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	<b>PROCEDURE</b>	<b>MONITORING AND MEASUREMENT AND EVALUATION OF COMPLIANCES</b>	<b>UTMOSHE-P0911-MME</b>	
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# MONITORING AND MEASUREMENT AND EVALUATION OF COMPLIANCES


**ISO 45001:2018**

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Date: 9 September 2020	Date: 9 September 2020	Date: 9 September 2020

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## DOCUMENT HISTORY


Revision	Date	Description	Prepared	Checked	Approved
00	09/09/2020	New Documents	En Mohd Azri bin Mohd Amin	Dr. Mohd Fa'iz bin Ahmad	Assoc. Prof. Dr. Mohamad Wijayanuddin bin Ali

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## 1.0 PURPOSE (S)

This procedure defined the following requirements; -


- Method to monitor and measure the significant impacts and risks from operations and activities.
- Method to evaluation of compliance with relevant OSH legal and other requirements.
- Monitoring and measurement for the products.

## 2.0 REFERENCE (S)

- ISO 45001 : 2018 Clause 6.1.3 Legal and other requirements
- ISO 45001 : 2018 Clause 9.1.1 Monitoring and measurements
- ISO 45001 : 2018 Clause 9.1.2 Evaluation of compliance
- UTMOSHE-OSHM Clause 9.1/9.2 Monitoring and Measurements and Evaluation of Compliances

## 3.0 DEFINITION (S)

NO	TERMS	DESCRIPTIONS
1.	OSR	Occupational Safety and Health System Representative
2.	OSHEMC	Occupational, Health, Safety and Environmental Management Committee
3.	NCAR	Non-conformance and Corrective Action Request
4.	OFI	Opportunity For Improvement

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#### 4.0 RESPONSIBILITIES AND AUTHORITY

NO	PERSON-IN CHARGE	RESPONSIBILITY AND AUTHORITY
1.	Director	Approved any relevant information that to be communicated to the external parties
2.	OSHEMC	Implementation and maintenance of the procedures and OSH aspects, hazards, associated impacts, risks, objectives, targets and legal compliance
3	OSR	Monitor and measure the OSH aspects and hazards and associated impacts and risks, objectives, targets and legal compliance

#### 5.0 RECORDS

All records identified within the procedure shall be maintained by the OSR as according to the retention time specified in the Master List of Records.

#### 6.0 PROCEDURES


##### 6.1 General

a) Procedures and instruction shall be issued for monitoring and measurement of operations and activities which may have significant impacts and risks for the following aspects or hazards e.g.; -

- i) By activity, product or services on routine, non-routine and emergencies
  - Significant impacts or risk e.g. air emission, effluent discharge and noise
- ii) Proactive measures
  - OSH managements programmed, operational criteria,
  - Applicable legislation and regulatory requirement,
- iii) Reactive Measures
  - Accident, Ill-health
  - Incident including near-misses, spillages etc.

b) Procedures for the evaluations of the compliance with legal and other requirements

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- c) Monitoring equipment shall be maintained and calibrated according to the manufacture instruction. UTM-OSHE also used notification form to blast an important issues to all PTJ (UTMOSHE-P0911-F03-0X/20XX)
- d) All Accident and Dangerous Occurrence Online Report will be recorded to ensure all actions are taken (UTMOSHE-P0911-F04-REC)

6.2 The monitoring and measurement of key characteristics and OSH performance associated with significant impacts and risks will be specified in the OSH management programs. The status of the programs shall be reviewed by the OSR and committee at least quarterly.


6.3 The monitoring and measurement of conformance to specified OSH objectives and targets will be accomplished through the internal system audit process, as specified in the procedure and through the issuance of nonconformance, corrective or/and preventive action.

6.4 The details of monitoring and measurement are shown in the Monitoring and Measurement Data (MMD).

6.5 The equipment that is used to monitor and measure OSH related parameters whether provided by internal or external e.g. noise level meter, gas detector etc. shall be calibrated in accordance to the Master list of Monitoring and Measurement Equipment (MMME).

6.6 The OSR and/or Legal sub-committee are responsible to evaluate the compliance of legal and other requirements identified in the Legal and Other Requirements and Evaluation of Compliance Register (LORREC) and OSR shall report the overall status during the management review meeting. In case any non-compliance to the legal and other requirements exist, NCAR shall be raised and the appropriate action shall be taken. In case for long term action required, the objectives, target and management programme shall be established.

6.7 In-case monitoring data or results show out of specification, the procedure UTMOSHE-P1020-NCA (Non Conformance Corrective Action) shall be followed and NCA shall be raised. The detail corrective action shall be followed accordingly

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## 7.0 APPLICABLE FORM (S)

NO	FORM NUMBER	FORM NAME
1.	UTMOSHE-P0911-F01-MMD	Monitoring and Measurement Data (MMD)
2.	UTMOSHE-P0911-F02-MMME	Master-list of Monitoring and Measurement Equipment (MMME)
3.	UTMOSHE-P0911-F03-0X/20XX	<i>Notis Pemberitahuan Pejabat OSHE JB</i>
4.	UTMOSHE-P0911-F04-REC	<i>Rekod : Ulasan &amp; Maklumbalas Laporan Online Kemalangan/Kejadian Berbahaya</i>
5.	UTMOSHE-P0911-F05-0X/20XX	<i>Notis Pemberitahuan Unit OSHE UTM KL</i>
6.	UTMOSHE-P0613-F01-LORREC	Legal and Other Requirements and Evaluation of Compliance Register (LORREC)
7.	UTMOSHE-P1020-F01-NCAR	Non-conformance and Corrective Action Report (NCAR)
8.	UTMOSHE-P0920-F05-OFI	Opportunity For Improvement (OFI)