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MINISTRY OF HUMAN RESOURCES



***NIOOSH RESEARCH QUESTIONNAIRE :***  
A PRACTICAL GUIDE FOR OSH PRACTITIONER

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**RESEARCH MANAGEMENT CENTRE (RMC)**  
National Institute of Occupational Safety and Health (NIOOSH)

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National Institute of Occupational Safety and Health (NIOSH)  
Lot 1, Jalan 15/1, Section 15,  
43650 Bandar Baru Bangi,  
Selangor Darul Ehsan, Malaysia

Tel: +603-8769 2100

Fax +603-8926 2900

Website: [www.niosh.com.my](http://www.niosh.com.my)

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<b>TABLE OF CONTENT</b>	<b>PAGE</b>
Foreword by Minister	IV
Preface by Chairman NIOSH	V
From the desk of Executive Director	VI
Notes from Editor	VII
Committee Members	IX
Abbreviation	X
Questionnaire 1 : Development of OSH Improvement Plan To Empower The Role of Principal Employer In Implementation of OSH in Malaysia.	1
Questionnaire 2 : Ergonomics Analysis of Musculoskeletal Disorders (MSDs) Cases in Malaysia: A Survey of Employer Knowledge, Attitude, and Practices.	8
Questionnaire 3 : Study, Propose and Establish OSH Improvement Action Plan in Service Sector (Small and Medium Enterprise Category).	12
Questionnaire 4 : Factors Influencing the staff Perception of OHSAS 18001 & MS 1722 Occupational Safety And Health Management System in Construction Industry.	19
Questionnaire 5 : Awareness of Safety Management and Safety Behavior among Malaysian Small and Medium Enterprises Workers.	22
Questionnaire 6 : Safety and Health Marking for Products in Malaysia.	26
Questionnaire 7 : Safety and Health Marking for Services in Malaysia.	30
Questionnaire 8 : Study on Occupational Safety and Health (OSH) Compliance Level of the Contractors Involved in Paddy and Rice Industry.	35
Questionnaire 9 : Regulatory Impact Assessment (RIA) for Statutory Machinery Inspection by Licensed Person.	39
Questionnaire 10 : Development of Priority Areas for Research and Development (R&D) and Standard Related to Occupational Safety and Health (OSH) in Malaysia for 2016 to 2020.	43
Index	46
Appendix	49



# Foreword by Minister, Ministry of Human Resources



**S**tudies indicate that many people have used research in their work to encourage their choices, and the Research for Practice principle (R2P) is thus widely known worldwide.

R2P also similarly leads to protection at work as in other fields. As the Minister of Human Resources, I always encourage NIOSH to assist industrial and researchers in assessing the technologies that could help create a healthy working atmosphere by improving the working culture for safety and health.

NIOSH should concentrate on the implementation and adaptation of the latest expertise, intervention, and technology within the workplace. On the other hand, researchers can help determine the root cause of current and existing Occupational Safety and Health (OSH) risks and problems by working together with NIOSH and employers.

This is why researchers need to utilize the appropriate research instruments to gather precise information in developing the most practical solutions for everyone to help reduce the rate of occupational accidents and fatalities.

My heartiest congratulations to NIOSH for its efforts in publishing the book entitled 'NIOSH Research Questionnaire: A Practical Guide for OSH Practitioner', which is a compilation of OSH research conducted by NIOSH. I hope that more agencies and institutions could publish similar books which could serve as a guideline for researchers to help improve the level of OSH in Malaysia and globally. It is also in line with the government's efforts to safeguard the wellbeing, safety, and health of all employees in Malaysia.

**YB Datuk Seri Saravanan Murugan  
Minister of Human Resources, Malaysia**



# Preface by Chairman, NIOSH Malaysia



Dear OSH Practitioners & Readers,

**T**he publication of this work - 'NIOSH Research Questionnaire: A Practical Guide for OSH Practitioners' - forms a part of the role played by NIOSH in disseminating and sharing the latest knowledge on OSH.

It could help, among others, to build a conducive work environment and facilitate employee acceptance and practice of a good health and safety culture. The alarming rate of occupational injuries and diseases demands greater effort to encourage a stable, safe and healthy work culture to keep workers productive.

My sincere gratitude to the NIOSH research and technical team of diverse background for sharing their experience, skills and expertise. For those who are directly involved in researching to produce this book, your contribution will definitely help create safer and healthier workplaces in the country.

**YB Datuk Wilson Ugak Anak Kumbong**  
**Chairman**  
**NIOSH Malaysia**



# From the desk of Executive Director



Assalamualaikum w.b.t. and Greetings,

**T**he first of a series of similar publications, this questionnaire compilation is aimed at meeting the needs of researchers in their quest to find the best practical solutions that could help improve safety and health at workplace.

It could also serve as a guideline for researchers on how to help improve the level of OSH in Malaysia and globally. This type of publication will also act as an excellent medium for the sharing of knowledge and information. For future publications, NIOSH welcomes the sharing of questionnaires from other parts of the world which could help improve the standard of OSH in Malaysia.

I would like to congratulate, the publication team, authors, researchers and those who are directly or indirectly involved in making this book a reality. It is also important to note here that this questionnaire compilation will not materialize without the help from various agencies under the Ministry of Human Resources. Their countless contributions are much appreciated.

It is our hope that the Research Management Centre (RMC) of NIOSH Malaysia will continue to produce similar books in the future.

**Haji Ayop Bin Salleh**  
**Executive Director**  
**NIOSH Malaysia**



# Notes from Editor

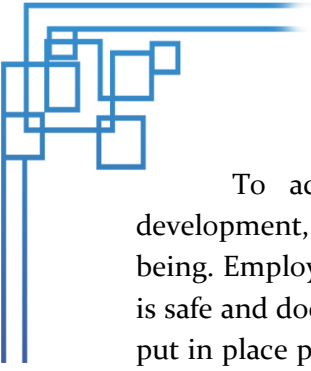


Assalamualaikum w.b.t. and Good Day,

**T**his book focuses on the validated research instrument or tool, which is a key element in identifying the issue and opinion of the industry pertaining to OSH matters. It features a collection of multi-expertise level, multi-OSH disciplinary, and multi-representation contributions that combine theory, research, and practical perspectives. This compilation comes from 10 completed research projects (amounted value of up to RM3.7 million) conducted by NIOSH either by self-finance or financial awarded to NIOSH.

The research team always applies the tripartite concept so that the findings of the research give a significant impact on all parties. The industrial representative, a policy-maker or government representative, an academic, OSH expert or practitioner, employee union or representative are among the common members in the team – thousands of working experience. Thus, starting from identifying problem statement until practical recommendation always considering all stakeholders' concerns, views, experiences, and benefits.

How to use this book? Each topic consists of introduction, objective, scope, instrument validation, validated questionnaire (in bilingual: Bahasa Malaysia and English), followed by acknowledgment and reference. OSH researcher is encouraged to adopt, adapt or recite any information in this book ethically for formulating the OSH plan or program. This instrument also may become an investigation gadget to find out on particular OSH elements for sub-population. You may refer to NIOSH to get a full report of the research for further exploration.



To achieve sustainable progress in the workplace and societal functioning and development, it is essential to align perspectives for the management of health, safety and well-being. Employers are responsible for providing every individual with a working environment that is safe and does not harm their physical or mental health. Evidence indicates that most employers put in place procedures and measures to manage worker's OSH and create healthy workplaces to meet legal requirements, as a response to requests by employees, as a need to improve company image, reputation and to improve productivity.

These cases highlight the role of leadership, the relations between workplace innovation and well-being, as well as the implementation. Whether you are an experienced workplace practitioner, manager, a policy-maker, unionist, researcher, consultant, auditor, or a student, this book contains a range of tips, validate tools, and case studies to help the reader especially OSH researcher to widen the perspective and deep investigation into the OSH issue happening around us. There will be in our pipeline for another research book series in the future with other specialized OSH subjects and messages.

Hope you'll enjoy reading our masterpiece. Thank you.

**Ts. Hj. Mohd. Esa Bin Hj. Baruji**  
**Editor**  
**NIOSH Malaysia**





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Bin Razali



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## ABBREVIATION

3D	Dirty, Difficult, Dangerous
CAP	Comprehensive Action Plan
CF	Certificate of Fitness
CIDB	Construction Industry Development Board
CRDD	Consultation, Research and Development Department, NIOSH
CUCMS	Cyberjaya University College of Medical Sciences
DOSH	Department of Occupational Safety and Health
ERM	Environmental Resources Management
FMA	Factories and Machinery Act
FMM	Federation of Malaysian Manufacturers
GDP	Gross Domestic Product
INTAN	Institut Tadbiran Awam Negara
LBP	Low Back Pain
MBPJ	Majlis Bandaraya Petaling Jaya
MMH	Manual Material Handling
MoHR	Ministry of Human Resources
MPC	Manufacturing, Public Service and Construction
MSDs	Musculoskeletal Disorders
NIOSH	National Institute of Occupational Safety and Health
OECD	Organisation for Economic Co-Operation and Development
OHSAS	Occupational Health and Safety Assessment Series
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Act
OSHMS	Occupational Safety and Health Management System
PE	Principle Employer
PPE	Personal Protective Equipment
R&D	Research and Development
RIA	Regulatory Impact Assessment
SHM	Safety and Health Marking
SME	Small and Medium Entrepreneurs
SMEs	Small and Medium Enterprise (SMEs)
SOCSO	Social Security Organisation
SOP	Safe Operating Procedure
UiTM	Universiti Teknologi MARA
UKM	Universiti Kebangsaan Malaysia
UPM	Universiti Putra Malaysia
UTM	Universiti Teknologi Malaysia

# QUESTIONNAIRE 1

## **DEVELOPMENT OF OSH IMPROVEMENT PLAN TO EMPOWER THE ROLE OF PRINCIPLE EMPLOYER IN IMPLEMENTATION OF OSH IN MALAYSIA**

### *PEMBANGUNAN RANCANGAN PENAMBAHBAIKAN KKP BAGI MEMPERKASAKAN PERANAN MAJIKAN UTAMA DALAM PELAKSANAAN KKP DI MALAYSIA*

*Edited by Ts. Haji Mohd Esa bin Haji Baruji*

#### **INTRODUCTION**

Organization and employers who want to succeed in the long term need to have high levels of Occupational Safety and Health (OSH) awareness. Employers must have a high level of responsibility in shaping the workforce and developing a safe and healthy work culture. The ethical behavior of an organization is influenced by individual and social factors (Shuen & Wahab, 2015).

The role of the employer in the OSH is important in guiding and implementing the OSH at the workplace. Employers are responsible for assisting their employees in making their decisions safe and healthy. Finally, the role of the employer is to help the workers perform their jobs safely and in good health. However, employers should not only set a good example and monitor the organization's journey but the role of a company or employer in itself is important in creating an environment that promotes, exemplifies, motivates, counsels and rewards OSH behavior in all day-to-day business matters.

Pursuant to the Employees' Social Security Act 1969, the definition of principle employer means an employer who employs employees directly to work with him. All payroll and service matters are managed by the Principle Employer (PE). Whereas the direct employer means the employer doing his work or through the PE. The employer is entitled to the full employment of the employee.

Whereas under the Occupational Safety and Health Act (OSHA) 1994, a principle employer means an industry or person with whom an employee has contracted a service such as a manager, agent, or person responsible for the payment of wages or wages to an employee, occupier of a workplace, the legal representative of the owner, any government department, local authority, or statutory body. On the other hand, direct employers mean employees who are hired by or through them. In this study, these two principle employers' definitions of the Employees' Social Security Act 1969 and the OSHA 1994 were considered. In short, the PE means the owner of a place of employment and employs workers to work with him. The PE also belongs to the top management group of the organization.

Human factors play a very important role in accidents and occupational diseases. The employer is responsible for ensuring that, in practice, the employees' OSH (Section 15 of the OSHA 1994) as well as other non-employees such as contractors, visitors and suppliers (Section 17 of the OSHA 1994). This responsibility is to implement the OSH management including implementing existing hazard-related risk control measures in place at their respective workplace. In the event of neglect, accidents and occupational illnesses may occur to the employer while the employer may be subject to legal action.

This situation will result in the loss, impacting the productivity, profitability and reputation of the organizations involved. The question is, to what extent are the PE performing their roles and responsibilities in establishing, maintaining and maintaining the OSH in the workplace? What mechanism could be implemented to strengthen the role of principle employers in the implementation of OSH at the workplace?

Specific studies of these three sectors are necessary to study the issues faced to further strengthen the role of key employers in the implementation of OSH. Furthermore, the results of this study are expected to provide the best solution for Department of Occupational Safety and Health (DOSH), Ministry of Human Resources and the country to promote a more effective OSH management mechanism by the PE.

There are some important elements in playing the role of a PE. According to Wu, Tsung Chih (2010), employer involvement or top management has a huge impact on OSH. The employer has three responsibilities in OSH, which are: (a) ensuring the performance of OSH among the middle management group; (b) ensure the quality of OSH management; (c) participate in each OSH activity. This is further reinforced in the study by Reason (1997), which states that the higher the status of an individual within an organization, the more its actions have a greater impact. In detail, top management should approve and disseminate the OSH policy, constantly reviewing the performance of OSH and establishing reasonable incentives for the middle management involved in the implementation of OSH (Petersen, 1998).

The concept of Wu, Tsung Chih (2010) in the OSH leadership by the employer emphasizes three key elements namely safety caring, safety coaching and safety control.

## SCOPE

The general scope of this study covers three sectors in Malaysia: 1) Manufacturing, 2) Public Services, and 3) Construction, in short as MPC sector. Each sector consists of three subsectors as shown in Table 1.1.

**Table 1.1 List of Subsector of Each Sector**

Sector	Subsector		
Manufacturing	Timber	Furniture	Plastic
Public Services	Water facilities	Health Services	Vehicle repairs
Construction:			
- Building/ Civil/ Mechanical (> RM10 million); or	Grade (G)4 & G5	G6	G7
- Electrical (> RM 200,001)			

The source of data for manufacturing and public services were obtained from SOSCO meanwhile reference from Construction Industry Development Board (CIDB) was reliable for construction sector.

## **OBJECTIVE**

The main objectives of this research were to study, propose and develop the OSH improvement plan to strengthen the role of the PE for the MPC sector:

- 1) Identify and create a priority list of Hazard,
- 2) Analyze the control measures taken by the PE on the hazards found at workplace based on the hierarchy of control,
- 3) Analyze the performance level of PE on employees and contractors in the implementation of OSH compliance,
- 4) Establish a priority list of factors that hinder PE in implementing OSH management,
- 5) Propose appropriate mechanism for improvement of PE's role through comprehensive improvement program, and
- 6) Develop a method of measuring employer commitment for implementing the OSH management at workplace.

## **INSTRUMENT VALIDATION**

The measure internal consistency, the reliability of the measured items was assessed using Cronbach's alpha ( $\alpha$ ). Results from the pilot study shows that Cronbach's alpha coefficient ( $\alpha$ ) for all statements in the questionnaire is 0.977. It shows a very good reliability and consistency of the questionnaire at value of 0.977 (Tavakol & Dennick, 2011). This indicates the questionnaire is consistent and easy to understand. The result also shows the response error was at a very minimum level.

Table 1.2 shows the details of  $\alpha$  for 5 parts: hazard control, management commitment, OSH communication, OSH compliance and behavior:

**Table 1.2 Cronbach's Alpha Coefficient ( $\alpha$ ) Value Based on Part**

<b>Part</b>	<b><math>\alpha</math></b>	<b>Number of Statements</b>
Hazard control	0.825	5
Management commitment	0.912	18
OSH communication	0.906	9
OSH compliance	0.906	18
Behavior	0.969	8

#### **ACKNOWLEDGMENT**

The author would like to thank to the top management of National Institute of Occupational Safety and Health (NIOSH), Department of Occupational Safety and Health (DOSH) Negeri Sembilan and Ministry of Human Resources (MoHR), Malaysia for funding this research and the team for completing the research project successfully. The team project consisted of Haji Fadzil bin Osman (Advisor), Haji Mohd Esa bin Haji. Baruji (Leader), Mdm. Siti Zainatul binti Arafah, Mr. Mohd Kashfullah bin Razali, Mdm. Siti Nasyrah binti Ibrahim, Mr. Ahmad Kamal bin Abdul Halim, Ms. Norasilah binti Latiff, Mdm. Salwa binti Ismail, Haji Sham @ Zahary bin Sudin, Mr. Md Alfie Syahreen bin Haris, Mr. Indra bin Imus, Mr. Syed Muhammad bin Syed Idrus, Mdm. Nuraida binti Waslee, Ms. Nur Hidayana binti Abdullah & Mr. Nur Alyani Fahmi bin Salihen (NIOSH), Late Ir. Hussein bin Rahmat (ERM), Prof. Dr. Mohamad Khan (CUCMS), Prof. Dr. Zamalia binti Mahmud (UiTM), Mr. Ahmad Farrin bin Mokhtar & Mr. Haji Razuki bin Ibrahim (CIDB), Ir. Ahmad Roslan bin Hairudin (MBPJ), Mr. Harun bin Bakar & Mr. Ahmad Fuad bin Mansor (SOCISO) and Mr. Wong Soo Kan (FMM).

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Worksafe. New Zealand Government. SafePlus.

(Please refer Appendix 1)

## QUESTIONNAIRE 2

### **ERGONOMICS ANALYSIS OF MUSCULOSKELETAL DISORDERS (MSDs) CASES IN MALAYSIA: A SURVEY OF EMPLOYER KNOWLEDGE, ATTITUDE, AND PRACTICES**

#### *ANALISIS ERGONOMIK BAGI KES – KES GANGGUAN / PENYAKIT BERKAITAN MUSKULOSKELETAL DI MALAYSIA: TINJAUAN PENGETAHUAN, SIKAP, DAN AMALAN PEKERJA*

*Edited by Muhammad Zaki bin Nordin*

### **INTRODUCTION**

One of the major Occupational Disease (OD) is Musculoskeletal Disorders (MSDs) which is reported cases with increasing trend from 26 cases in 2007 to 239 cases in 2010 amongst the workers in Malaysia (Hashim and Taha, 2012).

