
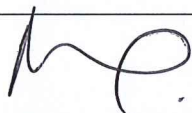
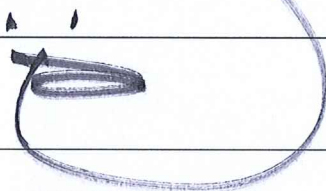



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HSE COMPETENCE AND AWARENESS

PREPARED BY :	APPROVED BY :
SIGNATURE : 	SIGNATURE : 
NAME : MOHD RAZIFF MAT HASAN	NAME : ASSOC. PROF. LAr. DR. MOHD RAMZI MOHD HUSSAIN
POST : DEPUTY DIRECTOR (ENGINEER)	POST : DIRECTOR OF OCCUPATIONAL SAFETY, HEALTH AND BUILT ENVIRONMENT DEPARTMENT (OSHBE)
DATE : 04/10/2021	DATE : 04/10/2021

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REVISION HISTORY

Revision Number	Revision Date	Description of Amendment / Change
01	31/12/2017	1. Conversion from MS ISO 14001:2004 to MS ISO 14001:2015. 2. Enhancement of documents.
02	02/01/2020	1. Conversion from OHSAS 18001:2007 and MS ISO 1722:2011 to MS ISO 45001:2018. 2. Enhancement of documents.
03	04/10/2021	Update the procedure to be registered in the KCA website for the purpose of QMS audit.

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1.0 Objective


- 1.1 To specify a procedure on HSE competence (education, training and experience) and awareness.

2.0 Scope

- 2.1 This procedure shall be applicable for all staff and relevant interested parties as follows :
- 2.1.1 Determine the necessary competence, ensure they are competent, take actions to acquire and maintain the necessary competence, evaluate the effectiveness of the actions taken, and retain appropriate documented information; and
- 2.1.2 Awareness on HSEMS.

3.0 Terms and Definitions

- 3.1 IIUM - International Islamic University Malaysia
- 3.2 KCDIOM - Kulliyah, Centre, Division, Institute, Office and Mahallah
- 3.3 OSHBE - Occupational Safety, Health and Built Environment Department
- 3.4 HSE - Health, Safety and Environment
- 3.5 HSEMS - Health, Safety and Environmental Management System
- 3.6 PROC - Procedure
- 3.7 KCDIOM's HSEMR - KCDIOM's HSE Management Representative
- 3.8 KCDIOM's DHSEMR - KCDIOM's Deputy HSE Management Representative
- 3.9 SHC - Safety and Health Committee
- 3.10 MSD - Management Services Division
- 3.11 HOD - Head of Department
- 3.12 PIC - Person In Charge
- 3.13 HURIS - Human Resource Information System
- 3.14 Training needs analysis - Process of identifying training needs for each individual, which primarily shall be based on the risk associated with the job to be performed by the job holders
- 3.15 Training matrix - A pre-determined training courses for each trade in a table form (primarily for high risk job)

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- 3.16 Awareness - Realizing the importance and responsibility towards HSE policy and procedures required by HSEMS
- 3.17 Competent person - A person determined by the employer or authorities to have suitable training and sufficient knowledge, experience and skill, for the performance of the specific work
- 3.18 Competence - Ability to apply knowledge and skills to achieve intended results
- MS ISO 45001:2018

4.0 Reference Document


- 4.1 MS ISO 45001:2018 : 7.2 Competence; and 7.3 Awareness.
- 4.2 MS ISO 14001:2015 : 7.2 Competence; and 7.3 Awareness.

5.0 Related Document


- 5.1 IIUM-MANUAL-01 : HSE Management System Manual.
- 5.2 Quality Management System Procedure on Competence, Training and Awareness.

