

KULLIYAH OF SCIENCE  
**HEALTH SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (HSEMS)**  
**BOOKLET**

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## 1.0 INTRODUCTION

HSEMS is an integral and essential part of the way IIUM do business and is considered an equal part of the wider system for the management of IIUM business.

Through effective management, IIUM aims to be the preferred the favored employer.

The requirements set out in this booklet constitute the expectations for divisional compliance with IIUM HSE policy.

The purpose of this document is to describe;

- The structure for the management of Health, Safety and Environment (HSE) within the IIUM.

- The expectations for each element of the HSEMS.

It is the responsibility of each KCIDIO to determine how these expectations and requirements are to be achieved.

Kulliyah of Science has established the HSEMS somewhere in end of November 2015.

Recognized standards of OHSAS 18001:2007, MS 1722:2011 and MS ISO 14001:2004 were used and integrated in Kulliyah of Science HSEMS.

HSEMS successfulness depends on commitment from all levels and functions of the Kulliyah of Science.

## 2.0 PURPOSE

HSEMS provide complete management in the IIUM to improve HSE performance. Overall, the benefits by adopting recognized HSEMS are;

- To help the IIUM in managing HSE through proper mechanism
- To ensure full commitment in complying with HSE legal and other requirements
- To priorities HSE issues and improve HSE performance
- To provide confidence in managing HSE at workplace
- To have higher chance in bidding purposes
- To act as a business marketing tool

- To be certified in HSEMS by certification body
- To be rewarded nationally or internationally in HSEMS
- To help the government in achieving HSEMS culture

By knowing the elements of HSEMS, IIUM may engage in continuous improvements of elements through **PLAN - DO - CHECK - ACT (PDCA)** concept. The top management shall be fully committed in order to ensure the success of HSEMS establishment, implementation and maintenance

### 3.0 SCOPE

The scope of HSEMS is the activity performed in IIUM including at Kulliyah, Centre, Division, Institute and Office where the detail of the scope can be referred further in HSEMS-OI-IIUM manual.

For HSEMS certification purposes from specific accreditation body, Kulliyah of Science has

determined 3 selected areas to be certified which are:

- Dean's Office
- Plant Tissue Culture Laboratory
- ICPMS Room

## 4.0 HSE MANAGEMENT SYSTEM REQUIREMENTS

### 4.1 HSE GENERAL REQUIREMENTS

IIUM shall establish, document, implement, maintain and continually improve HSEMS in accordance with the requirements of OHSAS 18001:2007; MS 1722:2011 and MS ISO 14001:2004

HSEMS shall be implemented at all levels and functions within IIUM.

In order to fulfill OHSAS 18001:2007; MS1722:2011; and MS ISO 14001:2004 the IIUM's HSEMR; IIUM's DHSEMR; KCDIO's HSEMR; KCDIO's DHSEMR; DSHBE Personnel; IIUM's Safety and Health Committee; IIUM's Kuantan Campus Safety and Health Committee and HSEMS; KCDIO's Safety and Health

Committee and Working Committee members have been appointed with full cooperation and support from the University Management Committee.

Appointed HSEMR and DHSEMR for Kulliyah of Science are:

- Asst. Prof. Dr. Mohd Shukri Mohd Aris (HSEMR)
- Br. Hasrul Afizan Mohd Din (DHSEMR)

*Attachment A: Kulliyah of Science Health, Safety and Environmental Committee Organization Chart (KoSHSEC)*

### 4.2 HSE POLICY

The HSE policy statement is the foundation of the HSE objectives, targets and plan. This statement can be the driving or destructive force for the entire HSE plan.

It is imperative that the statement be approved by the IIUM's top officials and disseminated to entire IIUM. Without such a commitment, the HSE plan may just be compromised by any opposing viewpoint of any lower tier manager. The policy statement must be seen as a policy of the entire company and not just of the HSE person, the human resource department, or any individual.