There is one study investigated the prevalence of MSDs among workers who perform the Manual Materials Handling (MMH) task in an automotive manufacturing plant in Malaysia. The result showed that the prevalence of Lower Back Pain (LBP) was highest followed by feet/ankle and upper back region. Almost one third from 500 participants claimed to feel uncomfortable at their upper back and lower back (Baba et al., 2010).

Lack of training indicated that worker are unable to perform their work well because it limits and improper knowledge on how to handle machineries or tools correctly. The workers may ineffectively perform their work without the occurrence of injuries (Noorul Huda et al., 2012).

It has been widely agreed that ergonomics training is critical and therefore organizations have to invest its resources to it for making safer working environment (Burke et al., 2006; Burke et al., 2002; Cohen and Colligen, 1998).

## **SCOPE**

Data collection is only within a single plant, which is suitable in this instance, but limits generalization over a broad context to all MMH from other industries such as health care in Malaysia. A minimum of 40 questionnaire forms was sent by researcher personally to manufacturing plant in Johor.

A good questionnaire should be carefully designed by considering the following criteria:

1. Questionnaire should be completed by respondents in around fifteen to twenty minutes.
2. Use basic and easily understood words and sentences.
3. Design questions with positive and negative rankings, opinions, etc.
4. Design questions related to what to be learned from the sampling group.

## **OBJECTIVE**

The main objectives of this research were to study:

1. To evaluate the effect of ergonomic training on musculoskeletal symptoms among material manual handling workers in a manufacturing plant,
2. To evaluate the effect of ergonomic training on ergonomic knowledge, safety attitude, and safety behavior among material manual handling workers in a manufacturing plant, and
3. To compare between control and intervention group among material manual handling workers in a manufacturing plan.

## INSTRUMENT VALIDATION

In order to design a reliable and high quality questionnaire, two series of workshops have been conducted on questionnaire design. The session was facilitated by Dr. Norashikin Mahmud and Dr. Siti Fatimah Bahari, an expert in questionnaire design and analysis from Faculty of Management, Universiti Teknologi Malaysia (UTM).

The aim of the preliminary study is to ensure that the questionnaire items are straight forward and easily understood. Preliminary study will also determine the reliability value of Cronbach's alpha of the questionnaire before the actual data collection period. Based on the analysis result of the preliminary study, test questions with alpha value of equal or more than 0.7 (which indicates vague questions) can be modified to further improve their clarity. Once the analysis result is satisfactory, the final questionnaire will be produced for distribution. A total of 20 respondents from manufacturing plant Staffs have been chosen to participate in the preliminary study.

**Table 2.1 Reliability and Validity Analysis**

Cronbach's Alpha	Cronbach's Alpha Based on Standardized Items	N of Items
0.736	0.954	149

## ACKNOWLEDGMENT

The authors would like to thank National Institute of Occupational Safety and Health (NIOSH), Ministry of Human Resources, Malaysia for funding this research and the team for completing the research project successfully. The team project consisted of Mdm. Ummu Sufiah binti Ibrahim (NIOSH), Dr. Norashikin Mahmud (UTM), and the late of Dr. Siti Fatimah binti Bahari (UTM). Thank you also to NIOSH top management for the support and encouragement.

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(Please refer Appendix 2)

## QUESTIONNAIRE 3

### **STUDY, PROPOSE AND ESTABLISH OSH IMPROVEMENT ACTION PLAN IN SERVICE SECTOR (SMALL AND MEDIUM ENTERPRISE CATEGORY)**

*MENGAJI, MENCADANG, DAN MENYEDIAKAN PELAN TINDAKAN PENAMBAHBAIKAN KESELAMATAN DAN KESIHATAN PEKERJAAN DI SEKTOR KEMUDAHAN (KATEGORI PERUSAHAAN KECIL DAN SEDERHANA)*

*Edited by Ts. Haji Mohd Esa bin Haji Baruji*

#### **INTRODUCTION**

Under the Eleventh Malaysia Plan (11<sup>th</sup> MP) from 2016 to 2020, the utility sector is expected to grow at 7.2% annually, which will increase the contribution of this sector by 61% to The Gross Domestic Product (GDP). It was estimated that the country needs a new investment of RM44.6 billion to achieve that GDP. The utility has become among the driving force for the development of the country towards a developed nation by 2020.

According to Social Security Organisation (SOCSO), for the year 2011 to 2015, it showed that the utility sector was the main contributor to the high accident rate in Malaysia. For example, in 2012, the utility sector (telecommunications, electricity, gas, water and sewerage) being the main contributor to the accident rate of 3.59 accidents per 1000 employees. SOCSO paid compensations totaling up to 2 billion to contributors involved in workplace accidents across the country in 2012. Therefore, if these issues were not adequately addressed, it may have impacts not only to the Occupational Safety and Health (OSH) status of Malaysia but also to the country's productivity and economy.

Malaysia had adopted a common definition for Small and Medium Entrepreneurs (SMEs) to facilitate the identification of SMEs in various sectors and subsectors of industry. A company is considered as an SME in each sector based on its annual sale or the number of employees working full-time or whichever criteria is lower. The new definition for SMEs was announced by the Prime Minister of Malaysia, which came into effect on 1st January 2014. This makes it easier for the government to formulate an effective policy development, program support such as technical monitoring and channeling financial assistance to the SMEs. The definition of SME is as below:

1. Small Category: Annual sales of RM3 million to less than RM300,000 OR from 5 to less than 30 employees; and
2. Medium Category: Annual sales of RM3 million and not exceeding RM20 million OR of 30 and not more than 75 employees.

With this new definition, more companies, especially in the utility sector, were classified as SMEs to help transform the country into a high income nation through initiatives under SMEs master plan. As a result of the change in the definition, the percentage of the total number of SMEs in the country is expected to increase from 97.3% (2013) at the moment to 98.5%.

This study was expected to support and strengthen the enforcement aspect of OSH compliance thus reducing the number of accidents at workplace. The results of this study gave a clearer picture to help improve the quality of OSH in SME. The recommendations and tested product from these research can be considered by policy makers in improving workplace OSH and obtain optimum results.

OSH related issues are gaining increased importance in industrial relations in Malaysia. In a report analyzing OSH operating regulations (2000 workplaces), it found that 80% of workplaces investigated failed to fully comply with these regulations (Abdul Rahman, 2007).

As Malaysia is moving towards a developed country, improvement in OSH issues in the workplace should be carried out continuously in line with rapid Malaysia's economy growth. With an increasing number of SMEs, Malaysia is facing a bigger challenge in monitoring the needs of SMEs in OSH although at the same time SMEs need to remain competitive and survive with limited capital or financial resources (Lilis et al., 2011).

SMEs and large multinational companies are very different from many aspects. These differences have a major impact upon the effective implementation of OSH and this has caused some issues (Cook, 2007). Company size plays a big role in which multinationals have the financial resources and an effective structure to implement efficient and effective OSH system. Compared with SMEs, lack of financial resources leads to a lack of commitment to develop OSH programs in their organizations (Cook, 2007).

In the Netherlands, employers have the option to choose to implement an OSH program, e.g. training, externally or in the company itself. OSH programs conducted within the company is more effective because it can be customized based on the company's own internal matters. Otherwise, the OSH program conducted by external parties is less comprehensive and more profit-oriented (De Valk et al., 2006).

Provision of OSH training programs are important because they can help to build and enhance the capacity of SMEs to implement OSH at the workplace. Previous studies have found that any support or assistance received by SMEs in implementing OSH programs can encourage proper implementation of OSH at the workplace (Lingard and Rowlinson, 2005).

Development and use of Safe Operating Procedures (SOP) are an integral part of a successful quality system as it provides individuals with information to do the job properly, and facilitates consistency in the quality and integrity of the product or end result (OHSW & IM Procedure, 2011).

Management commitment is defined as the involvement of management in any action towards achieving the company's goals (Cooper, 2006). Gilkey, Keefe, Hautaluoma, Bigelow, Herron, and Stanley (2003) found that management support is important in the implementation of OSH. Ashill, Carruthers and Krisjanous (2006) stated that management commitment is reflected through various ways such as providing education or training on OSH, rewarding and empowering employees to make decisions in the field of OSH. Investment in education and training will provide the opportunity for employees to acquire necessary OSH knowledge and helping them to work safely. Furthermore, to reward employees who report unsafe behavior by colleagues is also an important aspect of the successful implementation of OSH.

Attitudes can be defined as a reaction to the idea of continuous assessment, objects, activities, policies, or value. If one looks at the reality of change, it can cause rapid changes in attitude and behavior (Johnston, 1994). For example, in the electricity sector, to-do list and prohibitions can increase knowledge about electrical safety but often not recognized and does not affect a person's perception, and as a result, attitudes towards OSH being ignored. Understanding the importance of safety measures and be aware that accidents involving electricity can occur in the blink of an eye is important for employees (Kruse, 2013).



Previous research also found that any support or assistance received by SMEs in implementing OSH can encourage proper OSH implementation (Lingard and Rowlinson, 2005). One study showed that although OSH knowledge for workers are at high rates (78% to 100%), but only some of them (29% to 31%) use Personal Protective Equipment (PPEs) to prevent occupational accidents (Kripa et al., 2005).

## **SCOPE**

The scope of this study covers the following SMEs in these service industries:

1. Telecommunications (One main contractor)
2. Electricity (Three main contractors)
3. Gas (Two main contractors)
4. Water (Three main contractors)
5. Sewerage (One main contractor)

## **OBJECTIVE**

There are four (4) objectives in the study are identified as below:

1. To identify the level of OSH compliance in the utility sector.
2. To determine the problems faced by subcontractors in complying OSH legislations.
3. To propose the Comprehensive Action Plan (CAP) in order to improve the level of OSH performance in SMEs; and
4. To evaluate the effectiveness of control measures in overcoming OSH issues in the utility sector.

## INSTRUMENT VALIDATION

The respondent's reliability index to the entire statement for Part C to H in the questionnaire form was high, which was 0.97 (approaching 1.00). It showed that the understanding of respondents to all the statements was consistent. It also showed that the error rate was at the lowest level of response. In addition, the reliability index for the entire statement in Part C to H also is high at 0.97 (approaching 1.00). This indicated that all statements in the questionnaire were easily understood by respondents.

The questionnaire developed was valid and consistent as Cronbach's alpha ( $r$ ) was greater than 0.8 and up to 1.00. This showed that respondents had a common understanding and consistent to all statements that represent each of these components. The mean score (mean score) for each part was between 4 and up to 5 (according to a numerical scale). This indicated that most respondents somewhat agreed with almost all of the statements for each statement in respective part.

The detail was as in the table below:

**Table 3.1 Reliability and Validity Analysis for Each Part**

<b>Part</b>	<b>Component</b>	<b>Cronbach's alpha (<math>r</math>)</b>	<b>Min</b>
C	Training and Supervision	0.944	4.698
D	Safe Operating Procedure (SOP)	0.960	4.529
E	OSH Management System	0.962	4.510
F	OSH Reporting/ Communication	0.917	4.666
G	Management Commitment	0.919	4.522
H	Employees' Behavior towards OSH	0.895	4.698

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(Please refer Appendix 3)

## QUESTIONNAIRE 4

### **FACTORS INFLUENCING THE STAFF PERCEPTION OF OHSAS 18001 AND MS 1722 OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM IN CONSTRUCTION INDUSTRY**

### *FAKTOR-FAKTOR YANG MEMPENGARUHI PERSEPSI PEKERJA TERHADAP SISTEM PENGURUSAN KESELAMATAN DAN KESIHATAN PEKERJAAN OHSAS 18001 DAN MS 1722 DALAM INDUSTRI PEMBINAAN*

*Edited by Muhammad Zaki bin Nordin*

#### **INTRODUCTION**

Construction industry is one the highlighted sector in a developing country such as Malaysia, as it contributes adequate portion of gross national income. For a fast pace industry such as construction, the workers in the industry play a big role in ensuring the business sustainability, and some of the companies in the industry take it into another level by recognizing Occupational Safety and Health Management System (OSHMS) as part of their operation.

#### **SCOPE**

This study is using the self-administrated questionnaire survey as the research method, which is newly designed and verified through Cronbach's alpha test. A total of 250 questionnaires have been distributed among management workers in construction companies within Selangor, feedbacks were successfully obtained from 202 respondents to assist the study on their perception of OSHMS implementation as well as their effectiveness in the construction industry.

## OBJECTIVE

The objectives of this study are:

1. To study the perception of construction industry workers towards the implementation of OSHMS based on OHSAS 18001 and MS 1722 and any significant dependent (s), and
2. To identify the factors based on OHSAS 18001 and MS 1722 requirements that influence mostly of perceived organizational OSHMS performance.

## INSTRUMENT VALIDATION

Based on feedback obtained from 20 respondents among NIOSH workers, Cronbach's alpha values were obtained using SPSS software for each section ranging from Part B to Part G and subsequently covering the entire question in all sections.

**Table 4.1 Reliability and Validity Analysis for Each Part**

Case Processing Summary				
		N	%	
Cases	Valid	20	100.0	
	Total	20	100.0	
Reliability Statistic				
		Cronbach's Alpha ( $\alpha$ )	N of Items	Reliability Qualification
Variables	Part B (B1 – B10)	0.855	10	Good reliability
	Part C (C1 – C4)	0.855	4	Good reliability
	Part D (D1 – D4)	0.808	4	Good reliability
	Part E (E1 – E4)	0.739	4	Good reliability
	Part F (F1 – F4)	0.823	4	Good reliability
	Part G (G1 – G4)	0.871	4	Good reliability
	Overall (Part B – Part G)	0.943	30	Excellent reliability

Through reliability tests, it was found that Cronbach's alpha scores were recorded for Section E questions where  $\alpha = 0.739$  for Section E questions, while the highest scores were obtained for all questions from Section B to Part G where  $\alpha = 0.943$  was recorded. Thus, the newly developed questionnaire form has met the needs of the reliability test, and has proven that it can be used as a tool to achieve this research objective.

### **ACKNOWLEDGMENT**

The authors would like to thank National Institute of Occupational Safety and Health (NIOSH), Ministry of Human Resources, Malaysia for funding this research and the team for completing the research project successfully. This project lead by Mr. Mohd Hafizzuddin bin Ismail, OSH Management Division, Consultation, Research and Development (CRDD), NIOSH. Thank you also to NIOSH top management for the support and encouragement.

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(Please refer Appendix 4)

## QUESTIONNAIRE 5

### **AWARENESS OF SAFETY MANAGEMENT AND SAFETY BEHAVIOUR AMONG MALAYSIAN SMALL AND MEDIUM ENTERPRISES WORKERS**

#### *KESEDARAN TENTANG PENGURUSAN KESELAMATAN DAN TINGKAH LAKU KESELAMATAN DI KALANGAN PERUSAHAAN KECIL DAN SEDERHANA*

*Edited by Noorhasimah binti Haji Awang*

#### **INTRODUCTION**

Safety management as a subsystem in the overall management of the organization. It is designed to control hazards that can affect the safety and health of workers. Small and Medium Enterprise (SMEs) in Malaysia continue to face many challenges both traditionally and new. Awareness towards safety employment is very important. Thus, one of the areas of concern by Occupational Safety and Health Act (OSHA) in 1994 was to raise the awareness of Occupational Safety and Health (OSH) practices among employers and workers in the country.

In Malaysia, generally awareness of OSH has improved from year to year. Starting with OSHA 1994, the employer and the employee was aware of the role and their responsibilities in ensuring the hazard in the workplace are identified, assessed and controlled. However, the level of occupational safety and health are still not satisfied. This is because the rate of accidents among workers still increases throughout the year. Based on the statistics from Social Security Organisation (SOCSO) case of accidents at work reported a total of 755 deaths and 9,555 cases of disability.

OSH management in the workplace should be pursued in an organization. Human error and failure of the machine to work properly is the factor that occurrence of an accidents. Among the accidents that happened in the workplace, SOCSO said that 80 to 90 percent accidents are come from Small and Medium Enterprises (SMEs).



## SCOPE

This study was conducted at selected SMEs located in Klang Valley. There were 226 workers responded. The data collection was conducted about 10 months.

## OBJECTIVE

The objective of this study is to determine the level of awareness safety management and safety behavior among SMEs workers towards OSH at the workplace.

## INSTRUMENT VALIDATION

A self-administered questionnaire was distributed to the involved small medium industries. The questionnaire consists of three sections, namely socio-demographic, safety management and safety behavior.

Reliability refers to the ability to measure consistency of variable over time. If a test cannot measure the consistency, so the item could not be count on the scores resulting from a particular administration. The pilot test had been done on 30 SME's worker in manufacturing and service sector. Overall Cronbach's alpha element was 0.982. Below was the Cronbach's alpha for each items.

**Table 5.1 Cronbach's Alpha for Each Part**

Item	No. of items	Cronbach's alpha
B	13	0.925
C	7	0.899
D	6	0.914
E	12	0.945
F	6	0.919
G	7	0.907
H	10	0.941

From the Cronbach's alpha for each item, it can be concluded that all the questions were reliable and consistent. Cronbach's alpha coefficient greater than 0.7 is reasonably reliable. While, when the value is approaching to 1, it shows the higher internal consistency reliability.

## ACKNOWLEDGMENT

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(Please refer Appendix 5)

## QUESTIONNAIRE 6

### **SAFETY AND HEALTH MARKING FOR PRODUCTS IN MALAYSIA**

#### *PENSIJILAN SELAMAT DAN SIHAT BAGI PRODUK DI MALAYSIA*

*Edited by Muhammad Syaidan bin Abdullah*

#### **INTRODUCTION**

This study aims to obtain a list of potential products that have potential to be certified for safety and health certification. The availability of so many products in the open market today has resulted in the formation of different perceptions especially on the level of quality and the safety and health characteristics of the products and services offered to the community.