6.0 Procedure


Steps	Roles / Responsibilities / Authorities / When	Output
6.1 Competence		
6.1.1 IIUM has determined the necessary competence of person(s) doing work under its control that affects its HSE performance and its ability to fulfil its compliance obligations.	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR	-
6.1.2 Ensure that all staff and contractors under its control performing tasks that can impact on HSE is (are) competent on the basis of appropriate education, training or experience and shall retain associated records. These include other personnel working on behalf of IIUM.	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR	-
6.1.3 Other person(s) (other than those performing tasks that can have impact on HSE is (are) also shall be competent).	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR	-
6.1.4 The method to evaluate competency of personnel can be found in the IIUM-HSE-PROC-02-A02 : HSE Competency	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's	-

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Steps	Roles / Responsibilities / Authorities / When	Output
Criteria - Sample. KCDIOM shall establish their own HSE Competency Criteria.	DHSEMR	
6.1.5 Identify jobs / occupations within IIUM activities, which require specific competency. Inputs from : a) HSE compliance obligations, legal and other requirements register; and b) Hazard identification and risk assessment results.	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR	-
6.1.6 Determine and implement competency needs for each job / occupation.	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR	-
6.1.7 Retrain the personnel with HSE competency requirements upon expiry of certificate.	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR	Training record
6.1.8 Keep the training and / or competency test records.	OSHBE / Dean / Director / HOD / MSD / KCDIOM's HSEMR / KCDIOM's DHSEMR	Training / competency record
6.1.9 Identify training needs associated with its environmental aspects / HSE risks and its HSEMS. It shall provide training or take other action to meet these needs, evaluate the effectiveness of the training or take action, and retain associated records. Refer IIUM-HSE-PROC-02-A01 : HSE Training Matrix – Sample.	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	-
6.1.10 Establish HSE training needs analysis for all staff and other relevant parties. Inputs from : a) Review training matrix for each trade from previous year records; b) Review of hazard identification and risk assessment results; and c) Review of incident investigation reports analysis.	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	Training needs analysis

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Steps	Roles / Responsibilities / Authorities / When	Output
6.1.11 Conduct HSEMS awareness training : a) Newly recruited permanent staff; b) Newly recruited practical student; c) Newly recruited practical student; and d) Existing staff on schedule basis (in-house).	MSD / OSHBE KCDIOM KCDIOM MSD / OSHBE	Training record Training record Training record Training record
6.1.12 Conduct HSEMS awareness briefing to all students, contractors, visitors, and relevant interested parties.	Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	Briefing record
6.1.13 HSEMS awareness programme shall be conducted to ensure that persons doing work under the IIUM control are aware of : a) Introduction to MS ISO 45001:2018 and MS ISO 14001:2015 elements and its requirements; b) HSE policy, objectives and planning; c) Significant environmental aspects / hazards and related actual or potential environmental impacts / risks associated with their work; d) Their contribution to the effectiveness of the HSEMS including the benefits of enhanced HSE performance; e) The implications of not conforming with the HSEMS requirements, including not fulfilling the organization's compliance obligations, legal and other requirements; f) HSE roles, responsibility, accountabilities and authorities	Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	Attendance List

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Steps	Roles / Responsibilities / Authorities / When	Output
<p>pertaining to the HSEMS;</p> <p>g) HSE emergency preparedness and response;</p> <p>h) HSE incidents;</p> <p>i) An overview of related HSE procedures / safe operating procedures; and</p> <p>j) Other elements of HSEMS.</p>		
6.1.14 The attendance list / training material shall be kept as a record by relevant parties.	Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	Attendance List / Training Material
6.1.15 For specific HSE training		
<p>a) The KCDIOM's HSEMR / KCDIOM's DHSEMR concerned shall liaise with OSHBE and be responsible for ensuring that training needs are identified for any specific activities / processes which may have significant hazards and risks / aspects and impacts in their respective area.</p> <p>b) Training needs analysis and records shall be kept and shall be updated accordingly.</p>	<p>Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC</p> <p>OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC</p>	-
c) For external training related to HSE, requisition shall be made using training nomination form and shall be recommended by OSHBE.	Dean / Director / HOD / OSHBE / MSD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	Nomination record
6.1.16 The training shall take into account differing levels of responsibility, ability, language skills, literacy and risk. Refer to IUM-HSE-PROC-02-A01 : HSE Training Matrix. KCDIOM shall establish their own HSE Training Matrix.	Dean / Director / HOD / MSD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	-

