

Work Safety Guideline Document

Summary Description

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***This SOP consists of the general/lab/traffic
safety guideline for employee to follow in
their work place***
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Scope: This is use for Human Resource Department

Index

I) General Safety Guideline	4
a.) Duties as an Employee.....	4
b.) Basic Expectations on Behavior	4
c.) Basic Expectations on Attire.....	4
II) Lab/Production Safety Rules	5
a.) Housekeeping.....	5
b.) Personal Protective Equipment (PPE)	5
c.) Foods and Drinks	5
III) Traffic Safety	6

I) General Safety Guideline**a.) Duties as an Employee**

- To take reasonable care at work for the safety of yourself and other persons.
- To cooperate with the employer or any other person in the discharge of any duty, under the act or regulations.
- To wear or use any protective and clothing provided by the employer.
- To comply with any instruction or measure on occupational safety and health as required under the regulations.

b.) Basic Expectations on Behavior

- No gambling
- No sleeping
- No alcohol
- No drugs
- Smoke only in designated area
- No unruly behavior/ No vandalism

c.) Basic Expectations on Attire

What to wear	What NOT to wear
Long Pants	Short pants
T-shirt or shirt	Sleeveless shirts
Close-toed shoe	slippers

II) Lab/Production Safety Rules

a.) Housekeeping

- Housekeeping directly affects Safety, Quality & Productivity.
- Keep materials uniformly and neatly stacked.
 - i. No boxes or systems were being placed on the floor.
 - ii. Unused power cord should be off and unplug.
 - iii. No unnecessary items on the workbench.

b.) Personal Protective Equipment (PPE)

- Personal protective equipment is designed to protect employees from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.
- PPE is often essential, while doing rework at the rework stations.

c.) Foods and Drinks

- No foods and drinks allowed in lab/production except in the designated area and foods and drinks should not being placed near electronic devices.

III) Traffic Safety

- Do not violate traffic rules in your company area. Fine, detention class or warning letter will be given to those who violate traffic rules.
- Drive slowly and do not drive faster than any km/hour stated along road site. (**Usually is 30 km/hour**)
- Stop at zebra crossing way if there is pedestrian to cross.
- Follow car park direction all time, especially in one way street.
- Park your car at designated car park. Do not simply park your car anywhere.
- Fasten car safety belt when you drive in company's compound.