However, the perceptions are made based on a general view and not on any set of standards. This can be seen in many products available which do not fulfil the Occupational Safety and Health (OSH) criteria, and yet are marketed to the consumers without any control and monitoring from the authorities.

#### **SCOPE**

Ten employment sectors which consisting of three groups namely OSH practitioners, non-practitioners of OSH and the general public (control group) involved in this study. OSH practitioner is people who work in the field of safety and health, are competent in it and also practice it while working.

Meanwhile non-practitioner of OSH are people who work in the field of OSH but do not practice it or are not competent in it. The questionnaires consist of those item listed on Table 6.1:

**Table 6.1 Components of The Questionnaire**

<b>Section</b>	<b>Information of Question</b>
Section A	Socio-demographic
Section B	General (Category of company, experience in the field of OSH practice)
Section C	Product
	1. Knowledge about SHM certification (Q1 – Q4)
	2. Perception & Attitude towards Safety and Health Marking (Q5 – Q10)
	3. Importance of the Safety and Health Mark category (Q12)

### **OBJECTIVE**

The main objective is to provide a list of OSH products based on the current demand in Malaysia.

### **INSTRUMENT VALIDATION**

The reliability test (using SPSS) has considered at least 1% of the real sample size estimation (100 samples for every product and service). The reliability of the questionnaire as per Table 6.2:

**Table 6.2 Reliability Test**

<b>Product</b>	<b>Cronbach's alpha</b>
Q1 – Q4	0.801
Q5 – Q11	0.898
Q12	0.815

All the questions were reliable and consistent where by Cronbach's alpha is greater than 0.8 for each statement.

## ACKNOWLEDGMENT

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(Please refer Appendix 6)

## QUESTIONNAIRE 7

### **SAFETY AND HEALTH MARKING FOR SERVICES IN MALAYSIA**

#### *PENSIJILAN SELAMAT DAN SIHAT BAGI PERKHIDMATAN DI MALAYSIA*

*Edited by Muhammad Syaidan bin Abdullah*

#### **INTRODUCTION**

Safety and Health Marking (SHM) is an approved conformation from suppliers on services offered that is complying with safety and health requirements. This study aims to provide us with relevant information such as types and forms of services that can be potentially certified through this SHM.

The effectiveness of the certification implementation basically depends on practice, perceived and attitudes by the involved individual/ organizations. Thus, input from stakeholders, especially among Occupational Safety and Health (OSH) practitioners in Malaysia is very important to realize the goals of this study.

#### **SCOPE**

The research population involved in this study is based on the statistics of the labour market in Malaysia. There are three main groups namely OSH practitioners, non-practitioners of OSH and the general public (control group) involved in this study. The questionnaire components are as per Table 7.1.



**Table 7.1 Components of The Questionnaire**

<b>Section</b>	<b>Information of Question</b>
Section A	Socio-demographic
Section B	General (Category of company, experience in the field of OSH practice)
Section C	Service
	1. Policies of Workers Safety and Health
	2. Knowledge about SHM certification
	3. Perception & attitude towards SHM certification
	4. Frequency of exposure towards hazards

### **OBJECTIVE**

The aim of the study is to identify a list of potential type of service to be certified for SHM in Malaysia.

### **INSTRUMENT VALIDATION**

The respondents selected and the correct sample size are important for this research. The pilot test involve of 100 respondents selected among OSH practitioners. The reliability test of the questionnaire as shown in Table 7.2.

**Table 7.2 Reliability Test**

<b>Service</b>	<b>Cronbach's alpha</b>
Q1 – Q4	0.900
Q5 – Q9	0.776
Q10 – Q13	0.741
Q14 – Q19	0.791
Q20 – Q31	0.871

The test show Cronbach's alpha value is between 0.7 and 0.9. This indicates that each of statement contained in this questionnaire is reliable.

## ACKNOWLEDGMENT

The authors would like to thank National Institute of Occupational Safety and Health (NIOSH), Department of Occupational Safety and Health (DOSH) and The Ministry of Human Resources, Malaysia for funding and support towards completion of the project. Thanks also to the team members of the project namely Mr. Nor Mohd Razif bin Noraini, Mr. Baderin bin Osman, Mr. Mohamad Hanafi bin Ali, Mdm. Nurzuhairah binti Jamil, Mr. Yuzainie bin Yusof and Mr. Amirrudin bin Abdul Aziz from NIOSH, Malaysia.

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(Please refer Appendix 7)

## QUESTIONNAIRE 8

### **STUDY ON OCCUPATIONAL SAFETY AND HEALTH (OSH) COMPLIANCE LEVEL OF THE CONTRACTORS INVOLVED IN PADDY AND RICE INDUSTRY**

#### *KAJIAN TAHAP PEMATUHAN KESELAMATAN DAN KESIHATAN PEKERJAAN (KKP) TERHADAP KONTRAKTOR YANG TERLIBAT DI SEKTOR INDUSTRI PADI DAN BERAS*

*Edited by Muhammad Syaidan bin Abdullah*

#### **INTRODUCTION**

This study purposely designs to overcome the Occupational Safety and Health (OSH) issues in the agriculture in term of compliancy of workers. Contractors are parties who involved in 3D (*Dirty, Difficult, Dangerous*) activities who are at greater risk of accidents.

A set of questionnaire was use as instrument in order to identify level of compliance of OSH and their issue. Based on this result and information, the study was then successful in identifying the necessary steps to be taken in improving it.

#### **SCOPE**

The respondent involved in this study was the contractor in paddy and rice industry. 18 months was required to complete this study.

## OBJECTIVE

The objective of this study is to determine level of compliance among active contractor companies in paddy and rice industry based on their main problems.

## INSTRUMENT VALIDATION

Reliability test using SPSS was run which consist of 40 respondents. The reliability of the questionnaire is as per Table 8.1.

**Table 8.1 Cronbach's Alpha for Each Component**

No.	Component (B–G)	Cronbach's alpha	Min
1	Training and supervision	0.937	3.912
2	Safe Operation Procedure (SOP)	0.907	3.974
3	OSH Risk Management	0.923	3.630
4	Communication and Safety Reporting	0.744	3.725
5	Management Commitment	0.892	3.530
6	Workers' Attitude towards OSH	0.876	4.096

All the questions were reliable and consistent where by Cronbach's alpha is between 0.7 and 0.9 for each item.

## ACKNOWLEDGMENT

The authors would like to thank National Institute of Occupational Safety and Health (NIOSH), Malaysia for funding and support towards completion of the project. Thanks also to the team members of the project namely Mr. Muhammad Syaidan bin Abdullah, Mr. Muhammad Ifwat bin Ahmad and Mr. Amirrudin bin Abdul Aziz from NIOSH, Malaysia

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(Please refer Appendix 8)



## QUESTIONNAIRE 9

### **REGULATORY IMPACT ASSESSMENT (RIA) FOR STATUTORY MACHINERY INSPECTION BY THIRD PARTY (LICENSED PERSON)**

#### *KAJIAN PENILAIAN IMPAK PERUNDANGAN (RIA) KE ATAS PEMERIKSAAN STATUTORI BAGI JENTERA BERPERAKUAN KELAYAKAN OLEH PIHAK KETIGA (LICENSED PERSON)*

*Edited by Noorhasimah binti Haji Awang*

### **INTRODUCTION**

Licensed Person was a third party who was given license under Section 40 (1A), Factories and Machinery Act (FMA), (Revision) 2006. This act states all machinery in respect of which a certificate of fitness is prescribed shall be inspected by an inspector or a licensed person at such periods and in such manner as may be prescribed. According to Section 7D, Factories and Machinery Act (Revision) 2006, the Minister has the power to appoint third party person to conduct the statutory inspection.

Statutory inspection was the re-examination of all registered certificated machinery 15 months from the last inspection date. The inspection was performed to ensure that all certificated machinery was always in good condition and safe to be used. Certificated machinery included unfired pressure vessels, hoisting machines, passenger lifts, escalators and steam boilers. Statutory inspection was conducted by the Statutory Section in Department of Occupational Safety and Health (DOSH) of every state, to ensure that all the registered machinery was inspected and the Certificate of Fitness (CF) will be renewed every 15 months depending on the results of the inspection. All of the inspection was conducted by the DOSH officer depending on the qualification stated by DOSH.

However, the issue was that the provision of Section 40 (1A) and Section 7D were not yet practiced in Malaysia. Regulatory Impact Assessment (RIA) was conducted to identify the best solutions and recommendations to assist the DOSH in dealing with statutory inspection based on the existing provisions in FMA 1967. RIA was a systematic approach to critically assess the positive and negative impacts of the proposed regulations, existing regulations and non-regulatory alternatives. As used in the countries of the Organisation for Economic Co-Operation and Development (OECD), it covered a variety of methods and was an important element in the evidence-based approach to policy-making (OECD 2002a).

### **SCOPE**

A total of 124 respondents representing large, medium and small & micro industries in Selangor had been chosen to obtain their opinion regarding the inspection of certificated machinery through questionnaire distribution. Total population who owned certificated machinery in Selangor were 15, 015 companies. From there, a total of 123 companies were selected as respondents to answer the objectives of the study.

### **OBJECTIVE**

The objective of this research is to identify and to suggest the best approach in helping the Department of Occupational Safety and Health (DOSH) to improve the current practice for statutory inspection based on the current provision in Factory and Machinery Act (FMA) 1967.

### **INSTRUMENT VALIDATION**

Primary data obtained through the development and distribution of questionnaires to answer the study objectives. The questionnaire was divided into two parts; 1) Demographic characteristics, and 2) Response to the knowledge and experience of statutory inspection for certificated machinery.

Expert interview has been done to validate the instrument construct and content. List of experts involved Mr. Shamsul Ridzuan bin Idris (INTAN), Associate Prof. Dr. Kadir Ariffin (UKM), Mr. Samuri Mohd Mussim, Mr. Abdul Rahim bin Hashim and Haji Mohamad Saifullah bin Idris.

## ACKNOWLEDGMENT

The author would like to thank to the top management of National Institute of Occupational Safety and Health (NIOSH), Department of Occupational Safety and Health (DOSH) and Ministry of Human Resources (MoHR), Malaysia for funding this research and the team for completing the research project successfully.

The team project consisted of Haji Fadzil bin Osman (Advisor), Haji Shahronizam bin Noordin (Leader), Mr. Yuzainie bin Yusoff, Ms. Noorhasimah binti Haji Awang, Mdm. Siti Nurani binti Haji. Hassan, Mdm. Siti Faeza Yani binti Jumat, Mr. Zulfadhli bin Suhaili and Mr. Mohd Fazizi bin Ishak from NIOSH, Mr. Shamsul Ridzuan bin Idris (INTAN), Associate Prof Dr. Kadir bin Ariffin (UKM), Mr. Samuri bin Mohd Mussim, Mr. Abdul Rahim bin Hashim and Haji Mohamad Saifullah bin Idris.

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(Please refer Appendix 9)

## QUESTIONNAIRE 10

### **DEVELOPMENT OF PRIORITY AREAS FOR RESEARCH AND DEVELOPMENT (R&D) AND STANDARD RELATED TO OCCUPATIONAL SAFETY AND HEALTH (OSH) IN MALAYSIA FOR 2016 TO 2020**

### *PEMBANGUNAN BIDANG FOKUS BAGI PENYELIDIKAN DAN PEMBANGUNAN (R&D) DAN STANDARD BERKAITAN KESELAMATAN DAN KESIHATAN PEKERJAAN (KKP) DI MALAYSIA BAGI TAHUN 2016 HINGGA 2020*

*Edited by Muhammad Syaidan bin Abdullah*

#### **INTRODUCTION**

A more comprehensive Research and Development (R&D) focus area among Occupational Safety and Health (OSH) stakeholders is crucial for Malaysia. This is important towards achieving the status of a developed nation as mentioned in the 11<sup>th</sup> Malaysia Plan, which would support the government's efforts in enhancing OSH and thus, reduce accidents and occupational diseases. Compared to developed countries such as the United States, Japan and other European countries, Malaysia still does not have any R&D focus in the field of OSH that is structured, clear and integrated at the national level.

Currently, the R&D focus area in Malaysia is more emphasised on the master plans of various organisations only. In other words, R&D is only conducted based on the interests and requirements of each organisation. Thus, the development of a comprehensive of OSH R&D and standard needs that covers all stakeholders is a necessity.

## **SCOPE**

The scope of this study was to develop a comprehensive focus area for OSH-related R&D and standards towards developing more efficient OSH-related R&D and standards. The respondent involved was among government, industries and academician. Completion of the study is 18 months.

## **OBJECTIVE**

The aim of the study is to develop a comprehensive OSH R&D and standards focus areas.

## **INSTRUMENT VALIDATION**

The questionnaire was tested on a randomly selected group that had the same structure as the final sample of this study. It allowed the researchers to determine whether the respondents would have any difficulty in understanding the questionnaire, or if there was any unclear or biased question.

The questionnaire was distributed and completed by 66 of respondents consist of government, industries and academicians. Feedbacks received through the process of pilot study would be addressed to improve the structure, format, the use and selection of questions and words, the quality and the effective approaches that should be undertaken by the research team.

The questionnaire also was then reviewed by several experts and experiences practitioners from Department of Occupational Safety and Health (DOSH), Social Security Organisation (SOCSO), Universiti Putra Malaysia (UPM), Universiti Kebangsaan Malaysia (UKM), Universiti Teknologi Malaysia (UTM) and Universiti Teknologi MARA (UiTM).

## **ACKNOWLEDGMENT**

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(Please refer Appendix 10)

## INDEX

Accident 2, 12, 13, 14, 15, 22, 35, 38, 43

Action 2, 4, 12, 14, 15, 18, 32, 33

Assessment 14, 17, 39, 40, 41, 45

Awareness 1, 11, 22, 23, 24

Certificate of Fitness 39

Challenge 22, 42

Commitment 4, 5, 14, 16, 17, 33, 36, 37

Communication 4, 5, 12, 15, 16, 36

Compliance 4, 5, 9, 13, 15, 17, 35, 36

Consistency 14, 23

Contractor 2, 4, 9, 15, 35, 36, 37

Control 2, 3, 4, 5, 9, 15, 22, 26, 30, 45

Control measures 4, 15

Development 1, 3, 12, 13, 14, 21, 37, 40, 41, 42, 43, 45

Economy 12, 13

Effectiveness 11, 15, 19, 30

Employee 1, 2, 4, 6, 11, 12, 13, 14, 16, 17, 22

Employer 1, 2, 3, 4, 8, 14, 22,

Hazard 2, 4, 5, 22, 31

Health 1, 2, 3, 5, 6, 9, 10, 11, 12, 17, 18, 19, 21, 22, 24, 25, 26, 27, 28, 30, 31, 32, 35, 36, 37, 39, 40, 41, 43, 44, 45



Impact 2, 6, 10, 12, 14, 39, 40, 41, 42,

Improvement 1, 4, 12, 13

Inspection of Certificated 40

Legislations 15

Licensed Person 39

Management 2, 4, 5, 6, 10, 11, 14, 16, 17, 18, 19, 21, 22, 23, 24, 25, 28, 29, 32, 33, 36, 37, 38, 41

Monitoring 13, 26

Occupational 1, 2, 5, 6, 8, 9, 10, 11, 12, 15, 17, 18, 19, 21, 22, 24, 25, 26, 28, 30, 32, 35, 36, 37, 39, 40, 41, 43, 44, 45

Occupational Health and Safety Management 24

Occupational Safety and Health 1, 2, 5, 6, 10, 12, 17, 18, 19, 21, 22, 24, 25, 26, 28, 30, 32, 35, 36, 37, 39, 40, 41, 43, 44, 45

Occupational Safety and Health Management 19, 21, 47

Performance 2, 4, 6, 7, 11, 15, 17, 20, 21, 24, 37

Plan 1, 2, 4, 8, 9, 10, 12, 13, 15, 32, 43

Policy 2, 13, 40, 41

Principle employer 1, 2

Productivity 2, 12

Registered Certificated Machinery 39

Regulations 6, 13, 40

Regulatory Impact Analysis 10, 42

Reliability 4, 10, 16, 17, 20, 21, 23, 27, 31, 36

Reporting 16, 36

Responsibility 1, 2

Safe operating procedure 14, 16

Safety 1, 2, 3, 5, 6, 7, 9, 10, 11, 12, 14, 17, 18, 19, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 39, 40, 41, 43, 44, 45

Safety behavior 9, 23

Small and Medium Enterprise (SMEs) 22

Statutory Machinery Inspection 10, 39

Supervision 16, 36

Training 6, 8, 9, 11, 14, 16, 29, 36

Unsafe behavior 14

Workplace 1, 2, 4, 11, 12, 13, 14, 22, 23, 41, 45

# APPENDIX

## **Appendix 1: QUESTIONNAIRE 1**

### **DEVELOPMENT OF OSH IMPROVEMENT PLAN TO EMPOWER THE ROLE OF PRINCIPLE EMPLOYER IN IMPLEMENTATION OF OSH IN MALAYSIA**

Kod Responden  
Respondent Code:

--	--	--	--	--	--

Tarikh Soal Selidik:  
Questionnaire Date:

--	--	--	--	--	--



**BORANG SOAL SELIDIK**  
**QUESTIONNAIRE**  
Terkini ( 18 November 2016 )



**PEMBANGUNAN RANCANGAN PENAMBAHBAIKAN KKP BAGI  
MEMPERKASAKAN PERANAN MAJIKAN UTAMA DALAM PELAKSANAAN KKP DI  
MALAYSIA**

*DEVELOPMENT OF OSH IMPROVEMENT PLAN TO EMPOWER THE ROLE OF  
PRINCIPAL EMPLOYER IN IMPLEMENTATION OF OSH IN MALAYSIA*

Salah satu daripada peranan majikan utama di tempat kerja adalah menyediakan persekitaran kerja yang selamat dan sihat berdasarkan kepada keperluan perundangan keselamatan dan kesihatan pekerjaan (KKP). Melalui kajian literatur, antara elemen penting yang wajar ditunjukkan oleh majikan dalam pelaksanaan KKP adalah komitmen, komunikasi, pematuhan perundangan KKP dan tingkah laku.