Under the requirements of the Occupational Safety and Health Act of 1994, it is the duty of every employer and every self employed person to prepare and as often as may be appropriate, revise any written statement with respect to the safety and health of his employees and organization as a whole including necessary arrangements to ensure the implementation of any safety and health provisions and to bring the statement and any revision of it to the notice of all employees.

## Kulliyah of Science Health Safety and Environmental Policy

The Kulliyah of Science has the vision to be a world class centre of science education and research with values and ethics. We shall provide and maintain a safe, healthy and clean working environment.

We are fully committed towards:

- a) Compliance with applicable legal and other requirements.
- b) Prevention of human injury, ill health, environmental pollution and property damage.
- c) Continual improvement in HSE management and performance.
- d) Providing adequate resources, facilities and equipment for staff members, students and related personnel.
- e) Providing sufficient information, instruction, training and supervision.
- f) Awareness of HSE obligations.
- g) Effective waste management.

  
ASSOC. PROF. DR. SHAFIDA ABD HAMID  
Acting Dean  
Kulliyah of Science  
International Islamic University, Malaysia  
( 1 August 2017 )

### 4.3 HSE PLANNING

#### 4.3.1 HSE Risk Management

##### Hazard Identification, Risk Assessment and Determination Control (HIRADC)

Hazard identification and control are at the heart of the loss-control effort. According to OHSAS 18001 (2007), hazard means source, situation, or act with a potential for harm in term of human injury or ill health, or a combination of these.

Meanwhile, risk means combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s)

The methodology for hazard identification and risk assessment shall be defined with it respect to its scope, nature and timing to ensure it is proactive rather than reactive.

The procedure for identification of hazards and assessment of risk shall take into account;

- Routine and non routine (e.g. periodic, occasional or emergency) activities and situations
- Activities of all persons having access to the work place (e.g. customers, subcontractors, service contractors, visitor, delivery staff, staff and students).
- Human behavior, capabilities and other factors (the nature of the job, the environment, psychological capabilities)

Hazard identification should consider the different types of hazards in the workplace i.e. physical, chemical, biological, ergonomics and psychosocial

List of Possible Hazard

chemical, biological, ergonomics and psychosocial

Hazards Type	Hazard
Physical	Slippery or uneven ground leading to slip or falls
	Work at heights, leading to falls
	Objects falling from heights leading to impacts on passers-by
	Inadequate space of work
Chemical	Inhalation (such as carbon monoxide); the hazard will be directly linked to the amount inhaled
	Contact with, or being absorbed through the body (such acids); the hazard will be linked directly to the strength and amount of an acid
	Ingestion (i.e. entering the body via the mouth)
Biological	Biological agents such as bacteria or viruses that might be; <ul style="list-style-type: none"> <li>• inhaled</li> <li>• transmitted via contact with bodily fluids (including needle prick injuries)</li> <li>• ingested, e.g. via contaminated food products</li> </ul>
	Repetitive movement while handling bolts and nuts
	Manual lifting heavy load
	Uncomfortable workstation height and poor body positioning
Ergonomic	Awkward movements, especially if they are repetitive
	Stress due to excessive workload, lack of communication or control
	Stress due to physical violence, bullying, or intimidation within workplace
	Post- traumatic stress due to an involvement in a major incident
Psychosocial	Sexual harassment at workplace

*Environmental Aspect Identification, Impact Evaluation and Determining Control (EAI/IEDC)*

Identification and evaluation of significant environmental aspects, especially in the planning phase, is the most fundamental part of MS ISO 14001:2007. To understand the environmental aspects and impacts is one of the key success factors of implementing an MS ISO 14001.

In the language of ISO 14001, "an environmental aspect is an element of an IUM's activities, products, or services that has or may have an impact on the environment."

What exactly is an environmental aspect?

An environmental aspect is the way your activity, service, or product impacts the environment. For example, one of the environmental aspects of car washing may be a cleaning agent that has potential for water pollution (this pollution is the environmental impact).