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Steps	Roles / Responsibilities / Authorities / When	Output
6.1.17 Other training records and personal file can be obtained from HURIS.	MSD	Training records and personal file
6.1.18 Evaluate the effectiveness of the training programme implementation through examination / quiz / test / observe the effectiveness an individual improvement changes after attending the training etc. Fill-up IIUM-HSE-PROC-02-F01 : Evaluation on the Effectiveness of HSE Training.	KCDIOM's HSEMR / KCDIOM's DHSEMR / Trainer	Evaluation form / examination / quiz / test / IIUM-HSE-PROC-02-F01 : Evaluation on the Effectiveness of HSE Training
6.1.19 Monitor the HSE training calendar versus actual implementation, etc.	OSHBE / Dean / Director / HOD / MSD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	-
6.1.20 Maintain HSE training records.	OSHBE / Dean / Director / HOD / MSD / KCDIOM's HSEMR / KCDIOM's DHSEMR / KCDIOM's SHC	Training record
6.2 HSE Awareness		
6.2.1 HSE awareness through : a) HSE orientation for all new staff; or b) HSE Awareness / promotional programmes; or c) HSE campaign; or d) HSE talk / briefing / training for all existing staff; or e) Meeting; or f) Other IIUM's / KCDIOM's activities.	OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR	Awareness record / meeting minutes

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Steps	Roles / Responsibilities / Authorities / When	Output
<p>6.2.2 Staff shall be made aware of :</p> <p>a) The HSE policy and HSE objective;</p> <p>b) Their contribution to the effectiveness of the HSEMS, including the benefits of improved HSE performance;</p> <p>c) The implications and potential consequences of not conforming to the HSEMS requirements, including not fulfilling IIUM's / KCDIOM's compliance obligations;</p> <p>d) Incidents and the outcomes of investigations that are relevant to them;</p> <p>e) Significant environmental aspects, hazards, HSE risks and acts determined that are relevant to them; and</p> <p>f) The ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.</p>	<p>OSHBE / Dean / Director / HOD / KCDIOM's HSEMR / KCDIOM's DHSEMR</p>	-

7.0 Attachment / Form

- 7.1 IIUM-HSE-PROC-02-A01 : HSE Training Matrix – Sample.
- 7.2 IIUM-HSE-PROC-02-A02 : HSE Competency Criteria – Sample.
- 7.3 IIUM-HSE-PROC-02-F01 : Evaluation on the Effectiveness of HSE Training.
- 7.4 IIUM-HSE-PROC-02-F01 : Evaluation on the Effectiveness of HSE Training – Sample



KULLIYAH OF MEDICINE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

HSE TRAINING MATRIX - SAMPLE																				
No.	Name of Training	Dean / Director / HOD	Deputy Dean	Assistant Director	HOL	HSEMR / DHSEMR	SHC	SO	ASO	Lead Auditor	Internal Auditor	First Aider	ERT	Lab. Assistant	Technician	Lecturer	Student	Contractor	Cleaner	
1.	HSE Awareness Briefing / Training																			
2.	HSE Risk Management																			
3.	HSE Legal and Other Requirements																			
4.	Chemical Safety																			
5.	HSE Emergency Preparedness and Response																			
6.	First Aid																			



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

HSE Competency Criteria – Sample

No.	Designation / Position / Task	Competency Criteria			
		Education	Training	Experience	Others
1.	Dean	PhD	- Attended HSEMS briefing / training / demonstration	Minimum 2 years	-
2.	Deputy Dean	PhD	- Attended HSEMS briefing / training / demonstration	Minimum 2 years	-
3.	Head of Department (HOD)	PhD / Master	- Attended HSEMS briefing / training / demonstration	Minimum 2 years	-
4.	Assistant Director (AD)	Bachelor Degree	- Attended HSEMS briefing / training / demonstration	Minimum 2 years	-
5.	HSE Management Representative (HSEMR)	PhD / Master	- Attended HSEMS briefing / training / demonstration - Attended workshop on preparation of HSEMS - Attended Training on Risk Management and Legal Requirements	Minimum 2 years	- Appointed by Dean / Director / HOD
6.	Deputy HSEMR (DHSEMR)	PhD / Master	- Attended HSEMS briefing / training / demonstration - Attended workshop on preparation of HSEMS - Attended Training on Risk Management and Legal Requirements	Minimum 2 years	- Appointed by Dean / Director / HOD
7.	Lab. Coordinator (LC)	PhD / Master	- Attended HSEMS briefing / training / demonstration	Minimum 2 years	-
8.	Science Officer (SO) / Clinician	Bachelor Degree	- Attended HSEMS briefing / training / demonstration - Attended workshop on preparation of HSEMS (for related Department / Lab) - Attended Training on Risk Management and Legal Requirements (for related Department / Lab)	Minimum 6 months	-
9.	Asst. SO (ASO) / Medical Lab. Technologist (MLT) / Asst. Clinician	Diploma	- Attended HSEMS briefing / training / demonstration - Attended workshop on preparation of HSEMS (for related Department / Lab) - Attended Training on Risk Management (for related Department / Lab)	Minimum 6 months	-