Persoalannya, sejauh manakah majikan utama di sektor pembuatan, pembinaan dan perkhidmatan awam di Malaysia telah melaksanakan peranan dan tanggungjawab mereka dalam menjaga keselamatan dan kesihatan di tempat kerja? Apakah mekanisme penambahbaikan yang boleh dilaksanakan untuk memperkasakan peranan majikan utama dalam pelaksanaan KKP di tempat kerja?

Sehubungan itu, kajian ini dijalankan dengan tujuan untuk menyediakan rancangan penambahbaikan KKP bagi memperkasakan peranan majikan utama di tempat kerja.

Bagi memenuhi hasrat dan matlamat kajian ini, kami memerlukan kerjasama anda dalam melengkapkan borang kaji selidik yang berikut dengan mengisi ruang yang disediakan. Maklumbalas anda yang jujur dan ikhlas amat penting dalam meningkatkan tahap KKP di Malaysia.

**NOTIS KERAHSIAAN:** INI ADALAH SATU KAJIAN TANPA NAMA. MAKLUMBALAS KEPADA KAJIAN INI ADALAH DIANGGAP SULIT DAN OLEH ITU MAKLUMBALAS INDIVIDU TIDAK AKAN DIKELUARKAN, BERSAMA, ATAU DITERBITKAN. HARAP MAKLUM BAHAWA PENGUMPULAN DATA INI HANYA UNTUK TUJUAN KAJIAN INI.

**TERIMA KASIH DI ATAS PERKONGSIAN MAKLUMAT DAN KERJASAMA ANDA.**

One of the roles of principal employer at workplace is to provide safe and healthy working environment based on Occupational Safety and Health (OSH) legislation requirement. Based on the literature survey, among the important elements that should be shown by employers in the implementation of OSH are commitment, communication, OSH compliance and behaviour.

The question is, to what extend does the principal employer able to implement their roles and responsibility in planning and maintaining OSH at workplace? What improvement mechanisms that can be implemented to strengthen the role of the principal employers in the implementation of OSH at the workplace?

Therefore, this study is undertaken with the aim to strengthen the roles of the principal employers in the development of OSH improvement plans at the workplace.

In order to achieve the objectives of this study, we seek your cooperation in completing this questionnaire by providing your answers in the spaces provided. Your sincere and honest opinion is extremely important in increasing OSH level in Malaysia.

<p><b>PRIVACY NOTICE:</b> THIS IS A RESEARCH OF ANONYMOUS. FEEDBACK TO THIS RESEARCH IS CONSIDERED CONFIDENTIAL AND THEREFORE INDIVIDUAL FEEDBACK WILL BE REMOVED, TOGETHER, OR PUBLISHED. PLEASE BE ADVISED THAT DATA COLLECTION IS FOR PURPOSE OF THIS SURVEY ONLY</p>
--

**THANK YOU VERY MUCH FOR YOUR COOPERATION AND SHARING OF INFORMATION.**

**BAHAGIAN A : PROFIL RESPONDEN**

SECTION A : RESPONDENT PROFILE

**Bahagian ini bertujuan untuk mengenalpasti profil responden.***This section intends to identify the respondent profile.*

1. Jantina (Gender) :  1 Lelaki (Male)  2 Perempuan (Female)
2. Umur (Age) :   Tahun (Years old)
3. Bangsa (Race) :  1 Melayu (Malay)  2 Cina (Chinese)  
 3 India (India)  4 Lain-lain (Others)
4. Agama (Religion) :  1 Islam (Muslim)  2 Buddha (Buddhism)  
 3 Hindu (Hindu)  4 Lain-lain (Others)
5. Warganegara (Citizen) :  1 Malaysia (Malaysia)  2 Lain-lain (Others)
6. Status Perkahwinan (Marital Status) :  1 Berkahwin (Married)  2 Bujang (Single)
7. Adakah anda pemilik syarikat ini ? (Do you own this company?) :  1 Ya (Yes)  2 Tidak (No)
8. Jawatan (Designation) :  1 Ketua Pegawai Eksekutif (Chief Executive Officer)  
 2 Ketua Pegawai Operasi (Chief Operation Officer)  
 3 Pengarah Urusan (Managing Director)  
 4 Pengurus Besar (General Manager)  
 5 Pengarah Eksekutif (Executive Director)  
 6 Pengurus (Manager)
- Jawatan pengurusan selain di atas, sila nyatakan :  
(Managerial position other than above designation, please state):
- \_\_\_\_\_
9. Tempoh memegang jawatan terkini :  1 kurang daripada 2 tahun (less than 2 years)  
(Duration of current position)  2 2 hingga 5 tahun (2 until 5 years)  
 3 6 hingga 10 tahun (6 until 10 years)  
 4 Lebih daripada 10 tahun (more than 10 years)
10. Tempoh pengalaman bekerja :  1 Kurang daripada 2 tahun (less than 2 years)  
(Duration of working experiences)  2 2 hingga 5 tahun (2 until 5 years)  
 3 6 hingga 10 tahun (6 until 10 years)  
 4 Lebih daripada 10 tahun (more than 10 years)

11. Kelayakan Akademik Tertinggi  
(Highest Academic Qualification) :
- |                          |                         |                          |                     |
|--------------------------|-------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | 1 LCE/ SRP/ PMR         | <input type="checkbox"/> | 2 MCE / SPM         |
| <input type="checkbox"/> | 3 Sijil (Certificate)   | <input type="checkbox"/> | 4 Diploma (Diploma) |
| <input type="checkbox"/> | 5 Sarjana Muda (Degree) | <input type="checkbox"/> | 6 Sarjana (Master)  |
| <input type="checkbox"/> | 7 Ph.D                  |                          |                     |
- 8 Lain-lain, sila nyatakan (Others, please specify) :
- \_\_\_\_\_

**BAHAGIAN B : PROFIL SYARIKAT**

SECTION B : COMPANY PROFILE

**Bahagian ini bertujuan untuk mengenalpasti profil syarikat.***(This section intends to identify the company's profile).*

1. Nama dan alamat berdaftar syarikat (Company's name and registered address):

\_\_\_\_\_

\_\_\_\_\_

2. Tel. Pejabat (Office phone) :

3. Tel. Bimbit (Mobile phone) :

4. Emel (E-mail) : \_\_\_\_\_

5. Sila tandakan satu sub-sektor (✓) mengikut kategori sektor syarikat anda:  
*Please tick one sub-sector (✓) in the category of your companies:*

- a) Pembuatan (Manufacturing)
- |                          |                       |
|--------------------------|-----------------------|
| <input type="checkbox"/> | 1 Perkayuan (Timber)  |
| <input type="checkbox"/> | 2 Perabot (Furniture) |
| <input type="checkbox"/> | 3 Plastik (Plastic)   |
- b) Perkhidmatan Awam (Public Service)
- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 4 Kemudahan Air (Water Facilities)          |
| <input type="checkbox"/> | 5 Perkhidmatan Kesihatan (Health Services)  |
| <input type="checkbox"/> | 6 Membaikpulih kenderaan (Vehicle Workshop) |
- c) Pembinaan (Construction)
- |                          |                    |                          |                     |
|--------------------------|--------------------|--------------------------|---------------------|
| <input type="checkbox"/> | 7 Gred 4 (Grade 4) | <input type="checkbox"/> | 9 Gred 6 (Grade 6)  |
| <input type="checkbox"/> | 8 Gred 5 (Grade 5) | <input type="checkbox"/> | 10 Gred 7 (Grade 7) |

3. Bagi sektor pembuatan dan perkhidmatan awam, sila tandakan (✓) pada kategori bilangan pekerja di bawah. (For the manufacturing sector and public services, please tick (✓) the category of number of employees below).

- a) Pembuatan (Manufacturing)
- |                          |                                      |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | 1 5 hingga 75 (5 to 75)              |
| <input type="checkbox"/> | 2 75 hingga 200 (75 to 200)          |
| <input type="checkbox"/> | 3 Lebih daripada 200 (more than 200) |



b) Perkhidmatan Awam ( <i>Public Service</i> )	<input type="checkbox"/>	1 5 hingga 30 ( <i>5 to 30</i> )
	<input type="checkbox"/>	2 30 hingga 75 pekerja ( <i>30 to 75</i> )
	<input type="checkbox"/>	3 Lebih daripada 75 pekerja ( <i>more than 75</i> )

**BAHAGIAN C : HAZARD DI TEMPAT KERJA**

SECTION C : HAZARD AT WORKPLACE

**Bahagian ini bertujuan untuk mengetahui jenis hazard di syarikat anda.***This section intends to identify the types of hazards at your company.***Sila tandakan (✓) tiga (3) jenis hazard utama yang wujud di syarikat anda.***Please tick (✓) three (3) main hazards that exist in your company.*

**Nota : Hazard bermakna sesuatu punca/keadaan yang mempunyai potensi mendatangkan mudarat dalam bentuk kecederaan atau kesihatan yang buruk kepada manusia, kerosakan harta atau gabungan daripada mana-mana mudarat tersebut.**

*Note : Hazard means a source or a situation with a potential for harm in terms of human injury or ill health, damage to property or a combination of these.*

*\*[Source: Guidelines for Hazards Identification, Risk Assessment and Risk Control, DOSH 2008]*

No	Pernyataan ( <i>Statements</i> )	Tandakan (✓) Tick (✓)
1	<b>Fizikal</b> ( <i>Physical</i> )  (Contoh: Terdedah kepada permukaan peralatan yang tajam, yang boleh menimpa /menyempit, permukaan yang licin, bunyi bising) ( <i>Example: Exposed to equipment surface that is sharp, that can befall / narrow, slippery surfaces, noise</i> )	
2	<b>Kimia</b> ( <i>Chemical</i> )  (Contoh: Pendedahan kepada bahan kimia yang berbahaya seperti bahan toksik, pelarut, asid – dalam bentuk cecair, kebuk wasap atau pepejal) ( <i>Example: Exposure to chemical substance that is dangerous such as toxic, solvents, acids - in the form of liquid, fume or solid</i> )	
3	<b>Biologi</b> ( <i>Biological</i> )  (Contoh: Pendedahan kepada virus /bakteria/kulat/haiwan berbisa) ( <i>Example: Exposure to virus / bacteria / fungi / animal venomous</i> )	
4	<b>Ergonomik</b> ( <i>Ergonomic</i> )  (Contoh: Pergerakan yang berulang, bekerja di ruang yang sempit, postur badan yang tidak semulajadi seperti kerja membongkok/ mengangkat barang berat) ( <i>Example: repetitive movements, working in a narrow space, which is not a natural posture like bending work / lift heavy stuff</i> )	
5	<b>Psiko-sosial</b> ( <i>Psychosocial</i> )  (Contoh: Tekanan kerja, masalah peribadi, gangguan seksual, keganasan ditempat kerja) ( <i>Example: Work pressure, personal issues, sexual harassment, violence at workplace</i> )	

**BAHAGIAN D : KAWALAN HAZARD**  
SECTION D : CONTROL OF HAZARD

**Bahagian ini bertujuan untuk mengetahui kekerapan bagi setiap kaedah kawalan hazard yang pernah dilaksanakan di syarikat anda.**

*This section intends to identify how frequent each hazard control has been implemented in your company.*

<p><b>Sila tandakan (✓) pada kotak yang berkenaan.</b> Please tick (✓) accordingly. *(Source: Handbook of Research Methodology, Zamalia Mahmud 2008) Note : *(Source: Guidelines for Hazards Identification, Risk Assessment and Risk Control, DOSH 2008)</p>					
<b>Skala</b> Scale	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Petunjuk Legend	Tidak pernah Never	Jarang Rarely	Kadang kala Sometimes	Kerap Often	Sangat kerap Very often

No	Kaedah Kawalan	1	2	3	4	5
<b>1</b>	<b>Penghapusan<sup>1</sup> / Elimination<sup>1</sup></b> <sup>1</sup> Meningkirkan penggunaan bahan/alat atau proses yang berhazard <sup>1</sup> Getting rid of hazardous job, tools, process, machine or substances					
<b>2</b>	<b>Penggantian<sup>2</sup> / Substitution<sup>2</sup></b> <sup>2</sup> Penggantian alatan / bahan / proses dengan yang lebih selamat <sup>2</sup> Replacing equipment/ materials/ process with something less hazardous					
<b>3</b>	<b>Kawalan Kejuruteraan<sup>3</sup> / Engineering Control<sup>3</sup></b> <sup>3</sup> Pengubahsuaian jentera atau alatan <sup>3</sup> Modification of machineries or equipment					
<b>4</b>	<b>Kawalan Pentadbiran<sup>4</sup> / Administrative Control<sup>4</sup></b> <sup>4</sup> Penggunaan arahan dan latihan <sup>4</sup> Provision of instruction and training					
<b>5</b>	<b>Alat Pelindung Diri<sup>5</sup> / Personal Protective Equipment<sup>5</sup></b> <sup>5</sup> Penggunaan alat pelindung diri seperti pelindung mata, sarung tangan dan kasut keselamatan <sup>5</sup> Provides personal protective equipment e.g: safety goggle, safety glove and safety shoes.					

**BAHAGIAN E : FAKTOR YANG MENGHALANG PERANAN MAJIKAN UTAMA DALAM PELAKSANAAN KKP**

SECTION E : FACTORS THAT PREVENTS THE PRINCIPAL EMPLOYER IN OSH IMPLEMENTATION

**Bahagian ini bertujuan untuk mengetahui faktor yang menghalang peranan majikan utama dalam melaksanakan tanggungjawab dalam pelaksanaan KKP.**

*This section intends to identify factors that prevent the employers' roles in OSH implementation.*

**Sila tandakan (✓) halangan dalam pelaksanaan pengurusan KKP di syarikat anda.**

*Please tick (✓) barriers in OSH implementation in your company.*

No	Halangan (Barriers)	Tandakan (✓) (Tick (✓) )
1	Sikap pekerja yang tidak mematuhi arahan berkaitan KKP. <i>Workers not following OSH instructions.</i>	
2	Tahap kesedaran yang rendah terhadap KKP. <i>Low awareness level towards OSH.</i>	
3	Tahap pengetahuan KKP yang rendah. <i>Low level of OSH knowledge.</i>	
4	Peruntukan kewangan yang terhad bagi pelaksanaan KKP. <i>Limited budget provision for OSH implementation.</i>	
5	Kekurangan pekerja mahir untuk melaksanakan KKP. <i>Limited skilled workers in OSH implementation.</i>	
6	Lebih mengutamakan kepentingan projek/pengeluaran daripada aspek KKP. <i>Priority given to project/production rather than OSH aspect.</i>	
7	Kesukaran pekerja asing memahami arahan KKP. <i>Difficulty in understanding OSH instructions by foreign workers.</i>	
8	Keadaan kerja tidak membenarkan pelaksanaan KKP. <i>Work condition does not permit OSH implementation.</i>	

Sila tandakan (✓) tahap persetujuan anda terhadap pernyataan berikut (Untuk Bahagian F, G, H dan I sahaja)						
Please tick (✓) your level of agreement toward the following statements (For Section F, G, H and I only)						
Skala Scale	1	2	3	4	5	6
Petunjuk Legend	Sangat tidak setuju <i>Strongly disagree</i>	Tidak setuju <i>Disagree</i>	Agak tidak bersetuju <i>Somewhat disagree</i>	Agak bersetuju <i>Somewhat agree</i>	Bersetuju <i>Agree</i>	Sangat bersetuju <i>Strongly agree</i>

**BAHAGIAN F : KOMITMEN PENGURUSAN**

SECTION F : MANAGEMENT COMMITMENT

**Bahagian ini adalah bertujuan untuk mengukur komitmen pengurusan terhadap keselamatan dan kesihatan pekerjaan (Seksyen 15, AKKP 1994).**

*This section intends to measure management's commitment towards safety and health (Section 15, OSHA 1994).*

No	Pernyataan (Statements)	1	2	3	4	5	6
1	Saya sentiasa memberi keutamaan ke atas aspek KKP terhadap semua urusan operasi syarikat. <i>I always give priority on OSH aspect towards all operation of the company.</i>						
2	Saya melibatkan diri dalam program berkaitan KKP (Contoh: ceramah, bengkel, persidangan). <i>I am always involved in OSH programs (e.g. talk, workshop, conference)</i>						
3	Saya memastikan setiap pekerja menerima latihan berterusan berkaitan KKP di tempat kerja. <i>I ensure every employee receives continuous training related to OSH at the workplace.</i>						
4	Saya melantik kakitangan khusus untuk mengkoordinasi pengurusan KKP di syarikat saya. <i>I appoint specific staff to co-ordinate OSH management in my company.</i>						
5	Saya turut serta dalam proses penilaian risiko terhadap aspek KKP di tempat kerja. <i>I participate in the OSH risk assessment process towards OSH aspect at the workplace.</i>						
6	Saya memastikan kawalan risiko KKP dilaksanakan berdasarkan prinsip hierarki kawalan. <i>I ensuring OSH risk control implemented based on the principle of hierarchy of controls.</i>						
7	Saya memperuntukkan sumber kewangan tahunan yang mencukupi untuk tujuan KKP. <i>I allocate adequate financial resources annually for OSH purposes.</i>						
8	Saya memastikan pelan tindakan kecemasan dilaksanakan dengan berkesan. <i>I ensure emergency response plans are carried out effectively.</i>						
9	Saya sentiasa mencari kaedah baru untuk menambahbaik sistem pengurusan KKP di syarikat ini. <i>I always find new method towards improvement of OSH management in this company.</i>						
10	Saya sentiasa mengambil tindakan susulan terhadap amalan kerja selamat di syarikat ini. <i>I always follow-up towards safe work practice in this company.</i>  (Contoh : laporan bulanan KKP, laporan penyiasatan kemalangan, laporan audit, laporan penutupan ketakakuran) <i>(E.g. : OSH monthly report, accident investigation report, audit report, non-conformity closing report)</i>						
11	Saya memastikan sistem pengurusan KKP ada kaitan dengan pengurangan kadar kemalangan di syarikat ini. <i>I ensure OSH management system related to reduction of accident rate in this company.</i>						
12	Saya memastikan sistem pengurusan KKP dapat meningkatkan keuntungan pada syarikat ini. <i>I ensure OSH management system is able to increase profit in this company.</i>						

