



STANDARD OPERATING PROCEDURE	
Title: Safety & Health Management System Safety Action Committee	Doc. No : TAAP-SOP-040-1 Issue Date : 01 Oct 2012 Effective : 03 Oct 2012 Page : 1 of 6
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1. Introduction

The primary objective of the program is to create open lines of communication between all employees from upper management to new hires. **This program will not be used for disciplinary action. Teamwork and Employee Ownership** should be stressed as the keys to the program success.

2. Definition

A **NEAR MISS** is:

- a) An incident which could have resulted in property damage/injury, or
- b) An individual's action that could have but did not cause injury/property damage.

Some examples of a 'Near Miss' incident:

- Person who is almost hit by a lift truck or steps in the path of a truck.
- A person is bumped without injury by a truck or the material it is moving.
- Forklift loses a full stack of material but does not hit anyone.
- An object/tool falls from above during construction or maintenance almost striking someone below.
- Climbing on equipment when a ladder should be used.
- Forgetting to use fall protection.
- Welding sparks falling on combustible material that should be moved or protected.
- Not wearing the correct personal protective equipment.
- Reaching over or around guards while machines are operating.
- Lifting improperly.
- Emergency exits blocked by materials.

3. S.A.C. Team Development

- The S.A.C. Team is comprised of by each department or area.
- A Team Leader will be chosen by the Production Manager.
- The Team Leader will serve as an active member on the Plant Workplace Safety & Health Committee.
- Team members will be rotated every two years.

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4. Team Leader Responsibilities

Responsibility	Task
1. Serve as a liaison for the team.	a. Relay information from WSH Committee meetings to the S.A.C team. b. Address & convey safety concerns with possible solutions at the S.A.C. meetings.
2. Participate in incident investigations when requested.	a. Investigate all near miss reports and act as the coach when necessary to correct unsafe behavior. b. Relay all incident information and participate in investigations when requested.
3. Maintain the S.A.C masterlist.	a. Update the follow-up actions by the respective department for report closure.
4. Act as the Team Monitor and set the “Example” for wearing PPE properly.	a. Remind Team members about using their PPE correctly.

5. Team Member Responsibilities

- Monitor housekeeping daily.
- Conduct a weekly Safety/Housekeeping Audit of the immediate area with the Supervisor. Be sure deficient items are corrected in a timely manner.
- Report Unsafe conditions to supervision daily.
- Observe unsafe conditions and report them to the Team Leader.
- Participate in the S.A.C. Report Program.
- Participate in Safety/Housekeeping audits when requested.

6. S.A.C Report Procedure

- The employee who spotted the near miss and/or unsafe act/condition must notify his/her respective department supervisor of the event and complete **Part 1** of the SAC Report form with the assistance from the supervisor.
- The supervisor will submit the completed SAC Report to the Team Leader within **3 working days** from the date the report is filed.
- The Team Leader will then distribute the report(s) to the affected departments.

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- Upon receiving the report(s) from the Team Leader, the respective department head / supervisor will response by completing **Part 2** of the SAC report and submit to the Team Leader within **5 working days**.
- The Team Leader will consolidate the numbers of SAC reports receive at the end of the month for the current incentive such as gift certificates to various businesses in the area.
- There is no limit to the number of S.A.C. Reports an employee can report each month.
- All Company employees are eligible.

**** Gross safety violations such as ducking under guards or tampering with safety limit switches will be handled accordingly and separately from this program.**

7. Monthly Meetings

7.1 Safety Action Committees

- Meetings will be held monthly 1 week after the WSH Committee meeting.
- Team Leader, Supervisors and Department Management will review:
 - a. Current Department Stats and Team records if any.
 - b. S.A.C. Reports for the month.
 - c. Incidents for the month.
 - d. Safety project progress.
 - e. Any information from the WSH Committee Meeting.
- Minutes will be kept for review during audits.

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S.A.C REPORT FORM

安全行动委员会

DATE: _____

TIME: _____ AM/PM

SHIFT: _____

DEPT: _____

Part 1 – To be filled by person spotted the unsafe situation or near miss.

第1部分 - 发现了不安全或有惊无险的情况的人来填补。

1. Where was the unsafe situation or near miss condition observed? 在哪里被观察到?

2. What exactly happened? Be specific. 到底发生了什么? 清楚描述.

3. What needs to be done immediately to make the operation safe for employees? (examples – rope off the area, put out safety cones, inform affected employees in the area about problems, etc.):

什么需要立刻执行以确保员工操作安全?

4. Other Suggestions? 其它建议?

Name of Employee (Reporting Incident)

Supervisor / SAC Team Leader

DATE: _____

Part 2 – To be filled by Department Head / supervisor in-charge of the area where the occurrence

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the unsafe situation or near miss took place.

1. Work order number (if maintenance called). **如果需要维修部.** _____

2. Is the SAC report raised valid? If yes, proceed to question 3. If no, please explain why.
告中提出有效吗?如果是 请继续回答问题3。如果没有效, 请解释原因。

3. What is/are the corrective actions / preventive measures taken? Please specify required duration for completion. **纠正措施/预防措施?请指定所需的时间完成**

4. Other suggestions? **其它建议?**

5. Employee(s) involved in near miss was interviewed / counseled? ____YES ____NO
员工受了辅导吗?

Department Head / Supervisor
(Name & Signature)

Date

SAC Team Leader
(Name & Signature)

Date

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