*Associate IUM Procedure: IUM-HSE-PROC-01 HSE Risk Management*

Example List of Possible Activities/Services, Environment Aspect and Impact

Activity / Service	Environmental Aspect	Environmental Impact
Car washing	Cleaning agent in wastewater	Potential water pollution
	Use of water	Impact to natural resources

Heating substance	Emission from boiler	Air pollution
Storage of chemicals	Potential leakage and spill	Contamination of soil

#### 4.3.2 HSE Legal and Other Requirements

IUM should establish procedures on HSE legal and other requirements to identify and access the details and essential information applicable to it.

The IUM's procedures should be able to anticipate any changes that may affect the applicability of legal and other requirements relevant to its HSE hazards, environmental aspects and impacts.

Legal requirements mean the requirements specified in a country's laws through acts, regulations, orders and industrial code of practices. Meanwhile, other requirements mean requirements other than those prescribed by law e.g. contractual conditions and agreements.

*Associate IUM Procedure: IUM-HSE-PROC-02 HSE Legal and Other Requirements*

#### Kulliyah of Science Legal Register

Code	Legal and Other Requirements	Applicability		
		General / Dean's Office	ICPMS Room	Plant Tissue Culture Laboratory
L1	Occupational Safety and Health Act 1994	✓		
L1.1	Occupational Safety and Health (Safety and Health Committee) Regulations, 1996	✓		
L1.2	Occupational Safety and Health (Prohibition of Use of Substance) Order, 1999	✓	✓	✓
L1.3	Occupational Safety and Health (Use and Standards of Exposure of Chemical Hazardous to Health) Regulations, 2000	✓	✓	✓
L1.4	Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations, 2004	✓		
L1.5	Occupational Safety and Health (Classification, Labeling and Safety Data Sheet of Hazardous Chemicals) Regulations, 2013	✓	✓	✓
L2	Factories and Machinery Act 1967	✓	✓	✓
L2.1	Factories and Machinery (Steam Boiler and Unfired Pressure Vessel) Regulations, 1970	✓		✓
L2.2	Factories and Machinery (Fencing of Machinery and Safety) Regulations, 1970	✓	✓	✓
L2.3	Factories and Machinery (Safety, Health and Welfare) Regulations, 1970	✓	✓	✓
L2.5	Factories and Machinery (Person In-Charge) Regulations, 1970	✓		
L2.6	Factories and Machinery (Building Operations and Works of Engineering Construction) (Safety) Regulations, 1986	✓		
L2.7	Factories and Machinery (Electric Passenger and Goods Lift) Regulations, 1970	✓		
L2.8	Factories and Machinery (Noise Exposure) Regulations, 1989	✓		

Code	Legal and Other Requirements	Applicability		
		General / Dean's Office	ICPMS Room	Plant Tissue Culture Laboratory
L3	Employee's Social Security Act 1969 and Employee's Social Security (General Regulation) 1971	✓		
L4	Uniform Building-By-Laws 1984	✓		
L5	Fire Services Act 1988 and Regulation 1999	✓		
L6	Electricity Supply Act 1990 and Its Subsidiary Regulation and Rules	✓		
L7	Code of Practice on Prevention and Management of HIV / AIDS at the Workplace 2001	✓		
L8	Code of Practice on Prevention and Eradication of Drug, Alcohol and Substance Abuse in the Workplace 2005	✓		
L9	Industry Code of Practice on Indoor Air Quality 2010	✓		
L10	Gas Supply Act 1993	✓		✓
L10.1	Gas Supply Regulations, 1997	✓		✓
L11	Environmental Quality Act 1974	✓		
L11.1	Environmental Quality (Licensing) Regulations, 1977	✓		
L11.2	Environmental Quality (Compounding Offences) Rules, 1978	✓		
L11.3	Environmental Quality (Clean Air) Regulations, 2014	✓	✓	✓
L11.4	Environmental Quality (Scheduled Waste) Regulations, 2005	✓	✓	✓
L11.5	Environmental Quality (Sewage) Regulations, 2009	✓		
L11.6	Environmental Quality (Industrial Effluent) Regulations, 2009	✓	✓	✓
L12	Drainage Works Act 1954	✓		
L13	Destruction of Disease Bearing Insects Act 1975	✓		
L14	Pesticide Act 1974	✓		
L15	Prevention and Control of Infectious Disease Act 1988	✓		
L16	Common Law of TORT	✓		