13	Saya memastikan syarikat mendapat persijilan system pengurusan KKP untuk meningkatkan imej syarikat <i>I ensure this company get OSH management system certification in order to elevate company's image.</i>						
14	Saya suka menggunakan sistem aplikasi mudah alih sebagai landasan untuk mendapatkan maklumat KKP <i>I prefer to use mobile application system to obtain OSH information</i>						
15	Saya suka menghadiri latihan/seminar bagi menambah pengetahuan KKP <i>I prefer to attend training/seminar in order to enhance knowledge about OSH</i>						
16	Saya sentiasa mengambil peluang untuk melibatkan diri dalam program KKP daripada luar secara berbayar. <i>I always take the opportunity to participate in paid external OSH programmes.</i>						
17	Saya sentiasa mengambil peluang untuk melibatkan diri dalam program KKP daripada luar secara percuma <i>I always take the opportunity to participate in free external OSH programmes.</i>						
18	Saya sentiasa memastikan aspek KKP dimasukkan dalam penilaian prestasi tahunan syarikat saya. <i>I always ensure OSH aspect are included in the company's performance evaluation</i>						

(Source: Section 15, OSHA 1994 / Clause 3.3.3, 3.3.4, MS 1722)

## BAHAGIAN G : KOMUNIKASI KKP

SECTION G : OSH COMMUNICATION

**Bahagian ini adalah bertujuan untuk mengenalpasti mekanisme penambahbaikan yang sesuai melalui komunikasi berkesan bagi memperkasa peranan majikan utama** *This section intends to identify suitable mechanism through effective communication in order to empower the roles of principal employer.*

(Source: Section 15, OSHA 1994/ MS 1722 Clause 3.2.4, MS1722)

No	Pernyataan (Statements)	1	2	3	4	5	6
1	Saya sentiasa memastikan maklumat KKP disampaikan kepada semua pekerja. (Contoh: pengajaran yang diperolehi daripada insiden, perlabelan, tanda amaran, risalah data keselamatan) <i>I always ensure OSH information is delivered to all workers. (Example: lesson learnt form the incident, labelling, warning signage, SDS)</i>						
2	Saya sentiasa memastikan maklumat KKP disampaikan kepada pihak yang berkepentingan. (Contoh: kontraktor, pihak berkuasa, penduduk sekitar, pelanggan) <i>I always ensure OSH information is delivered to interested parties. (Example: contractor, authorities, neighbourhood, client)</i>						
3	Saya memerlukan maklum balas daripada pekerja terhadap hazard di tempat kerja. <i>I require employee feedback regarding hazard in workplace.</i>						

4	Saya sentiasa mengambil inisiatif menghubungi pihak berkuasa untuk mendapatkan maklumat berkaitan KKP. <i>I always take initiatives to contact authorities to get information relating to OSH.</i>						
5	Saya sentiasa bekerjasama dengan persatuan industri dan badan bukan kerajaan dalam program berkaitan KKP. <i>I always cooperate with industry associations and non-governmental organizations in programmes relating to OSH.</i>						
6	Saya memastikan maklumat berkenaan kecemasan disampaikan kepada semua pekerja dan orang berkenaan. <i>I ensure information related to emergency drills are delivered to all employees and related person.</i>						
7	Saya sentiasa memastikan maklumat berkaitan latihan KKP disampaikan kepada semua pekerja. <i>I ensure information related to OSH training are delivered to all employees and related person</i>						
8	Saya sentiasa berbincang hal-hal berkaitan KKP dengan pekerja. <i>I always discuss about OSH matters with the employees.</i>						
9	Saya memastikan semua maklumat berkaitan sistem kerja selamat (contoh: permit bekerja, prosedur, arahan kerja) disampaikan kepada semua pekerja. <i>I ensure all information regarding safe work system (example: permit to work, procedure, SOP work instruction) are delivered to all workers.</i>						

(Source: Section 15, OSHA 1994/ MS 1722 Clause 3.2.4, MS1722)

## BAHAGIAN H : PEMATUHAN KKP

SECTION H : OSH COMPLIANCE

**Bahagian ini adalah bertujuan untuk mengenalpasti peranan majikan utama dalam mempraktikkan pematuhan perundangan KKP**

*This section intend to identify the roles of principle employer in practicing compliance to OSH legislation*

No	Pernyataan (Statements)	1	2	3	4	5	6
1.	Saya sentiasa memastikan keperluan perundangan KKP dipatuhi. <i>I always ensure that OSH legal requirements are complied with.</i>						
2.	Saya sentiasa memastikan setiap kemalangan disiasat dengan segera untuk mengenalpasti punca sebenar kemalangan <i>I always ensure every accident is investigated as soon as possible in order to identify its root cause</i>						
3.	Saya sentiasa memastikan laporan tahunan kemalangan dihantar kepada pihak JKKP setiap tahun. <i>I always ensure that annual accident report is submitted to DOSH yearly.</i>						

4.	Saya memastikan sebarang kemalangan serius/ kejadian berbahaya/ penyakit pekerjaan/ keracunan pekerjaan dilaporkan kepada JKKP dalam tempoh yang ditetapkan <i>I ensure that any serious accident/ dangerous occurrence/ occupational diseases/ occupational poisoning are reported to DOSH within stipulated time.</i>						
5.	Saya memastikan rekod KKP disimpan mengikut tempoh masa yang ditetapkan oleh undang-undang KKP <i>I always ensure OSH records are kept according to duration of time stipulated by OSH legislation</i>						
6.	Saya memastikan tindakan pembetulan dan pencegahan diambil dengan segera berdasarkan laporan siasatan kemalangan/ pemeriksaan tempat kerja/ audit <i>I ensure immediate corrective and preventive actions are taken based on the accident investigation/ workplace inspection/ audit reports.</i>						
7.	Saya memastikan setiap pekerja diberi latihan KKP. <i>I ensure that all employees are given OSH training.</i>						
8.	Saya memastikan latihan kompetensi diberi kepada pekerja-pekerja tertentu. <i>I ensure that competency training are given to specific employees</i>						
9.	Saya memastikan persekitaran pekerjaan yang selamat disediakan untuk semua pekerja. <i>I ensure that safe working environment is provided for all employees.</i>						
10.	Saya memastikan kemudahan (Contoh: kantin, sanitari, peti pertolongan kecemasan) disediakan untuk semua pekerja. <i>I ensure that facilities (e.g canteen, sanitary, first aid box) is provided for all employees.</i>						
11.	Saya memastikan kebajikan (Contoh: ahli bantuan kecemasan, air minuman) disediakan untuk semua pekerja. <i>I ensure that welfare (e.g first aider, drinking water) is provided for all employees.</i>						
12.	Saya sentiasa mempraktikkan amalan terbaik KKP. (Contoh: Sistem Pengurusan KKP, Kod Amalan dan Garis Panduan) <i>I always implement OSH best practice (e.g. OSH Management Systems, Code of Practice and Guidelines).</i>						
13.	Saya melaksanakan Sistem Pengurusan KKP. <i>I implement OSH Management Systems.</i>						
14.	Saya sentiasa menggunakan Kod Amalan KKP. <i>I always used OSH Code of Practice.</i>						
15.	Saya sentiasa merujuk Garis Panduan KKP <i>I always refer OSH Guidelines</i>						
16.	Saya memastikan setiap kontraktor terlatih dalam KKP. <i>I ensure that all contractors are trained in OSH.</i>						
17.	Saya memastikan setiap kontraktor diberi taklimat KKP. <i>I ensure that all contractors are given OSH briefing.</i>						
18.	Saya memastikan setiap kontraktor dikawal selia dalam aspek pematuhan KKP. <i>I ensure that all contractors are supervised in aspect of OSH legislation.</i>						

(Source: Section 15, OSHA 1994/ Clause 3.2.2, 3.3.3, 3.4.2, 3.5, MS 1722)

**BAHAGIAN I : TINGKAH LAKU**  
SECTION I : BEHAVIOUR

**Bahagian ini adalah bertujuan untuk mengenalpasti peranan majikan utama dalam tingkahlaku**  
*This section intends to identify the roles and behaviour of principal employer in OSH implementation.*

No	Pernyataan (Statements)	1	2	3	4	5	6
1	Saya sentiasa mengukur keberkesanan pelaksanaan program KKP. <i>I always measure the effectiveness of implementation of the OSH programmes.</i>						
2	Saya sentiasa menyediakan insentif kepada pekerja yang menunjukkan prestasi yang cemerlang dalam KKP. <i>I always provide incentives to employees who demonstrate excellent performance in OSH.</i>						
3	Saya sentiasa memberi motivasi melalui program khas kepada semua lapisan pekerja untuk meningkatkan prestasi KKP. <i>I always give motivation through special programme to all levels of employees in order to improve OSH performance.</i>						
4	Saya sentiasa mengambil tindakan terhadap pekerja yang melanggar peraturan KKP berdasarkan polisi syarikat. <i>I always take appropriate action on employees who violated OSH rules based</i>						
5	Saya sentiasa bersedia menerima pandangan pekerja berkenaan penambahbaikan KKP. <i>I am always receptive to employees' views regarding OSH improvement.</i>						
6	Saya menyediakan sesi kaunseling kepada pekerja yang bermasalah dalam mempraktikkan KKP. <i>I provide counselling session to employees who have problems in practicing</i>						
7	Saya sentiasa menjadikan KKP sebagai kriteria penilaian prestasi tahunan pekerja <i>I always consider OSH as a criteria for evaluation of employees' annual appraisal</i>						
8	Saya sentiasa mengutamakan keperluan KKP dalam membuat semua keputusan berkenaan operasi syarikat <i>I always give priority to OSH needs in making all decisions relating to company's operation</i>						

*(Source: Section 15, OSHA 1994/ Clause 3.4.2, MS 1722)*

**BAHAGIAN J : LAIN-LAIN**  
SECTION J : OTHERS

**Bahagian ini adalah bertujuan untuk mengenalpasti maklumat-maklumat lain yang berkaitan dengan peranan majikan utama.**

*This section intend to identify other information that relates to the roles of principle employer.*

1. Adakah terdapat sebarang kejadian kemalangan di tempat kerja di syarikat anda dalam tempoh 3 tahun terakhir? *(Is there any occurrence of workplace accident(s) at your company within the last 3 years?)*

1 Ya (Yes)  2 Tidak (No)

Jika ya, nyatakan bilangan kemalangan yang berlaku :

*(If yes, please state the number of accident(s) occurred.)*



2. Sila nyatakan tentang kesesuaian kaedah/produk yang diperlukan untuk memperkasakan peranan majikan utama dalam pelaksanaan KKP di tempat kerja. Sila beri jawapan mengikut skala yang dinyatakan dalam jadual berikut.

*(Please indicate the suitability of method/product needed for empowering the principal employer's roles in Implementing OSH at workplace. Please provide your answers according to the scales as stated at the following Table).*

No	Kaedah/ Produk (Method/Product)	Tidak Sesuai (Not Suitable) [1]	Sesuai (Suitable) [2]	Sangat Sesuai (Most Suitable) [3]
1	Buku panduan (Guide book)			
2	Senarai semak kepimpinan sendiri (Self-Leadership Checklist)			
3	Latihan kepimpinan KKP (OSH leadership training)			
4	Sistem penarafan bintang kepimpinan KKP (OSH leadership star rating system)			
5	Dialog bersama warga pekerja/ Penglibatan dengan pekerja (contoh: maklumbalas tentang peluang penambahbaikan KKP, maklumbalas 360°) <i>Dialogue with employees/ Engagement with employees (e.g. OSH Opportunity For Improvement feedback, 360° feedback)</i>			
6	Penguatkuasaan perundangan KKP (OSH Legislation enforcement)			

3. Jika bersesuaian, adakah anda akan menggunakan produk tersebut jika ia dibangunkan ?  
*( If suitable, will you use the product if it is developed ?)*

1 Ya (Yes)     2 Tidak (No)

4. Adakah anda mempunyai cadangan untuk membangunkan kaedah/produk lain? Sila nyatakan.  
*( Do you have suggestion to develop other method/products? Please state?)*

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**Sila beri cadangan untuk tujuan penambahbaikan kajian ini.  
Please provide suggestions for the improvement of this study.**

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**Terima Kasih dengan kerjasama anda.  
Thank you for your cooperation.**

## **Appendix 2: QUESTIONNAIRE 2**

# **ERGONOMICS ANALYSIS OF MUSCULOSKELETAL DISORDERS (MSDs) CASES IN MALAYSIA: A SURVEY OF EMPLOYER KNOWLEDGE, ATTITUDE, AND PRACTICES**



## ERGONOMICS ANALYSIS OF MUSCULOSKELETAL DISORDERS (MSDs) CASES IN MALAYSIA: A SURVEY OF EMPLOYER KNOWLEDGE, ATTITUDE, AND PRACTICES

### **INTRODUCTION (PENGENALAN):**

This survey is a part of ‘**Knowledge, Attitude & Practices (KAP)**’ of MSDs in Malaysia study. This study aims to evaluate your level of knowledge on MSDs, attitude towards MSDs, and MSDs prevention practices. The information obtained will be used for research purpose only.

*Soal selidik ini adalah sebahagian daripada kajian **Pengetahuan, Sikap & Amalan (KAP)** berkenaan MSDs di Malaysia. Kajian ini bertujuan menilai tahap pengetahuan anda mengenai MSDs, sikap terhadap MSDs & amalan pencegahan MSDs. Maklumat yang diperoleh akan digunakan untuk tujuan penyelidikan sahaja.*

### **INSTRUCTION (ARAHAN):**

This questionnaire consists of 4 sections; **Sociodemographic Information, Knowledge of MSDs, Attitude towards MSDs & MSDs Prevention Practices**. Please read the questions carefully before answering.

*Soal selidik ini terdiri daripada 4 bahagian; **Maklumat Sosiodemografi, Pengetahuan tentang MSDs, Sikap terhadap MSDs & Amalan Pencegahan MSDs**. Sila baca soalan dengan teliti sebelum menjawab.*

## SECTION 1: SOCIODEMOGRAPHIC INFORMATION

**Please tick (✓) in the appropriate box or fill in the blank.**

*Sila tandakan (✓) di dalam kotak yang sesuai atau isikan tempat kosong.*

1. Gender:  Male  Female
2. Age (years):  < 25  25-34  35-44  45-54  55-64
3. What is the type of manufacturing industry you are currently involved?  
 Food & beverages  Metal  Wood  Leather  Paper  Automotive  
 Clothing & textiles  Chemicals  Plastics  Electronics  Others: \_\_\_\_\_
4. Highest education level:  
 SPM  STPM/Matriculation  Technical/Vocational training  Diploma  
 Bachelor's degree  Master's degree  Doctorate degree  Others: \_\_\_\_\_
5. Years of experience in current job?  
 < 1  1-3  4-6  7-9  10-12  13-15  > 15
6. Years employed in health and safety related works?  
 < 1  1-3  4-6  7-9  10-12  13-15  > 15

## SECTION 2: KNOWLEDGE OF MSDs

**This section aims to evaluate your current knowledge of MSDs. Please circle your choice of answer.**

*Seksyen ini bertujuan menilai pengetahuan semasa anda mengenai MSDs. Sila bulatkan pilihan jawapan anda.*

Statement	Choice of Answer		
	True	False	Not sure
7. MSDs is a disorder that affect body movement or musculoskeletal system <i>MSDs adalah gangguan yang menjejaskan pergerakan badan atau sistem otot</i>	T	F	NS
8. MSDs occur when the body physical ability is higher than mechanical workload <i>MSDs berlaku apabila kemampuan fizikal badan lebih tinggi daripada beban kerja mekanikal</i>	T	F	NS
9. There is a law in Malaysia to protect workers from MSDs in the workplace <i>Terdapat undang-undang dalam Malaysia yang melindungi pekerja dari MSDs di tempat kerja</i>	T	F	NS
10. Productivity may decrease due to MSDs <i>Produktiviti akan berkurang disebabkan MSDs</i>	T	F	NS
11. MSDs may affect morale and work ethic <i>Moral dan etika kerja boleh dipengaruhi MSDs</i>	T	F	NS
12. MSDs can occur if employee is exposed to: <i>MSDs boleh berlaku jika pekerja terdedah kepada:</i>			
a. Repetitive motion <i>Pergerakan berulang-ulang</i>	T	F	NS
b. Prior history of broken bones <i>Pernah mengalami patah tulang</i>	T	F	NS
c. Inadequate break time <i>Tempoh rehat daripada kerja tidak mencukupi</i>	T	F	NS
d. Awkward body posture <i>Postur badan janggal/kekok</i>	T	F	NS
13. Employee will recover to normal if no longer exposed to MSDs risk factors <i>Pekerja akan pulih seperti biasa jika tidak lagi terdedah kepada faktor risiko MSDs</i>	T	F	NS
14. The following are MSDs symptoms: <i>Berikut adalah simptom MSDs:</i>			
a. Severe headaches <i>Sakit kepala yang teruk</i>	T	F	NS
b. Tingling or vibration on whole body, hands, or legs <i>Denyutan atau getaran pada seluruh badan, tangan atau kaki</i>	T	F	NS
c. Stiff or strain of muscle on whole body, hands, or legs <i>Kekejangan otot pada seluruh badan, tangan, atau kaki</i>	T	F	NS
15. The following is the correct way to treat MSDs: <i>Berikut merupakan kaedah yang betul untuk merawat MSDs:</i>			
a. Anti-inflammatory medications <i>Ubat-ubatan anti-radang</i>	T	F	NS
b. Muscle strengthening and stretching exercise <i>Senaman regangan dan menguatkan otot</i>	T	F	NS
c. Occupational or physical therapy <i>Terapi pekerjaan atau fizikal</i>	T	F	NS

