



Occupational Safety and Health Policy

Purpose

My Scrap Trading Sdn. Bhd. ("Myscrap") recovers scrap metal from operating plants, supply bases, ports, yards and decommissioning sites. This work involves heavy loads, cutting, lifting, mobile plant and traffic. This policy sets out how we prevent injury and ill health to our employees, our subcontractors, client personnel and members of the public.

We meet the requirements of the Occupational Safety and Health Act 1994 and its regulations as a minimum. Where a client standard is stricter, the client standard applies.

Scope

This policy applies to all Myscrap employees, subcontractors and drivers engaged by Myscrap, at our premises, on client sites and on the road between them.

Our commitments

1. **Plan before work starts.** Every job is assessed for hazards before mobilisation. We prepare a job hazard analysis and method statement and agree the controls with the client.
2. **Work inside the client system.** On client sites we work within the permit-to-work system, site rules and emergency arrangements. No work starts without the required permit.
3. **Competent and inducted crews.** Workers are trained for the tasks they perform and complete the site induction before entry. Cutting, lifting and plant operation are done only by people competent for that task.
4. **Toolbox talks.** A toolbox talk is held before every shift to cover the day's tasks, hazards, controls and any changes on site.
5. **Protective equipment.** We provide personal protective equipment to the client's site standard, and we require it to be worn and maintained.
6. **Safe plant and vehicles.** Plant, lifting gear and vehicles are inspected before use and maintained. Defective equipment is tagged out and removed from service.
7. **Stop unsafe work.** Every person has the authority and the duty to stop work they believe is unsafe, without fear of reprisal, as set out in MYS-POL-07.
8. **Report and learn.** All incidents, near misses and unsafe conditions are reported the same day, to Myscrap and to the client. We investigate, correct the cause and share the lessons. Notifiable incidents are reported to the Department of Occupational Safety and Health as the law requires.
9. **Fitness for work.** Nobody works while impaired by drugs, alcohol or fatigue, as set out in MYS-POL-06.

Responsibilities

The Managing Director is accountable for this policy and for providing the people, equipment and time needed to work safely. Site supervisors are responsible for planning the work, holding toolbox talks, checking permits and enforcing controls. Every worker is responsible for following safe systems of work, wearing the required protective equipment, reporting hazards and stopping unsafe work.

Subcontractors engaged by Myscrap must meet this policy and are briefed on it before they start.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date