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

No.	Designation / Position / Task	Competency Criteria			
		Education	Training	Experience	Others
10.	Laboratory Assistant (LA)	Minimum qualification SPM	- Attended HSEMS briefing / training / demonstration	Minimum 6 months	-
11.	Asst. Executive Officer (AEO)	Diploma	- Attended HSEMS briefing / training / demonstration	Minimum 6 months	-
12.	Administration Assistant (AA)	Minimum qualification SPM	- Attended HSEMS briefing / training / demonstration	Minimum 6 months	-
13.	KAHS Safety, Health and Environmental Committee (KAHSSHEC)	PhD / Bachelor Degree / Diploma / <i>Sijil Pelajaran Malaysia</i>	- Attended and conducted HSEMS Briefing / training / demonstration - Attended SHC training - Attended safety briefing / training	Minimum 6 months	- Appointed by HSEMR / Dean / Director / HOD
14.	Emergency Response Team (ERT)	PhD / Bachelor Degree / Diploma / <i>Sijil Pelajaran Malaysia</i>	- Attended HSEMS briefing / training / demonstration - Attended training on Emergency Preparedness and Response	N/A	- Appointed by HSEMR / Dean / Director / HOD
15.	First Aider	PhD / Bachelor Degree / Diploma / <i>Sijil Pelajaran Malaysia</i>	- Attended HSEMS briefing / training / demonstration - Trained on First Aid and CPR	N/A	- Appointed by HSEMR / Dean / Director / HOD
16.	HSE Investigation Team / Personnel	PhD / Bachelor Degree / Diploma / <i>Sijil Pelajaran Malaysia</i>	- Attended HSEMS briefing / training / demonstration - Attended on HSE Incident Investigation	N/A	- Appointed by HSEMR / Dean / Director / HOD
17.	HSE Lead Auditor	PhD / Bachelor Degree	- Attended HSEMS briefing / training / demonstration - Attended Internal Audit Training	N/A	- Appointed by OSHBE / HSEMR / Dean / Director / HOD
18.	HSE Internal Auditor	PhD / Bachelor Degree	- Attended HSEMS briefing / training / demonstration - Attended Internal Auditor Training	N/A	- Appointed by OSHBE / HSEMR / Dean / Director / HOD
19.	Lecturer	PhD / Master	- Attended HSEMS briefing / training / demonstration	N/A	-
20.	Student	STPM / SPM / Foundation / Diploma or equivalent	- Attended HSEMS briefing / training / demonstration	N/A	-
21.	Contractor / Supplier	Basic Education	- Attended HSEMS briefing / training / demonstration	N/A	-



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

No.	Designation / Position / Task	Competency Criteria			
		Education	Training	Experience	Others
22.	DBSB / Cleaner	-	- Attended HSEMS briefing / training / demonstration	N/A	-
23.	New Staff	Relevant Education	- Attended HSEMS briefing / training / demonstration - HSE Orientation Briefing	N/A	-
24.	Certified Environmental Professional in Scheduled Waste Management (CePSWaM)	Diploma or Degree in Science or Engineering / Certificates from polytechnic or SKM with level 2 / Diploma or Degree in others disciplines other than Science in Engineering with 1 year experience	- Attended the CePSWaM course and passed the examination - Submits a field training report	N/A	-
25.	Authorized Gas Tester (AGT) for Confined Space	Degree / Diploma / SPM and above	- Attended HSEMS briefing / training / demonstration - Attended Authorized Gas Tester Training and passed examination	N/A	-
26.	Authorized Entrance and Standby Person (AESP) for Confined Space	Degree / Diploma / SPM and above	- Attended HSEMS / briefing / training / demonstration - Attended Confined Space Training and passed examination - Registered with DOSH	N/A	-
27.	Chargemen / Wireman	Diploma / SPM and above	- Attended HSEMS briefing / training / demonstration - Attended Course on Electrical Competency Chargeman – L1 and passed examination - Attended Course on Wireman Grade 1 and passed examination	N/A	-
28.	Certified Environmental Professional in Sewage Treatment Plant Operation (CePSTPO)	Degree / Diploma / SPM and above	- Attended HSEMS briefing / training / demonstration - Attended Environmental Professional in Sewage Treatment Plant Operation Training and passed	N/A	-