### SECTION 3: ATTITUDE TOWARDS MSDs

The following statements describe viewpoints toward MSDs. Circle the extent of your agreement based on the scale (1: Strongly disagree, 2: Disagree, 3: Neutral, 4: Agree, 5: Strongly agree)

Pernyataan di bawah menggambarkan pandangan terhadap MSDs. Bulatkan tahap persetujuan anda berdasarkan skala (1: Sangat tidak bersetuju, 2: Tidak setuju, 3: Neutral, 4: Setuju, 5: Sangat setuju)

Statement	Choice of Answer				
	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
16. Employee is responsible to know MSDs risks and symptoms by himself <i>Pekerja bertanggungjawab untuk mengetahui tentang risiko dan simptom MSDs dengan sendiri</i>	1	2	3	4	5
17. I assign work to employee according to their physical abilities <i>Saya memberi tugas bersesuaian dengan keupayaan fizikal pekerja</i>	1	2	3	4	5
18. There is good communication here about MSDs and safety issues which influence works <i>Komunikasi yang baik berkenaan isu MSDs dan keselamatan kerja wujud di sini</i>	1	2	3	4	5
19. Changes aimed to reduce MSDs are probably to be successful <i>Perubahan bertujuan mengurangkan MSDs mungkin berkesan</i>	1	2	3	4	5
20. I am not concerned about MSDs early treatment because it may cure by itself <i>Saya tidak kisah tentang rawatan awal MSDs kerana ia boleh sembuh dengan sendirinya</i>	1	2	3	4	5
21. I don't need to change the way employee work due to MSDs injuries <i>Saya tidak perlu mengubah cara bekerja pekerja kerana kecederaan MSDs</i>	1	2	3	4	5
22. Some health and safety rules are not really effective <i>Beberapa peraturan kesihatan dan keselamatan tidak benar-benar efektif</i>	1	2	3	4	5
23. My knowledge regarding the prevention and detection of MSDs is current and sufficient <i>Pengetahuan saya mengenai pencegahan dan pengesanan MSDs adalah terkini dan mencukupi</i>	1	2	3	4	5
24. Training and education on minimizing MSDs risks should be done regularly <i>Latihan dan pendidikan mengurangkan risiko MSDs perlu dilakukan secara berkala</i>	1	2	3	4	5
25. The advantage of taking action to reduce MSDs are likely to exceed the costs <i>Faedah mengambil tindakan mengurangkan MSDs mungkin melebihi kos</i>	1	2	3	4	5
26. I'm sure it's only a matter of time before employee develop MSDs from work <i>Saya pasti lambat laun pekerja akan mengalami MSDs dari tugas kerja</i>	1	2	3	4	5
27. I consider MSDs prevention and safety are as important as production works <i>Saya menganggap pencegahan MSDs dan keselamatan sama penting dengan kerja pengeluaran</i>	1	2	3	4	5
28. Some health and safety rules and procedures don't need to be obeyed to get the job done safely <i>Beberapa peraturan dan prosedur kesihatan dan keselamatan tidak perlu diikuti untuk menyelesaikan kerja dengan selamat</i>	1	2	3	4	5

29. I always give sufficient time to get the job done safely <i>Saya sentiasa memberi masa mencukupi untuk menyelesaikan kerja dengan selamat</i>	1	2	3	4	5
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#### SECTION 4: MSDs PREVENTION PRACTICE

**The following are questions on degree of MSDs prevention practice in your organization. Circle the frequency of occurrence using the scale (1: Very low (once a year), 2: Low (2 times a year), 3: Moderate (several times a year), 4: High (monthly), 5: Very high (weekly))**

*Berikut merupakan soalan mengenai tahap amalan pencegahan MSDs dalam organisasi anda. Bulatkan kekerapan berlakunya amalan tersebut menggunakan skala (1: Sangat rendah (setahun sekali), 2: Rendah (2 kali setahun), 3: Sederhana (beberapa kali setahun), 4: Tinggi (bulanan), 5: Sangat tinggi (mingguan))*

Statement	Choice of Answer				
	Very low	Low	Moderate	High	Very high
30. How often do you inspect the workplace safety level? <i>Berapa kerapkah anda memantau tahap keselamatan tempat kerja?</i>	1	2	3	4	5
31. How often do you provide body and musculoskeletal system health screening for employee? <i>Berapa kerapkah anda menyediakan pemeriksaan kesihatan badan dan sistem otot untuk pekerja?</i>	1	2	3	4	5
32. How often do you check, advice dan correct employee's bad posture? <i>Berapa kerapkah anda memeriksa, menegur dan membetulkan kesalahan postur badan pekerja?</i>	1	2	3	4	5
33. How often do you study on information related to MSDs? <i>Berapa kerapkah anda mengkaji maklumat tentang MSDs?</i>	1	2	3	4	5
34. How often do you organize seminar, course or talk on MSDs for employee? <i>Berapa kerapkah anda mengadakan seminar, kursus atau ceramah mengenai MSDs untuk pekerja?</i>	1	2	3	4	5
35. How often does you provide training on health and safety for employee? <i>Berapa kerapkah anda mengadakan latihan kesihatan dan keselamatan untuk pekerja?</i>	1	2	3	4	5
36. How often do you give employee short breaks from daily work? <i>Berapa kerapkah anda memberi pekerja rehat pendek dari tugas sehari?</i>	1	2	3	4	5
37. How often do you provide light exercise session for employees during work hours? <i>Berapa kerapkah anda mengadakan sesi senaman ringan untuk pekerja semasa waktu kerja?</i>	1	2	3	4	5
38. I always encourage employee to report unsafe conditions at the workplace <i>Saya sentiasa menggalakkan pekerja untuk melaporkan keadaan kerja yang tidak selamat</i>	1	2	3	4	5
39. I notify upper management of important MSDs and safety issues <i>Saya memaklumkan kepada pihak atasan isu penting MSDs dan keselamatan</i>	1	2	3	4	5
40. I am involved in ongoing evaluation of MSDs and safety <i>Saya terlibat dalam kajian berterusan mengenai MSDs dan keselamatan</i>	1	2	3	4	5

**THANK YOU FOR YOUR COOPERATION**

**TERIMA KASIH DI ATAS KERJASAMA ANDA**

## **Appendix 3: QUESTIONNAIRE 3**

### **STUDY, PROPOSE AND ESTABLISH OSH IMPROVEMENT ACTION PLAN IN SERVICE SECTOR (SMALL AND MEDIUM ENTERPRISE CATEGORY)**

Respondent Code:  
(Kod responden)

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# QUESTIONNAIRE

(BORANG SOAL SELIDIK)

**MENKAJI, MENCADANG, DAN MENYEDIAKAN PELAN  
TINDAKAN PENAMBAHBAIKAN KESELAMATAN  
DAN KESIHATAN PEKERJAAN DI SEKTOR KEMUDAHAN  
(KATEGORI PERINDUSTRIAN KECIL DAN SEDERHANA)**



We believe that one of the most important aspects in incident prevention at Small and Medium Enterprises (SMEs) is to provide a working environment that is safe and healthy. Therefore, this study is conducted to investigate the extent of compliance with Occupational Of Safety and Health (OSH) Legislation for SMEs in the Utilities sector.

To help us meet the intent and purpose of this study, we seek your cooperation to complete the following questionnaire by filling in the spaces provided and tick ( √ ) where applicable.

Thank you for your help and cooperation.

*Kami percaya bahawa salah satu daripada aspek paling penting dalam pencegahan insiden di Perusahaan bersaiz Kecil dan Sederhana (PKS) adalah untuk menyediakan persekitaran kerja yang selamat dan sihat. Oleh yang demikian, kajian ini dijalankan untuk mengetahui tahap pematuhan Keselamatan dan Kesihatan Pekerjaan (KKP) di sektor kemudahan bagi PKS.*

*Bagi membantu kami memenuhi hasrat dan matlamat kajian ini, kami meminta kerjasama anda dalam melengkapkan borang kaji selidik yang berikut dengan mengisi ruang yang disediakan di dalam borang soal selidik ini dan tandakan ( √ ) mana yang berkenaan.*

Terima kasih atas bantuan dan kerjasama anda.

<b>PART A : RESPONDENT'S PROFILE (BAHAGIAN A : PROFIL RESPONDEN)</b>																										
<b>This part intends to identify the respondent's profile.</b> <i>Bahagian ini bertujuan untuk mengenalpasti profil responden.</i>																										
1. Gender ( <i>Jantina</i> )	: <input type="checkbox"/> <sub>1</sub> Male ( <i>Lelaki</i> ) <input type="checkbox"/> <sub>2</sub> Female ( <i>Perempuan</i> )																									
2. IC / Passport Number ( <i>No kad pengenalan/pasport</i> )	: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; background-color: #cccccc;">-</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; background-color: #cccccc;">-</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>									-						-										
								-						-												
3. Age ( <i>Umur</i> )	: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>																									
4. Tel No. office ( <i>No. Tel pejabat</i> )	: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; background-color: #cccccc;">-</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>			-																						
		-																								
5. Mobile ( <i>Tel. Bimbit</i> )	: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; background-color: #cccccc;">-</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>				-																					
			-																							
6. Designation ( <i>Jawatan</i> )	: _____																									
10. Designation Level ( <i>Taraf Jawatan</i> ) :	<input type="checkbox"/> <sub>1</sub> Permanent ( <i>Tetap</i> ) <input type="checkbox"/> <sub>2</sub> Contract ( <i>Kontrak</i> )																									
11. Specialist area ( <i>Bidang kepakaran</i> ):	_____																									
12. Working experience in this company ( <i>Pengalaman Bekerja di syarikat ini</i> ) :	_____ years ( <i>tahun</i> )      _____ month ( <i>bulan</i> )																									
13. Academic Qualification ( <i>Kelayakan akademik</i> ) :	<input type="checkbox"/> <sub>1</sub> SPM <input type="checkbox"/> <sub>2</sub> Certificate ( <i>Sijil</i> ) <input type="checkbox"/> <sub>3</sub> Diploma <input type="checkbox"/> <sub>4</sub> Degree ( <i>Sarjana Muda</i> ) <input type="checkbox"/> <sub>5</sub> Master ( <i>Sarjana</i> ) <input type="checkbox"/> <sub>6</sub> Ph.D <input type="checkbox"/> <sub>7</sub> Other, please specify ( <i>Lain-lain, sila nyatakan</i> ) : _____																									

**PART B: COMPANY PROFILE (BAHAGIAN B: PROFIL SYARIKAT)**

**This part intends to identify the company's profile.**

*Bahagian ini bertujuan untuk mengenalpasti profil syarikat.*

1. Company's name and address (Nama dan alamat syarikat) :

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2. Sector (Sektor) :  Telekomunikasi (Telecommunication)  Elektrik (Electric)  
 Air (Water)  Gas (Gas)  
 Pembetulan (Sewerage)

3. Number of Employees (Bilangan pekerja) :

Male (Lelaki) :

Female (Perempuan) :

4. Main Business (Perniagaan Utama) :

- 1 Pemasangan kabel ( cable installation )  
 2 Pemasangan paip air dan saluran (water pipe and pipeline installation)  
 3 Penyelenggaraan pembetulan (sewerage maintenance)  
 4 Pemasangan paip gas (Gas pipe installation)  
 Lain-lain (Sila Nyatakan) : \_\_\_\_\_

5. Is your company registered with SOSCO? (Adakah syarikat anda berdaftar dengan PERKESO?)

1 Yes (Ya)  2 No (Tidak)

6. Are there any occurrences of workplace accident(s) at your company within the last 3 years?

(Adakah terdapat sebarang kejadian kemalangan di tempat kerja di syarikat anda dalam tempoh 3 tahun terakhir?)

1 Yes (Ya)  2 No (Tidak)

7. If Yes, please state the number of accident(s) occurred. (Jika ya, nyatakan bilangan kemalangan yang berlaku): \_\_\_\_\_

Please tick (✓) in the column provided based on your honest opinion.  
Sila tanda (✓) di dalam ruang yang disediakan berdasarkan kepada pendapat jujur anda.

<b>Scale (Skala)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Status</b>	<b>Strongly disagree</b> <b>(Sangat tidak setuju)</b>					<b>Strongly agree</b> <b>(Sangat setuju)</b>

**PART C: TRAINING AND SUPERVISION (BAHAGIAN C: LATIHAN DAN PENYELIAAN)**

This part intends to identify the OSH training and its effectiveness in training and supervision.  
Bahagian ini bertujuan untuk mengenalpasti latihan KKP dan keberkesanannya di dalam latihan dan penyeliaan.

Sangat tidak setuju → Sangat setuju

No	Statements (Pernyataan)	1	2	3	4	5	6
1	The company has comprehensive OSH training program. <i>Syarikat mempunyai program latihan KKP yang komprehensif.</i>						
2	OSH training is related to the worker's job scope. <i>Latihan KKP berkaitan dengan skop kerja pekerja.</i>						
3	OSH training helps the workers to be more effective in their job. <i>Latihan KKP membantu pekerja menjalankan kerja dengan lebih berkesan.</i>						
4	OSH internal training is easily understood by the workers. <i>Latihan dalaman KKP mudah difahami oleh pekerja.</i>						
5	OSH external training is easily understood by the workers. <i>Latihan luaran KKP mudah difahami oleh pekerja.</i>						
6	All new workers are well trained in OSH. <i>Semua pekerja baharu diberi latihan secukupnya berkaitan dengan KKP.</i>						
7	Supervisors are knowledgeable in OSH. <i>Penyelia mempunyai pengetahuan dalam KKP.</i>						
8	Supervisors always put OSH as their main priority. <i>Penyelia selalu meletakkan KKP sebagai prioriti utama.</i>						
9	The company provides sufficient supervision for worker's OSH. <i>Syarikat menyediakan penyeliaan yang mencukupi untuk KKP pekerja.</i>						
10	The main contractor ensures that this company is practicing OSH. <i>Kontraktor utama memastikan syarikat ini mempraktikkan KKP.</i>						

**PART D: SAFE OPERATING PROCEDURE (SOP) (BAHAGIAN D: PROSIDUR OPERASI SELAMAT (SOP))**

This part intends to identify the effectiveness of SOP's usage in the company.  
Bahagian ini bertujuan untuk mengenalpasti keberkesanan penggunaan SOP dalam syarikat.

Sangat tidak setuju → Sangat setuju

No	Statements (Pernyataan)	1	2	3	4	5	6
1	SOP is available in this company. <i>SOP boleh didapati di dalam syarikat ini.</i>						
2	SOP is accessible by the workers. <i>SOP mudah diakses oleh pekerja.</i>						
3	SOP is easily understood by the workers. <i>SOP mudah difahami oleh pekerja.</i>						
4	The workers are involved in developing SOP. <i>Pekerja terlibat di dalam membangunkan SOP.</i>						
5	The company organise briefing session to workers on how to follow SOP. <i>Syarikat menganjurkan sesi penerangan kepada pekerja untuk mengikut SOP.</i>						
6	The workers always refer to SOP when executing their job. <i>Pekerja selalu merujuk SOP bila menjalankan kerjanya.</i>						

7	The workers always adhere to SOP. <i>Pekerja selalu mematuhi SOP.</i>						
8	The workers have enough time to understand SOP. <i>Pekerja mempunyai masa yang mencukupi untuk memahami SOP.</i>						
9	The contents of SOP meet the jobs needs. <i>Kandungan SOP memenuhi keperluan kerja.</i>						
10	SOP are reviewed and/ or revised as necessary. <i>SOP disemak semula dan/ atau dipinda semula mengikut keperluan.</i>						
11	SOP is developed based on OSH best practices. <i>SOP dibangunkan berdasarkan amalan terbaik KKP.</i>						

**PART E: OSH RISK MANAGEMENT (BAHAGIAN E: PENGURUSAN RISIKO KKP)**

**This part intends to identify the company's OSH Risk Management.**  
**Bahagian ini adalah untuk mengenalpasti pengurusan risiko KKP di syarikat.**

Sangat tidak setuju  Sangat setuju

No	Pernyataan	1	2	3	4	5	6
1.	Safety and health policy has been established at this company. <i>Dasar KKP telah diwujudkan di syarikat ini.</i>						
2.	This policy has been communicated to all employees. <i>Dasar ini telah dimaklumkan kepada setiap pekerja.</i>						
3.	Safety and health committee has been established at this company. <i>Jawatankuasa KKP telah diwujudkan di syarikat ini.</i>						
4.	Safety and health committee meets at least once every 3 months. <i>Jawatankuasa keselamatan dan kesihatan mengadakan mesyuarat sekurang-kurangnya sekali dalam tempoh masa 3 bulan.</i>						
5.	Implementation of workplace inspections were carried out at least once within the last 3 months. <i>Pelaksanaan pemeriksaan tempat kerja telah dilakukan sekurang-kurangnya sekali dalam tempoh 3 bulan terakhir.</i>						
6.	The emergency response plan is provided at each workplace while contractual work is undertaken. <i>Pelan tindakan kecemasan disediakan di setiap tempat kerja ketika kerja-kerja kontrak dijalankan.</i>						
7.	OSH Internal audit have been implemented in this company. <i>Audit dalaman KKP telah dilaksanakan di syarikat ini.</i>						
8.	Safety and health audit in the company has been carried out by the employer that gives the contract. <i>Audit KKP di syarikat ini telah dilaksanakan oleh majikan yang memberi kontrak.</i>						
9.	Each accident during the execution of contractual work has been recorded. <i>Setiap kemalangan sewaktu pelaksanaan kerja-kerja kontrak telah direkodkan.</i>						
10.	Monitoring the effectiveness of OSH program at the company has been implemented. <i>Pemantauan keberkesanan pelaksanaan program KKP di syarikat ini telah dilaksanakan.</i>						
11.	Each audit findings of OSH has been taken appropriate action. <i>Setiap penemuan audit KKP telah di ambil tindakan yang sewajarnya.</i>						
12.	Hazard Identification, Risk Assessment and Risk Control (HIRARC) has been conducted at workplace prior to work commencement.						