#### 4.3.3 HSE Objectives, Targets and Programme(s)

IIUM is required to establish objectives and targets to achieve a specific level of environmental performance for its significant environmental aspects. These objectives and targets must be consistent with the IIUM's environmental policy, and the legal and other requirements to which it adheres.

They should also be measurable, whenever possible, and take into account the technological feasibility of the various options, the costs involved, the IIUM's operational requirements, and the views of interested persons and IIUMs.



## Kulliyah of Science Objectives, Targets and Programme(s)

Objectives	Targets	Programme(s)
To comply and maintain OSH legal and other requirements	100% compliance on relevant OSH legal and other requirements	<ul style="list-style-type: none"> <li>• HSE Competency Programme(s)</li> <li>• Chemical Management Programme(s)</li> <li>• Machinery and Equipment Management Programme(s)</li> <li>• Gas Supply Management Programme(s)</li> <li>• HSE Incident Investigation Programme(s)</li> </ul>
To promote HSE activities for all relevant parties	90% participant of relevant parties	<ul style="list-style-type: none"> <li>• HSE Campaign Week</li> <li>• HSE Workplace Inspection</li> <li>• PPE Management Programme(s)</li> <li>• HIV/AIDS Prevention and Management Programme(s) &amp; Drugs, Alcohol And Substance Abuse Prevention And Management Programme(s)</li> <li>• Supplier/Vendor Management Programme(s)</li> </ul>
To prevent occupational injury	Zero Lost Time Injury (LTI)	<ul style="list-style-type: none"> <li>• HSE Management System Awareness Programme(s)</li> <li>• HSE Specific Training Programme(s)</li> </ul>
To prevent occupational illness	Zero Lost Time Illness	<ul style="list-style-type: none"> <li>• Health Collaboration Programme(s)</li> <li>• Ergonomics Management Programme(s)</li> </ul>
To prevent environmental pollution	100% compliance on relevant environmental legal and other requirements	<ul style="list-style-type: none"> <li>• Effluent Management Programme(s)</li> <li>• Clean Air Management Programme(s)</li> <li>• Noise Management Programme(s)</li> <li>• Environmental Management Programme(s)</li> </ul>

Revision: KoSHSEC Meeting No 03/2017

## 4.4 HSE IMPLEMENTATION AND OPERATION

### 4.4.1 HSE Resources, Roles, Responsibility, Accountability and Authority

Top management shall take ultimate responsibility for HSE and HSEMS. Top management for;

IUM's Level (University Management Committee)

- Rector
- Deputy Rectors
- Executive Directors
- Legal Advisor
- Campus Director(s)

KCDIO's Level

- Dean / Director / HOD

University Management Committee / Dean / Director / HOD shall demonstrate its commitment by;

- Ensuring the availability of resources essential to establish, implement, maintain and improve the HSEMS
- Defining roles, allocating responsibilities and accountabilities and delegating authorities to facilitate effective HSE management.

#### 4.4.2 HSE Competence, Training and Awareness

The IIUM should implement and maintain the HSE competence and training procedure, competency criteria and the training programme.

The IIUM itself should conduct the training programme and a training needs analysis performed. HSE is directly impacted by what

personnel know and this knowledge is directly impacted by just how well they were trained.

