

## **FKEE OSH COMMITMENTS: ERT INITIAL IMPLEMENTATION**

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### **ABSTRACT**

According to Occupational Safety and Health Master Plan 2015 (OSH-MP15), Malaysia is approaching to becoming a regional centre of excellence and a regional leader in occupational safety and health. The strategic is to build a safe, healthy and productive pool of human capital by creating, cultivating and sustaining the culture of safety, health and welfare of persons in all organizations throughout Malaysia. These include government agencies, government-linked companies, non government organizations and statutory bodies such as Universiti Tun Hussein Onn Malaysia (UTHM). This paper highlights the commitments of members of Faculty of Electrical & Electronic Engineering (FKEE), UTHM in OSH by implementing the initial group of Emergency Response Team (ERT). The whole ERT course of action comprises The Six Steps model. The organization of the OSH Committee (OSHC) unit including ERT is presented and its terms of reference are also outlined. This promising model is believed would be a guideline to other departments and organizations in order to increase the safety at the same time to decrease the rates of injuries and fatalities.

**Keywords:** Occupational Safety and Health; Emergency Response Team

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### **INTRODUCTION**

Issue on Occupational Safety and Health (OSH) at work is affecting all businesses [1] and these includes government agencies, government-linked companies, non government organizations and statutory bodies such as UTHM according to OSH-MP15 [2]. This paper presents the structure of ERT implemented by FKEE OSHC unit, UTHM. The FKEE OSHC unit was established with the purpose of to increase awareness and nurture safety and health culture among all FKEE members. Thus, they will have more responsible on their respective duty in preparing and maintaining safe and healthy workplace. This unit also has constituted ERT that is more professional and ordered which acted as first responder [3] to any emergency event. This is due to cushion damaged to a lowest rate on life, property and environment.

ERT is an internal team which was established by one certain premise in effort to monitor and coordinate programs related to fire prevention and safety [3]. According to [4], ERT is an in-house squad created by the organization to deal with emergency event which occur in its premise. Establishment of this team is pursuant allocation under OSH Act which ensures every premise with 40 or more persons employed at the workplace should establish an OSHC [5].

## **ERT Implementation**

### *Organizational Management*

The organizational chart of FKKE OSHC unit is shown in Figure 1. The management comprises a superior management—Director, Deputy Director and Secretary—and team members at the execution level. The ERT consists of two groups namely Fire Fighting Team and Rescue Team which consists of 20 staff members (includes academic and non-academic staffs) in order to help smooth the implementation and execution of OSHC unit. The Security Team is only formed when an emergency occurred from the ERT member.

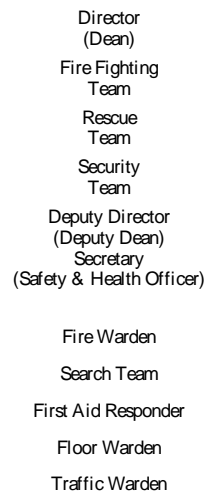


Figure 1: FKKE OSHC Organization chart

The subtlety of this organizational chart requires further description, regarding differentiation of responsibilities and working relationships:

- Team leaders report directly to the Secretary acting as Safety and Health Officer in a standing structure. This is the line of direction and accountability for task performance and its contribution to OSHC outputs as a whole.
- Secretary interacts closely with team leaders according to their portfolios, and receives their help to maintain and sustain the existing policies and standards of OSH.
- Team leaders join with the Secretary in a management committee of the FKKE OSHC unit, which considers coordination of activities across faculty's members and

makes recommendations on OSH management matters to the Director for decision. This includes pre-consideration of strategic items going to the University OSHC top management.

- Director of the FKEE OSHC unit will be joined under the Senior Executive Member, interacting with UOSHC participants and members on issues of resourcing the OSH, its policies and code of practices.

### *Terms of Reference*

The FKEE OSHC unit has been spawned with the main terms of reference as follows; 1) Responsible to ensure a safe and healthy place and work system to all staffs, students and visitors. 2) Responsible for preparing the facilities and basic equipment so that all daily work is safely workable. 3) Responsible in determining that all information, order, training and supervision to carry out task safely and health risk free are convey to whole staffs, students and visitors. 4) Comply with the law, OSHA (514) 1994 and all related rules, regulations and procedures. In addition, detail of terms of reference of each ERT roles in the unit of FKEE OSHC organization is shown in Table 1.

Table 1: Responsibilities of ERT roles

<b>Roles</b>	<b>Responsibilities</b>
Director	<ul style="list-style-type: none"> <li>• Manage OSHC at FKEE level</li> <li>• Ensure the implementation of OSH policies and standards</li> <li>• Make decision of any OSH management, strategic and planning</li> <li>• Create activities and training</li> <li>• Report to UOSHC of any emergency events</li> </ul>
Deputy Director	<ul style="list-style-type: none"> <li>• Assist director as second in command</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Acting OSH officer</li> <li>• Perform administrative work</li> <li>• Record and report all accidents and incidents</li> <li>• Promote OSH awareness and assist OSH training</li> <li>• Lead the team member, including team leaders and coordinators, in effective OSH management</li> </ul>
Fire Fighting Team	Fire Warden – provides a rapid response capability for emergency events; prepared and organized all fire equipment required; report to OSH officer. Search Team – looking for any person trapped in any disaster.
Rescue Team	<ul style="list-style-type: none"> <li>• First aid responder to all accidents and incidents</li> <li>• Ready and prepared all medical equipment required</li> <li>• Report to OSH officer and University Health Centre</li> </ul>
Security Team	Floor warden – lead and ensure every people from each level to the emergency assembly area when emergency occurred; report to OSH officer Traffic warden – control traffic (if any); ensure the safety of people at the assembly area and surrounding of the emergency event

### *Course of Action*

To assure safety amongst students and staffs during the emergency event, FKEE ERT formed

up several procedures so called The Six Steps as shown in Figure 2. This Six Steps is a practical way for ERT members to help fulfill their roles and responsibilities.

Continuous  
Development

Figure 2: The Six Steps

- Step 1: Evacuation – lead people from the accidents/incidents to Emergency Assembly Area. Ensure each level and every location is zero existence of people.
- Step 2: Control – give control to road traffic and pedestrian traffic. Ensure the safety of people in the area surrounding of emergency event.
- Step 3: Action – put off fire or response to any emergency event by following procedures and guidelines.
- Step 4: Evaluation – estimate the emergency conditions whether it is able or unable to control. Call for other assistance to help e.g. Fire Brigade (if necessary).
- Step 5: Notification – record and report any accidents or incidents occurred to OSH officer. It is essential in order to overcome problems in the next future.
- Step 6: Continuous development – ensures the continual development in their role and responsibilities and tracks their progress towards improvement.

## **CONCLUSION**

This article presents the implementation of ERT at FKEE OSHC unit, UTHM. The preliminary study suggests that The Six Steps reliably applied to other ERT organization.

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