	Pengenalpastian hazard, penilaian risiko dan pengawalan risiko (HIRARC) dilakukan di kawasan kerja sebelum kerja dilaksanakan.						
13.	Job Safety Analysis (JSA) has been conducted prior to work commencement. <i>Analisis keselamatan kerja (JSA) dibuat sebelum kerja dilaksanakan.</i>						
14.	OSH risk control is implemented effectively at work place. Pengawalan risiko KKP dilaksanakan dengan berkesan di tempat kerja.						
15.	The company provides adequate Personal Protective Equipment (PPE) for the workers. <i>Syarikat menyediakan Kelengkapan Perlindungan Diri (PPE) yang mencukupi untuk pekerja.</i>						
16.	The company provides appropriate PPE for type of job to be done. <i>Syarikat membekalkan PPE yang bersesuaian dengan jenis kerja yang hendak dilakukan.</i>						
<b>PART F: COMMUNICATION &amp; SAFETY REPORTING (BAHAGIAN F: KOMUNIKASI &amp; LAPORAN KESELAMATAN)</b>							
<p><b>This part intends to identify the company's communication system and manage the safety report.</b>  <b>Bahagian ini adalah untuk mengenalpasti sistem komunikasi dan mengurus laporan keselamatan di syarikat.</b></p> <p style="text-align: center;">                 Sangat tidak setuju <span style="font-size: 2em;">→</span> Sangat setuju             </p>							
No	Statements (Pernyataan)	1	2	3	4	5	6
1.	Any information about OSH has been given to all the employees in this company. <i>Setiap maklumat tentang KKP telah diberikan kepada semua pekerja di syarikat ini.</i>						
2.	Every employee in the company has understood the information about safety and health. <i>Setiap pekerja di syarikat ini telah faham mengenai maklumat tentang keselamatan dan kesihatan.</i>						
3.	The company is ready to receive any feedback from the employee's about safety and health information. <i>Syarikat ini sedia menerima sebarang maklum balas daripada pekerja berkenaan maklumat tentang keselamatan dan kesihatan.</i>						
4.	The company is ready to take any action based on the feedback received from employees. <i>Syarikat ini bersedia mengambil tindakan terhadap maklum balas yang diterima daripada pekerja.</i>						
5.	Any communications with employees related to OSH have been recorded. <i>Sebarang komunikasi dengan pekerja berkaitan dengan KKP telah direkodkan.</i>						
6.	Method of reporting condition or unsafe behavior in the workplace has been communicated to employees. <i>Kaedah pelaporan keadaan atau perlakuan yang tidak selamat di tempat kerja telah dimaklumkan kepada pekerja.</i>						
7.	Complaints about conditions or unsafe behaviors in the workplace are often accepted. <i>Aduan tentang keadaan atau perlakuan yang tidak selamat di tempat kerja kerap diterima.</i>						
8.	Reports received regarding accidents had been acted upon by the company. <i>Laporan kemalangan yang diterima telah diambil tindakan oleh syarikat ini.</i>						
9.	Any accident will be reported to the main contractor. <i>Sebarang kemalangan akan dilaporkan kepada kontraktor utama.</i>						
<b>PART G: MANAGEMENT COMMITMENT (BAHAGIAN F: KOMITMEN PENGURUSAN)</b>							

<b>This part intends to find out the commitment of the company towards OSH practice.</b> <b>Bahagian ini bertujuan untuk mengetahui komitmen syarikat terhadap amalan KKP.</b>							
		Sangat tidak setuju  Sangat setuju					
No	Statements (Pernyataan)	1	2	3	4	5	6
1.	Company's management shows high commitment to comply with OSH legislation. <i>Pengurusan syarikat menunjukkan komitmen yang tinggi untuk mematuhi perundangan KKP.</i>						
2.	The company provides enough financial resources to implement OSH program. <i>Syarikat menyediakan sumber kewangan yang mencukupi untuk melaksanakan program KKP.</i>						
3.	The company provides enough human resources to implement OSH program. <i>Syarikat menyediakan sumber manusia yang mencukupi untuk melaksanakan program KKP.</i>						
4.	The company allocate time to implement OSH program. <i>Syarikat memperuntukkan masa untuk melaksanakan program KKP.</i>						
5.	The company provides incentive(s) when OSH is practiced. <i>Syarikat menyediakan ganjaran apabila KKP diamalkan.</i>						
6.	The company is concern about worker's welfare in OSH. <i>Syarikat mengambil berat terhadap kebajikan pekerja dalam KKP.</i>						
7.	The company takes immediate action on any OSH report. <i>Syarikat mengambil tindakan segera terhadap sebarang laporan KKP.</i>						
<b>PART H: ATTITUDE OF WORKERS TOWARD OSH (BAHAGIAN H: SIKAP PEKERJA TERHADAP KKP)</b>							
<b>This part intends to find out worker's attitude towards OSH.</b> <b>Bahagian ini bertujuan untuk mengetahui sikap pekerja terhadap KKP.</b>							
		Sangat tidak setuju  Sangat setuju					
No	Pernyataan	1	2	3	4	5	6
1.	Workers notify every workplace incident to the supervisor. <i>Pekerja memberitahu setiap insiden di tempat kerja kepada penyelia.</i>						
2.	Workers tend to share their OSH information among themselves. <i>Pekerja cenderung untuk berkongsi maklumat KKP sesama mereka.</i>						
3.	Workers always consider OSH as their main priority before work commencement. <i>Pekerja sentiasa mengambilkira KKP sebagai keutamaan sebelum memulakan kerja.</i>						
4.	Workers would intervene each other if there is any unsafe work practice. <i>Pekerja akan membuat intervensi jika terdapat sebarang amalan kerja yang tidak selamat.</i>						
5.	Workers will act immediately if there is any incidence of casualties. <i>Pekerja akan segera bertindak jika berlaku sebarang kejadian yang tidak diingini.</i>						
<b>SECTION I: THIS SECTION IS TO IDENTIFY PROBLEM(S) ENCOUNTER BY THE COMPANY IN COMPLYING TO OSH LEGISLATION REQUIREMENT.</b>							
<b>BAHAGIAN I: Bahagian ini adalah untuk mengenalpasti masalah-masalah yang dihadapi oleh syarikat ini dalam mematuhi peruntukan perundangan KKP.</b>							
<b>PLEASE TICK (✓) THE PROBLEM(S).</b> <b>Sila tandakan (✓) pada masalah-masalah yang dihadapi.</b>							

No	Statements (Pernyataan)	
1.	Need sufficient financial resources to implement OSH programs. <i>Perlu peruntukan sumber kewangan yang mencukupi untuk melaksanakan program KKP</i>	
2.	Need effective communication between company management and workers. <i>Perlu komunikasi berkesan antara pengurusan syarikat dan pekerja.</i>	
3.	Need effective communication between main contractor and subcontractor. <i>Perlu komunikasi berkesan antara kontraktor utama dan subkontraktor.</i>	
4.	Inadequate safety equipment (include PPE) for work <i>Tidak cukup peralatan keselamatan (termasuk peralatan perlindungan diri) untuk menjalankan kerja</i>	
5.	Need appropriate safety equipment (include PPE) with type of work. <i>Perlu peralatan keselamatan (termasuk peralatan perlindungan diri) yang bersesuaian dengan jenis kerja</i>	
6.	Lack of expertise in the scope of work. <i>Kurang kepakaran dalam bidang kerja yang dijalankan</i>	
7.	High rate of workers turnover from one company to another. <i>Kadar perpindahan pekerja yang tinggi dari satu syarikat ke syarikat lain</i>	
8.	Short period of project time frame. <i>Tempoh projek yang singkat.</i>	
9.	Inappropriate training related to the types of work. <i>Latihan yang tidak bersesuaian dengan jenis kerja.</i>	
10.	Inadequate training related to the types of work. <i>Latihan yang tidak mencukupi dengan jenis kerja.</i>	
<b>Other related problem (Please state)</b> <i>Lain-lain masalah yang berkaitan (Sila nyatakan)</i>		
_____		
_____		
_____		
_____		

**THANK YOU FOR YOUR COOPERATION  
TERIMA KASIH ATAS KERJASAMA YANG DIBERIKAN**

## **Appendix 4: QUESTIONNAIRE 4**

# **FACTORS INFLUENCING THE STAFF PERCEPTION OF OHSAS 18001 & MS 1722 OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM IN CONSTRUCTION INDUSTRY**



No Rujukan Responden:  
(Respondent code):

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## BORANG SOAL SELIDIK SURVEY FORM

### **FAKTOR-FAKTOR YANG MEMPENGARUHI PERSEPSI PEKERJA TERHADAP SISTEM PENGURUSAN KESELAMATAN DAN KESIHATAN PEKERJAAN OHSAS 18001 & MS 1722 DALAM INDUSTRI PEMBINAAN**

*FACTORS INFLUENCING THE STAFF PERCEPTION OF OHSAS 18001 &  
MS 1722 OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT  
SYSTEM IN CONSTRUCTION INDUSTRY*

Keberkesanan pelaksanaan Sistem Pengurusan Keselamatan dan Kesihatan Pekerjaan boleh dipengaruhi oleh persepsi pihak pelaksana serta individu yang mungkin terlibat. Oleh yang demikian, kajian menerusi borang soal selidik ini dijalankan dengan matlamat untuk mengkaji persepsi pekerja-pekerja terhadap Sistem Pengurusan Keselamatan dan Kesihatan OHSAS 18001 & MS 1722 di dalam industri pembinaan serta faktor yang berkaitan.

Bagi merealisasikan matlamat serta memenuhi hasrat kajian ini, bantuan dan kerjasama anda adalah amat diperlukan untuk mendapatkan maklumbalas kumpulan sasaran dengan melengkapkan borang soal selidik ini. Sebagai makluman, kesemua maklumat yang diterima akan diuruskan secara sulit dan rahsia.

Bantuan dan kerjasama anda adalah amat dihargai, terima kasih!

*Effective implementation of Occupational Safety and Health Management System can be influenced by the perception of the implementer or any related individual. Thus, this research via questionnaire is carried out with intent to study the staffs' perception towards OSHMS OHSAS 18001 & MS 1722 in construction industry as well as related factors.*

*To realize the goal and to meet the purpose of this study, your assistance and cooperation is highly needed in order to obtain target group's feedback by filling up this questionnaire form. For your information, all of the information obtained will be treated as private and confidential.*

*Your kind assistance and cooperation is much appreciated, thank you!*

**Bahagian A (KAJIAN SOSIO DEMOGRAFI)***Part A (Sociodemographic study)***Objektif : Bahagian ini bertujuan untuk mengenalpasti faktor sosio demografik responden.***Objective: This part intends to identify the sociodemographic factor of respondent.*

A1	Nama Syarikat <i>Company name</i>	:	_____			
A2	Jawatan <i>Designation</i>	:	_____			
A3	Gender <i>Jantina</i>	:	<input type="checkbox"/> Lelaki Man	<input type="checkbox"/> Perempuan Woman		
A4	Bangsa <i>Race</i>	:	<input type="checkbox"/> Melayu Malay	<input type="checkbox"/> Cina Chinese	<input type="checkbox"/> India Indian	<input type="checkbox"/> Lain-lain Others
A5	Agama <i>Religion</i>	:	<input type="checkbox"/> Islam Muslim	<input type="checkbox"/> Kristian Christian	<input type="checkbox"/> Buddha Buddhist	<input type="checkbox"/> Lain-lain Others
A6	Warganegara <i>Nationality</i>	:	<input type="checkbox"/> Malaysia Malaysian	<input type="checkbox"/> Lain-lain Others		
A7	Umur <i>Age</i>	:	<input type="checkbox"/> 20 - 29 tahun 20 - 29 years old	<input type="checkbox"/> 30 - 39 tahun 30 - 39 years old	<input type="checkbox"/> 40 - 49 tahun 40 - 49 years old	<input type="checkbox"/> 50 tahun dan ke atas 50 years old and above
A8	Pengalaman kerja <i>Job experience</i>	:	<input type="checkbox"/> Kurang dari 2 tahun Less than 2 years	<input type="checkbox"/> 2 - 5 tahun 2 - 5 years	<input type="checkbox"/> 6 - 9 tahun 6 - 9 years	<input type="checkbox"/> 10 tahun dan ke atas 10 years and above
A9	Status perkahwinan <i>Marital status</i>	:	<input type="checkbox"/> Berkahwin Married	<input type="checkbox"/> Bercerai Divorced	<input type="checkbox"/> Bujang Single	
A10	Pendidikan tertinggi <i>Highest education</i>	:	<input type="checkbox"/> Sarjana Muda / Sarjana / PhD Degree / Master / PhD	<input type="checkbox"/> Sijil / Diploma Certificate / Diploma	<input type="checkbox"/> SPM / STPM SPM / STPM	<input type="checkbox"/> UPSR / PMR UPSR / PMR

Untuk soalan dari Bahagian B hingga Bahagian G, sila rujuk panduan di bawah.

For question from Part B until Part G, kindly refer to the following guideline.

Sila tandakan ( ✓ ) di dalam ruang yang disediakan berdasarkan kepada pendapat jujur anda. Please tick ( ✓ ) in the column provided based on your honest opinion.					
Skala Scale	1	2	3	4	5
Petunjuk Legend	Sangat tidak setuju <i>Strongly disagree</i>	Tidak setuju <i>Disagree</i>	Tidak pasti <i>Neutral</i>	Setuju <i>Agree</i>	Sangat tidak setuju <i>Strongly agree</i>

### Bahagian B (KAJIAN PERSEPSI UMUM)

Part B (GENERAL PERCEPTION STUDY)

**Objektif: Bahagian ini bertujuan mengenalpasti persepsi umum pekerja industri pembinaan terhadap elemen OHSAS 18001 & MS 1722.**

*Objective: This part intends to identify staff general perception towards OHSAS 18001 & MS 1722 elements.*

NO	SOALAN QUESTION	SKALA (SCALE)				
		1	2	3	4	5
B1	Pekerja-pekerja di industri pembinaan arif dengan Sistem Keselamatan dan Kesihatan Pekerjaan sepertimana yang digariskan di dalam OHSAS 18001 & MS 1722. <i>Staffs in construction industry is well versed with OSHMS same as how it is outlined in OHSAS 18001 &amp; MS 1722.</i>					
B2	Pekerja pembinaan kerap didedahkan kepada elemen-elemen di dalam piawaian OHSAS 18001 & MS 1722. <i>Construction workers are frequently exposed to the elements inside OHSAS 18001 &amp; MS 1722 standards.</i>					
B3	Piawai OHSAS 18001 & MS 1722 mudah untuk difahami dan dilaksanakan di dalam industri pembinaan. <i>OHSAS 18001 &amp; MS 1722 standards are easy to be understood and implemented in construction industry.</i>					
B4	Sistem Pengurusan Keselamatan dan Kesihatan Pekerjaan dapat melindungi keselamatan dan kesihatan pekerja-pekerja di industri pembinaan. <i>OSHMS is able to protect the staffs' safety and health of in construction industry.</i>					

NO	SOALAN QUESTION	SKALA (SCALE)				
		1	2	3	4	5
B5	Sistem Pengurusan Keselamatan dan Kesihatan Pekerja mampu untuk mengurangkan kos di industri pembinaan dalam jangka masa yang panjang. <i>OSHMS is able to decrease the cost in construction industry on the long run.</i>					
B6	Polisi Keselamatan dan Kesihatan organisasi dapat memberi motivasi kepada pekerja-pekerja di industri pembinaan untuk patuh kepada keperluan OHSAS 18001 dan MS 1722. <i>Organizational safety and health policy is able to motivates staffs in construction industry to comply with OHSAS 18001 &amp; MS 1772 requirements.</i>					
B7	Aktiviti Pengenalpastian Hazard, Penaksiran Risiko dan Kawalan Risiko (HIRARC) merupakan langkah yang dapat mengelakkan atau mengurangkan kadar insiden. <i>Hazard Identification, Risk Assessment and Risk Control (HIRARC) activity is an effort which can prevent or reduce incident rate.</i>					
B8	Kesemua pekerja-pekerja industri pembinaan perlu digalakkan untuk terlibat di dalam setiap aktiviti berkaitan dengan keselamatan dan kesihatan pekerjaan. <i>All of the construction industry personnel need to be encouraged to be involved in every activities related to occupational safety and health.</i>					
B9	Pihak pengurusan organisasi di industri pembinaan telah melaksanakan tugas yang baik dalam melaksanakan serta membahagikan tanggungjawab dan akauntabiliti di kalangan pekerja. <i>Organizational management team in construction industry has done a good job in implementing as well as delegate responsibilities and accountability among staffs.</i>					
B10	Pekerja-pekerja di industri pembinaan di setiap peringkat jawatan diberi latihan yang berkaitan dengan kesedaran terhadap Sistem Pengurusan Keselamatan dan Kesihatan Pekerja OHSAS 18001 & MS 1722. <i>Staffs in construction industry in every level position are given related training with awareness towards OSHMS OHSAS 18001 &amp; MS 1722.</i>					

**Bahagian C (ELEMEN POLISI)***Part C (Policy Element)*

**Objektif: Bahagian ini bertujuan untuk mengenalpasti keberkesanan pembangunan dan pelaksanaan Polisi Keselamatan dan Kesihatan di dalam syarikat responden.**

*Objective: This part intends to identify the effectiveness of establishment and implementation of OSH Policy in respondent's company.*

NO	SOALAN QUESTION	SKALA (SCALE)				
		1	2	3	4	5
C1	Polisi Keselamatan dan Kesihatan Pekerjaan syarikat saya mudah untuk difahami dan dikomunikasikan secara efektif di kalangan pekerja-pekerja. <i>My company's OSH Policy is easy to be understood and to be communicated effectively among staffs.</i>					
C2	Polisi Keselamatan dan Kesihatan Pekerjaan organisasi sentiasa disemak semula dalam jangka masa tertentu atau apabila diperlukan. <i>My company's OSH Policy is frequently revised within specific period or when necessary.</i>					
C3	Polisi Keselamatan dan Kesihatan Pekerjaan organisasi saya mempengaruhi tindakan serta keputusan yang diambil oleh pihak pengurusan organisasi saya berkaitan dengan aspek keselamatan dan kesihatan pekerja. <i>My company's OSH Policy influenced action and decision taken by my company's management team related to staffs OSH aspect.</i>					
C4	Pihak pengurusan syarikat saya memberi komitmen yang baik untuk merealisasikan matlamat yang dinyatakan di dalam Polisi Keselamatan dan Kesihatan Pekerjaan organisasi. <i>My company's management team has give a great commitment to realize the goal which is stated in my company's OSH Policy.</i>					

**Bahagian D (ELEMEN HIRARC)***Part D (HIRARC Element)*

**Objektif:** Bahagian ini bertujuan untuk mengenalpasti keberkesanan pihak pengurusan syarikat responden dalam aktiviti pembangunan dan pelaksanaan HIRARC.