*Associate IIUM Procedure: IIUM-HSE-PROC-03 HSE Competence, Training and Awareness*

*Attachment B: Kulliyah of Science HSE Training Matrix*

#### 4.4.3 HSE Communication, Participation and Consultation

##### HSE Communication

IIUM should effectively communicate information concerning HSE hazards, risk and environmental aspect and impact and its HSEMS to those involved in or affected by the HSEMS.

HSE issues can be communicated to employees, visitors, contractor, students or external parties via the following means:

- Emails
- Briefings
- Meetings

- Telephone
- Circular
- HSE Agreement
- Verbal
- Instruction
- Fax
- Letter
- Any other method available

*Associate IIUM Procedure: IIUM-HSE-PROC-04 HSE Communication*

##### HSE Participation and Consultation

Those who are affected by HSEMS should actively participate in or support the prevention of injury, ill health and prevention of environmental pollution. IIUM shall ensure the participation of employee by their;

- Appropriate involvement in risk management
- Appropriate involvement in incident investigation
- Involvement in the development and review of HSE policies and objectives
- Consultation where there any changes that affect their HSE

- Representation on HSE matters.

Input from participation of each employee in IIUM HSE programme can truly aid tremendously in risk management, incident investigations, review of policies and procedure etc.

Staff shall be informed about their participation arrangements, including who is their representative(s) on HSE matter.

*Associate IIUM Procedure: IIUM-HSE-PROC-05 HSE Participation and Consultation*

#### 4.4.4 HSE Documentation

HSE documentation is a set of documents that represent as burden of proof on HSE. Therefore, IIUM shall establish, implement and maintain proper HSE documentation. HSE control of documents procedure shall be established, implemented and maintained to ensure effective control of documents.

HSE documents consist of relevant information for IIUM to manage HSE in a workplace. These documents specify how an organization should manage issues through Four W (what, when, why and where) and One H (how) approach.

HSE documents have hierarchy of documentation. In common practice, the hierarchy starts with manual, procedures, work instructions and records

IIUM shall establish, implement and maintain all information related to HSE either in paper or electronic form in order to describe the core elements of HSEMS and their interaction and also provide direction to related document.

#### 4.4.5 HSE Control of Document

Each established document needs;

- approval of documents for adequacy prior to use.
- to be reviewed and updated as necessary and reapproved the documents.
- to be ensured that the changes and current revision status of documents are identified.
- to remain legible and readily identifiable.
- to be ensured that documents of external origin determined by the organization to be necessary for the planning and operation of the HSEMS are identified and their distribution controlled.

Applicable of HSEMS document in IIUM;

Level	Document	Applicability
I	HSEMS Manual	IIUM & KCDIO
II	HSE Procedure	IIUM & KCDIO
III	Safe Operating Procedure	KCDIO
IV	HSE Form / Record	IIUM & KCDIO

The HSEMS documentation shall include;

- The HSE policy and objectives
- Description of the scope of the HSEMS
- Description of the main elements of the HSEMS and their interaction, and reference to related documents
- Documents, including records required by the OHSAS 18001:2007, MS 1722:2011 and MS ISO 14001:2004 standards
- Document, including records, determined by IIUM to be necessary to ensure the effective planning, operation and control of processes that relate to the management of its HSE

*Attachment C: Master List of Internal Document (Manual & Procedure)*

- to be prevented from unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose

The HSEMS documents shall be reviewed at least once a year. Generally, IIUM's HSEMS document numbering system follows a single format:

HSEMS Manual	IIUM-MANUAL-XX
HSE Procedure	IIUM-HSE-PROC-XX
Safe Operating Procedure	IIUM-(KCDIO)-SOP-XX

*Associate IIUM Procedure: IIUM-HSE-PROC-06 HSE Control of Documents*

#### 4.4.6. HSE Operational Control

An important step in successfully managing HSE risks is the activity and process of gaining operational control over IIUM significant HSE aspects.

Operational control can be achieved by a variety of effective methods such as training, engineering specifications, preventative maintenance programs, and work instructions.

