**

All chemicals and gases to be brought into the premises

- a) Must be declared to the respective manager and personal in-charge
- b) The Material Safety Data Sheet (MSDS) of the chemicals must be available.
- c) Ensure the Chemical container follow the CLASS 2013 regulation
- d) The supplier must ensure no leakage or spill of chemicals inside the company premise.
- e) The vendor must bring their own fire extinguisher during delivery of gases and chemicals

### 10. **WASTE GENERATION**

Generated general wastes or hazardous wastes should be collected, segregated, brought back and disposed accordingly. Scheduled waste should be disposed of in accordance to the Environmental Quality Act 2012 (Schedule waste regulation 2005).

### 11. **SAFE AND HEALTHY WORKING ENVIRONMENT**

- a) Follow all legal, rules, signs, notices, limits and procedures
- b) Know location of fire-fighting equipment, electrical appliance / panel
- c) Must maintain their tools and equipment in safe working condition.
- d) Must take reasonable care for the safety and health of himself and their subordinates.

### 12. **REPORTING**

Immediately report to the respective section head/personnel or SHO :

- a) All emergency situations, incidents, chemical spills and near miss accidents.
- b) All damage of UWC Holdings Sdn. Bhd. Properties.

### 13. **CLEANLINESS**

All suppliers/contractors are responsible:

- a) Cleanliness to be observed in the premise at all time. Debris should be cleaned up at the end of each day's work.
- b) Take pro-active action to protect the environment in their work area.

### 14. **PROHIBITION**

- a) Do not smoke in the plant and open area near to chemical, oil and gas tanks. Smoking is permissible in the designated area.
- b) Do not block passageways.
- c) Do not use compressed air to clean clothing or body.
- d) No unauthorized use of the fire-fighting equipment.
- e) Incoming vehicles must switch off their engines during loading and unloading in the store to prevent noise pollution.
- f) The pallets brought to UWC holdings should be free from termites.
- g) The van, car or lorry must not exceed the speed limit 10km/h and should be parked in the respective parking lots.

### 15. **EVACUATION DURING EMERGENCY**

- a) In the event of an emergency alarm being activated, vendors shall follow UWC employees to the Emergency Assembly Area designated for vendors to assemble. The vendors can only enter the after the building is declared safe by the company.



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16. **RESPONSIBILITY**

- a) Vendor / Contractors are strictly required to observe and comply with UWC safety guideline and regulation mentioned above.
- b)UWC shall not be liable for any unforeseen accident, injury, losses while the vendor or contractor in the premise.

**I ACCEPT AND AGREE TO FOLLOW THE ABOVE MENTIONED REGULATIONS.**

Name of Company \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company Stamp :