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

No.	Designation / Position / Task	Competency Criteria			
		Education	Training	Experience	Others
			examination		
29.	Certified Environmental Professional in the Operation of Industrial Effluent Treatment System (Biological Processes-Activated Sludge Process) (CePIETSO (BP))	Degree / Diploma / SPM and above	- Attended HSEMS briefing / training / demonstration - Attended Certified Environmental Professional in the Operation of Industrial Effluent Treatment System (Biological Processes-Activated Sludge Process) Training and passed examination	N/A	-
30.	Certified Environmental Professional in the Operation of Industrial Effluent Treatment System (Physical Chemical Processes) (CePIETSO (PCP))	Degree / Diploma / SPM and above	- Attended HSEMS briefing / training / demonstration - Attended Certified Environmental Professional in the Operation of Industrial Effluent Treatment System (Physical Chemical Processes) (CePIETSO (PCP)) Training and passed examination	N/A	-
31.	Certified Environmental Professional in Scrubber Operation (CePSO)	Degree / Diploma / SPM and above	- Attended HSEMS briefing / training / demonstration - Attended Certified Environmental Professional in Scrubber Operation (CePSO) Training and passed examination	N/A	-
32.	Certified Poison License	Degree / Diploma / SPM and above	- Attended HSEMS briefing / training / demonstration - Attended Poison License Training and passed examination	N/A	-
33.	PIC for RO, HIARO & EAIIEDC	Degree / Diploma / SPM and above	- Attended HSEMS briefing / training / demonstration - Attended RO, HIARO & EAIIEDC Training	N/A	-



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

EVALUATION ON THE EFFECTIVENESS OF HSE TRAINING

Section A : Particulars of Staff			
Name		Designation	
I/C No. / Passport No.		Staff No.	
Date Join			
Section B : Description of Training / Course Attended			
Training Course Title			
Duration of Training / Course		Date of Training / Course	
Name of Training / Course Provider		Location of Training / Course Provider	
Expiry Date (If Any)	<i>Note: Please attach copy of certificate (if any)</i>		
Section C : Method of Evaluation			
<i>Please Tick the Appropriate Column :</i>			
<input type="checkbox"/> <i>Observation</i>			
<input type="checkbox"/> <i>Interview</i>			
<input type="checkbox"/> <i>Test</i>			
<input type="checkbox"/> <i>Data Analysis</i>			
<input type="checkbox"/> <i>Others</i> <i>(Please Specify)</i>			
Section D: Evaluation Report			
Prepared By Dean / Director / HOD / HSEMR / DHSEMR / Trainer / OSHBE :			
(_____)		Date :	



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

EVALUATION ON THE EFFECTIVENESS OF HSE TRAINING - SAMPLE

Section A : Particulars of Staff			
Name	Sis. ABC	Designation	SO
I/C No. / Passport No.	AAAAAA-AA-AA	Staff No.	AAAA
Date Join	30/04/2010		
Section B : Description of Training / Course Attended			
Training Course Title	Emergency Preparedness and Response		
Duration of Training / Course	Two Days	Date of Training / Course	13 - 14/02/2019
Name of Training / Course Provider	Consultant A	Location of Training / Course Provider	IIUM, Kuantan
Expiry Date (If Any)	<i>Note: Please attach copy of certificate (if any)</i>		
Section C : Method of Evaluation			
<i>Please Tick the Appropriate Column :</i>			
<input type="checkbox"/> <i>Observation</i>			
<input checked="" type="checkbox"/> <i>Interview</i>			
<input type="checkbox"/> <i>Test</i>			
<input type="checkbox"/> <i>Data Analysis</i>			
<input type="checkbox"/> <i>Others</i> <i>(Please Specify)</i>			
Section D: Evaluation Report			
Based on interview, the staff understands on how to evacuate the building during emergency event.			
Prepared By HSEMR / DHSEMR / Trainer / OSHBE :			
(Prof. ABC)		Date : 02/01/2020	