One of the most important and effective methods is documented operating procedures. Documented procedures ensure that the necessary steps and

activities for controlling risks are completed correctly, at the right time, by the right people, and the same way every time.

Conformance to this standard will help to ensure that an organization will use the information gathered during the aspects and impacts assessment to identify those activities that contribute to the significant aspects and establish effective controls on the most critical activities.

*Attachment D: Master List of Internal Document (Safe Operating Procedure)*

#### 4.4.7 HSE Emergency Preparedness and Response

IIUM shall establish, implement and maintain a documented procedure to identify the potential for emergency situation and to respond to such situations.

IIUM shall respond to emergency situation and prevent or mitigate associated adverse HSE consequences.

In planning its emergency response, IIUM shall take account of the needs of relevant interested parties, eg. emergency services and neighbours.

IIUM shall also periodically test its procedure(s) to respond to such emergency situations, where

practicable, involving relevant interested parties as appropriate.

Where necessary, IIUM shall periodically review and revise its emergency preparedness and response procedure(s), in particular, after the occurrence of emergency situations.

*Associate IIUM Procedure: IIUM-HSE-PROC-07 HSE Emergency Preparedness and Response*

*Attachment E: Kulliyah of Science Emergency Response Team Chart*

### 4.5 HSE CHECKING

#### 4.5.1 HSE Performance Measurement and Monitoring

IIUM shall establish its performance procedure to monitor and measure HSE performance on regular basis and set the HSE performance benchmark.

The procedure should include the following;

- Both qualitative and quantitative measure appropriate to the needs of the organization
- Monitoring of the extent to which the organization's objectives are met
- Proactive monitoring of accidents, ill health, incidents (including near misses) and other

historical evidence of deficient HSE performance

- Conformance with relevant operational criteria
- Conformity with applicable HSE legal and other requirements
- Recording of the data and results of monitoring and measurement sufficient to

facilitate the subsequent corrective and preventive analysis

IUM shall also establish a procedure for the calibration and maintenance of the monitoring equipment and the need to retain the calibration record

*Associate IUM Procedure: IUM-HSE-PROC-08 HSE Performance Measurement and Monitoring*

#### 4.5.2 HSE Evaluation of Compliance

The evaluation of compliance on HSE and other requirements is a very important exercise in determining whether an organization has not only been following the government law but also if it has been very careful in providing a safe and healthy working environment for its employees.

IUM needs to periodically evaluate its compliance with such legal or other requirements regarding its HSE risks and come up with proper HSE procedures or against to get this done.

IUM shall establish procedure to evaluate compliance with HSE legal and other requirements. The procedure should include;

- A mechanism to evaluate the compliance
- The frequency of evaluation
- The person responsible to carry out the evaluation
- Recording the results of compliance status

The HSE Management Review shall review the overall findings of evaluation of compliance process where all information gathered to be used as input for the HSE Management Review Meeting.

*Associate IUM Procedure: IUM-HSE-PROC-09 HSE Evaluation of Compliance*

#### 4.5.3 HSE Incident Investigation, Nonconformity, Corrective Action and Preventive Action

##### Incident Investigation

All incidents need to be investigated and reported. According to OHSAS 18001:2007, an accident is work related event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could be occurred.

*Associate IUM Procedure: IUM-HSE-PROC-10 HSE Incident Investigation*

*“Accident Hurt, Safety Doesn’t”  
“Safety Doesn’t Happen by Accident”*

### Nonconformity, Corrective Action and Preventive Action

For an HSEMS to be effective on an ongoing basis, IIUM should have procedures for identifying actual and potential nonconformities, making necessary corrections and taking corrective and preventive action, preferably preventing problems before they occur.

The procedure(s) shall define requirements for:

- Identifying and correcting nonconformity(ies) and taking action(s) to mitigate their HSE consequence.
- Investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence.
- Evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions design to avoid their occurrence.

#### 4.5.4 HSE Control of Records

Without records and proper documentation, it is impossible to determine if the HSEMS is workable. Records paint a picture of historic conformance with the requirements of the system which provide information to all relevant personnel.

Records should be kept to demonstrate compliance with all elements of the HSEMS and must be:

- Identifiable
- Stored
- Protected
- Retrievable
- Specific regarding their retention period

- Recording and communicating the results of corrective action(s) and preventive action(s) taken.
- Reviewing the effectiveness of corrective action(s) and preventive action(s) taken.

NCR / DFI shall be issued from:

- Breach of law
- Complaint / feedback
- Monitoring / inspection
- Evaluation of compliance
- Internal audit

*Associate IIUM Procedure: IIUM-HSE-PROC-11 HSE Nonconformity, Corrective Action and Preventive Action*

- Disposed of if necessary
- Legible and;
- traceable

IIUM shall establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.

*Associate IIUM Procedure: IIUM-HSE-PROC-12 HSE Control of Records*

*Attachment F: Master List of HSE Record*

#### 4.5.5 HSE Internal Audit

In general terms, the HSE audit checks whether an organization is meeting its commitments to fulfill the define criteria and achieve its objectives and targets.

The organization shall ensure that internal audits of HSEMS are conducted at planned interval.

In additions, audits determining whether the HSEMS;

- Conforms to planned arrangements for HSE management, including the requirements of

OHSAS 18001:2007, MS1722:2011 and MS ISO 14001:2004 Standards

- Has been properly implemented and is maintained
- Is effective in meeting the IIUM's Corporate HSE Policy and Objectives and KCDIO's HSE Policy and Objectives

*Associate IIUM Procedure: IIUM-HSE-PROC-13  
HSE Internal Audit*

#### 4.6 HSE MANAGEMENT REVIEW

HSE management review is a process done by University Management Committee (IIUM's Level) and by Dean / Director / HOD (KCDIO's Level) in order to continuing suitability, adequacy and effectiveness of the HSEMS

The Management Review Committee at KCDIO's level consist of;

- Dean / Director / HOD
- Deputy Deans
- KCDIO's HSEMR / KCDIO's DHSEMR
- KCDIO's Safety and Health Committee Member
- Relevant personnel, whenever necessary

Input to management reviews shall include;

- Results of internal audits and evaluation of compliance with applicable legal requirements and with other requirements to which the organization subscribes
- The results of participation and consultation

- Relevant communication(s) from external parties, including complaints
- The HSE performance
- The extent to which objectives have been meet
- Status of incident investigations, corrective actions and preventive actions
- Follow-up actions from previous management review
- Changing circumstances, including developments in legal and other requirements related to HSE
- Recommendations for improvement

The outputs from management reviews shall be consistent with the commitment to continual improvement and shall include any decisions and actions related possible changes to;

- HSE performance
- HSE policy and objectives
- Resources
- Other elements of the HSEMS

## TERMS AND DEFINITIONS

IIUM	International Islamic University
KCDIO	Kulliyah, Centre, Division, Institute and Office
OSHBE	Occupational, Safety, Health and Built Environment
HSE	Health, Safety and Environment
HSEMS	Health, Safety and Environmental Management System
PROC	Procedure
HSEMR	HSE Management Representative
DHSEMR	Deputy HSE Management Representative
HOD	Head of Department
ICPMS	Inductively Couple Plasma Mass Spectrometry
NGR	Nonconformity
OPI	Opportunity for Improvement

## ATTACHMENTS

*Attachment A: Kulliyah of Science Health, Safety and Environmental Committee Organization Chart (KoSHSEC)*

*Attachment B: Kulliyah of Science HSE Training Matrix*

*Attachment C: Master List of Internal Document (Manual & Procedure)*

*Attachment D: Master List of Internal Document (Safe Operating Procedure)*

*Attachment E: Kulliyah of Science Emergency Response Team Chart*

*Attachment F: Master List of HSE Record*



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