*Objective:* This part intends to identify the effectiveness of respondent's company management team in establishment and implementation activity of HIRARC.

NO	SOALAN QUESTION	SKALA (SCALE)				
		1	2	3	4	5
D1	<p>Prosedur syarikat saya untuk membangunkan Pengenalpastian Hazad, Penaksiran Risiko dan Kawalan Risiko (HIRARC) mudah untuk difahami dan dijadikan panduan oleh kesemua pekerja-pekerja di peringkat berbeza.</p> <p><i>My company's procedure to establish HIRARC is easy to be understood and to be referred by all staffs at different level.</i></p>					
D2	<p>Pembangunan HIRARC syarikat saya merangkumi kesemua aktiviti kerja rutin dan bukan rutin di setiap peringkat pekerja.</p> <p><i>My company's HIRARC establishment includes all routine tasks and non-routine tasks at every staffs level.</i></p>					
D3	<p>HIRARC yang dibangunkan telah dikomunikasikan dengan baik di kalangan pekerja-pekerja di dalam syarikat saya.</p> <p><i>The established HIRARC has been communicated effectively among staffs in my company.</i></p>					
D4	<p>Dokumen HIRARC syarikat saya kerap disemak semula apabila terdapat sebarang perubahan pada proses kerja, terdapat peralatan dan teknologi baru, atau berlakunya sebarang insiden.</p> <p><i>My company's HIRARC document is frequently revised when there is changes done in work process, obtained new equipment and technology, or incident occurrence.</i></p>					

**Bahagian E (ELEMEN PENGLIBATAN KAKITANGAN)***Part E (STAFF PARTICIPATION ELEMENT)*

**Objektif:** Bahagian ini bertujuan untuk mengkaji tahap penglibatan pekerja serta keberkesanan pihak pengurusan syarikat responden dalam menggalakkan penglibatan pekerja-pekerja.

*Objective:* This part intends to study the staff participation level and the effectiveness of management team of respondent's company in encouraging staffs participation.

NO	SOALAN QUESTION	SKALA (SCALE)				
		1	2	3	4	5
E1	Pekerja-pekerja dimaklumkan oleh pihak pengurusan syarikat saya berkenaan sebarang keputusan yang dibuat berkaitan keselamatan dan kesihatan pekerjaan sebelum ia dilaksanakan. <i>Staffs are informed by my company's management team regarding any decision made related to OSH before it is implemented.</i>					
E2	Pihak pengurusan syarikat saya mengambil kira pandangan serta maklum balas yang diberikan pekerja-pekerja dalam membuat keputusan berkaitan keselamatan dan kesihatan pekerjaan. <i>My company's management team is considering feedback and opinion given by staffs in making decision related to OSH.</i>					
E3	Jumlah wakil pekerja yang terlibat di dalam Jawatankuasa Keselamatan dan Kesihatan Pekerjaan syarikat saya adalah mencukupi dan bersesuaian dengan setiap peringkat jawatan berbeza. <i>The number of employee representative that involved my company's OSH Committee is sufficient and suitable for different level.</i>					
E4	Pihak pengurusan syarikat saya melibatkan pekerja-pekerja di dalam aktiviti keselamatan dan kesihatan pekerjaan seperti pembangunan HIRARC, penyiasatan kemalangan dan penyemakan polisi serta prosedur. <i>My company's management team includes staffs in OSH activity such as HIRARC establishment, accident investigation and revision of OSH Policy and procedure.</i>					

**Bahagian F (ELEMEN TANGGUNGJAWAB DAN AKAUNTABILITI)***Part F (Responsibility and Accountability)*

**Objektif:** Bahagian ini bertujuan untuk mengenalpasti tahap komitmen serta keberkesanan pihak pengurusan syarikat responden dalam melaksanakan dan memperuntukkan peranan, tanggungjawab serta kebertanggungjawaban pekerja-pekerja.

*Objective:* This part intends to identify the commitment level as well as the effectiveness of respondent's company management team in implementing and delegating staffs' role, responsibility and accountability.

NO	SOALAN QUESTION	SKALA (SCALE)				
		1	2	3	4	5
F1	<p>Pihak pengurusan atasan syarikat saya sering mengambil tanggungjawab yang penuh dalam melindungi pekerja-pekerja dari sebarang isu berkaitan keselamatan dan kesihatan pekerjaan di organisasi saya.</p> <p><i>My company's top management always take full responsibility in protecting staffs from any issue related to OSH in my organization.</i></p>					
F2	<p>Wakil Pengurusan Keselamatan dan Kesihatan Pekerja yang dilantik di syarikat saya memberi komitmen yang baik dalam membangunkan, melaksanakan serta menilai keberkesanan dan prestasi OSHMS organisasi saya.</p> <p><i>OSH Management Representative appointed in my company provides great commitment in establishing, implementing as well as evaluating my company's OSH performance.</i></p>					
F3	<p>Pihak pengurusan syarikat saya adalah komited dalam perkara berkaitan keselamatan dan kesihatan pekerjaan dengan menyediakan sumber yang diperlukan dari segi kepakaran, teknologi dan kewangan.</p> <p><i>My company's management team is committed in issues related to OSH by providing required sources in terms of expertise, technology and financial.</i></p>					
F4	<p>Pihak pengurusan atasan syarikat saya menentukan peranan, memperuntukkan tanggungjawab dan kebertanggungjawaban, dan mewakilkan kuasa berkaitan keselamatan dan kesihatan pekerjaan secara efektif.</p> <p><i>My company's top management effectively appoints role, delegates responsibility and accountability, and provides power related to OSH.</i></p>					



**Bahagian G (ELEMEN KOMPETENSI DAN LATIHAN)***Part G (COMPETENCY AND TRAINING ELEMENT)*

**Objektif:** Bahagian ini bertujuan untuk mengenalpasti komitmen serta keberkesanan syarikat responden dalam menyediakan latihan dan pekerja yang kompeten.

*Objective:* This parts intends to identify respondent's company commitment and effectiveness in providing training and competent worker.

NO	SOALAN QUESTION	SKALA (SCALE)				
		1	2	3	4	5
G1	<p>Pihak pengurusan syarikat saya melaksanakan analisa keperluan latihan dan menjalankan program-program latihan berkaitan keselamatan dan kesihatan pekerjaan untuk semua pekerja-pekerja.</p> <p><i>My company's management team implements training need analysis and carries out training programs related to OSH for all workers.</i></p>					
G2	<p>Pihak pengurusan syarikat saya menyediakan latihan atau mengambil tindakan lain untuk memenuhi keperluan latihan kepada pekerja-pekerja serta menilai keberkesanan latihan atau tindakan yang diambil.</p> <p><i>My company's management team provides training or any other actions to fulfill training needs for all workers as well as evaluating the effectiveness of training or action taken.</i></p>					
G3	<p>Pihak pengurusan syarikat saya memastikan bilangan pekerja yang kompeten mencukupi untuk mengendalikan kerja-kerja yang berkaitan dengan keselamatan dan kesihatan pekerjaan.</p> <p><i>My company's management team ensures sufficient number of competent workers to handle jobs related to OSH.</i></p>					
G4	<p>Latihan berkaitan keselamatan dan kesihatan pekerjaan yang diberikan oleh syarikat saya mengambil kira perbezaan tahap tanggungjawab, keupayaan, kemahiran bahasa dan literasi serta risiko kerja di kalangan pekerja-pekerja.</p> <p><i>Training related to OSH given by my company considers responsibility level differences, ability, language and literacy efficiency as well as job risk among staffs.</i></p>					

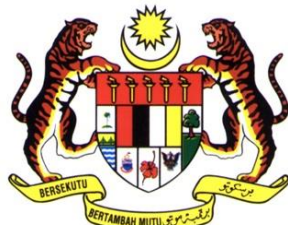
**Appendix 5: QUESTIONNAIRE 5**

**AWARENESS OF SAFETY MANAGEMENT AND  
SAFETY BEHAVIOUR AMONG MALAYSIAN SMALL  
AND MEDIUM ENTERPRISES WORKERS**

KOD  
RESPONDEN:

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(Respondent Code)

\*Untuk kegunaan pejabat sahaja  
( For office use only)

Kementerian Sumber Manusia



# BORANG SOAL SELIDIK

## QUESTIONNAIRE

### KESEDARAN TENTANG PENGURUSAN KESELAMATAN DAN TINGKAH LAKU KESELAMATAN DI KALANGAN PERUSAHAAN KECIL DAN SEDERHANA

AWARENESS OF SAFETY MANAGEMENT AND SAFETY BEHAVIOUR AMONG MALAYSIAN  
SMALL AND MEDIUM ENTERPRISES WORKERS

Kami percaya bahawa isu keselamatan dan kesihatan pekerjaan (KKP) adalah salah satu daripada aspek penting dalam pencegahan dan pengurangan risiko kemalangan di tempat kerja. Oleh yang demikian, kajian ini di jalankan adalah untuk mengenalpasti tahap kesedaran dalam pengurusan keselamatan dan tingkah laku keselamatan di tempat kerja.

Bagi membantu kami dalam memenuhi matlamat kajian ini, kami memohon kerjasama anda untuk melengkapkan borang soal selidik ini dengan mengisi ruang yang disediakan dan tandakan (√) pada kotak yang berkenaan. Segala butiran dan maklumat peribadi anda akan kami rahsiakan.

Terima kasih di atas kerjasama anda.

*We believe that one of the most important aspects in accident reduction and accident prevention at work place is the issue of occupational safety and health. Therefore, this study is conducted to determine the level of awareness of safety management practices and safety behaviour at the workplace.*

*Thus to achieve the purpose of this study, we seek your cooperation to complete the following questionnaire to filling in the space provided and tick (√) where applicable. All your information we will be kept secret.*

*Thank you for your cooperation.*

**BAHAGIAN A: SOSIODEMOGRAFIK****PART A: SOCIODEMOGRAPHIC**

1. Jantina / Gender :  Lelaki / Male  Perempuan / Female
2. Umur / Age :  Kurang daripada 30 tahun / Less than 30 years  
 31-40 tahun / 31-40 years  
 41- 50 tahun / 41-50 years  
 Lebih daripada 50 tahun / More than 50 years
3. Bangsa / Race :  Melayu / Malay  
 Cina / Chinese  
 India / Indian  
\*Lain-lain/ Others : \_\_\_\_\_
4. Kelayakan Akademik / Academic Qualification :  
 SPM / MCE  Sijil / Certificate  Diploma / Diploma  
 Sarjana Muda / Degree  Sarjana / Master  Ph.D / Ph.D  
\*Lain-lain/ Others : \_\_\_\_\_
5. Nama Syarikat/ Name of company: \_\_\_\_\_
6. Sektor / Sector : \_\_\_\_\_
6. Jawatan / Designation : \_\_\_\_\_
7. Taraf Jawatan / Designation Level :  Tetap / Permanent  Kontrak / Contract

Sila baca kenyataan yang diberikan dan tandakan (√) dalam ruang yang disediakan berdasarkan skala di bawah.

Please read the given statement and tick (√) in the space provided based on the scale below.

SKALA ( SCALE)	1	2	3	4	5
STATUS (STATUS)	SANGAT TIDAK SETUJU (STRONGLY DISAGREE)	TIDAK SETUJU (DISAGREE)	TIDAK PASTI (NOT SURE)	SETUJU (AGREE)	SANGAT SETUJU (STRONGLY AGREE)

BAHAGIAN B: KOMITMEN PENGURUSAN PART B : MANAGEMENT COMMITMENT						
No	Pernyataan (Statement)	Skala (Scale)				
		1	2	3	4	5
1	Syarikat memberi keutamaan yang tinggi terhadap keselamatan. <i>The company is given high priority to the safety.</i>					
2	Syarikat menyediakan sumber kewangan yang mencukupi untuk melaksanakan program KKP. <i>The company provides enough financial resources to implement OSH program.</i>					
3	Syarikat mengambil tindakan terhadap pekerja yang tidak mematuhi langkah-langkah keselamatan. <i>The company takes action to the employees who do not follow safety precautions.</i>					
4	Syarikat menyediakan alat pemadam api mudah alih yang mencukupi dan disimpan ditempat yang sesuai. <i>The company provides sufficient portable fire extinguisher and located at the suitable place.</i>					
5	Syarikat mengambil tindakan segera terhadap sebarang laporan berkaitan aspek KKP. <i>The company takes immediate action on any OSH report.</i>					
6	Syarikat mengambil tindakan segera terhadap sebarang aduan berkaitan aspek KKP. <i>The company takes immediate action on any OSH complaints.</i>					
7	Syarikat sentiasa prihatin terhadap kebajikan pekerja dalam aspek KKP. <i>The company is concern about worker's welfare in OSH.</i>					
8	Syarikat menyediakan alat perlindungan diri yang mencukupi untuk pekerja. <i>The company provides adequate Personal Protective Equipments (PPE) for the workers.</i>					

9	Pemeriksaan / audit dalaman KKP telah dilaksanakan di syarikat ini. <i>OSH inspection / Internal audit have been implemented in this company.</i>					
<b>No</b>	<b>Penyataan</b> (Statement)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
10	Syarikat mempunyai struktur jawatankuasa KKP yang jelas. <i>The company have a clear OSH committee structure.</i>					
11	Syarikat ada menjalankan program KKP setiap tahun. <i>Every year the company have run OSH program.</i>					
12	Syarikat menyediakan bahan- bahan rujukan KKP di pejabat. <i>The company provides OSH references source at office.</i>					
13	Syarikat menyediakan papan tanda keselamatan yang sesuai. <i>The company provides a suitable safety signage.</i>					

<b>BAHAGIAN C: PROSEDUR DAN PERATURAN KESELAMATAN</b>						
<b>PART C: SAFETY RULES AND PROCEDURE</b>						
<b>No</b>	<b>Penyataan</b> ( Statement)	<b>Skala</b> ( Scale)				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Syarikat menyediakan peraturan keselamatan untuk mengelakkan sebarang insiden kemalangan dan penyakit pekerjaan. <i>The company provides a good enough safety rule to prevent any incident and occupational health.</i>					
2	Garisan kuning keselamatan ada dilakarkan dengan jelas di laluan yang berisiko tinggi. <i>Yellow safety lines have done on high risks routes.</i>					
3	Majikan ada menyediakan pematuhan kerja yang selamat. <i>Employer provides safe working procedure.</i>					
4	Pemeriksaan keselamatan dijalankan secara berkala. <i>Safety inspections are carried out regularly.</i>					
5	Bil. Peraturan / prosedur keselamatan di syarikat adalah mencukupi. <i>Numbers of safety rules / procedure at the company are sufficient.</i>					
6	Peraturan keselamatan dapat difahami oleh semua pekerja. <i>Safety rules are clearly understood to all workers.</i>					
7	Peraturan keselamatan dapat difahami oleh semua kontraktor. <i>Safety rules are clearly understood to all contractors.</i>					

<b>BAHAGIAN D: PROMOSI POLISI KESELAMATAN</b>						
<b>PART D: SAFETY PROMOTION POLICIES</b>						
<b>No</b>	<b>Penyataan (Statement)</b>	<b>Skala (Scale)</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Polisi KKP telah diwujudkan di syarikat ini. <i>OSH policy has been established at this company.</i>					
2	Polisi KKP terdapat dalam bahasa yang mudah difahami ( BM/BI/lain-lain). <i>OSH policy is easy to understand whereby it is in various type of language ( Malay/ English/ others).</i>					
3	Polisi KKP telah dimaklumkan kepada setiap pekerja. <i>OSH policy has been informed to all employees.</i>					
4	Syarikat memberikan ganjaran sekiranya aspek KKP diamalkan. <i>The company provides rewards when OSH is practiced.</i>					
5	Sambutan minggu keselamatan yang dijalankan dapat meningkatkan tahap kesedaran KKP. <i>Safety week celebration is very effective in creating safety awareness in OSH.</i>					
6	Polisi KKP dipamerkan di tempat yang mudah dilihat. <i>OSH policy is posted in strategic places.</i>					

<b>BAHAGIAN E: LATIHAN KESELAMATAN</b>						
<b>PART E: SAFETY TRAINING</b>						
<b>No</b>	<b>Penyataan (Statement)</b>	<b>Skala (Scale)</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Syarikat mempunyai program latihan KKP yang komprehensif. <i>The company has comprehensive OSH training program.</i>					
2	Semua pekerja baru diberi latihan secukupnya berkaitan dengan KKP. <i>All new workers are well trained in OSH.</i>					
3	Isu keselamatan diberi keutamaan dalam program latihan. <i>Safety issues are given high priority in training program.</i>					
4	Latihan keselamatan perlu melibatkan semua pihak. <i>Safety training should involve all staff.</i>					
5	Latihan KKP membantu pekerja menjalankan kerja dengan lebih berkesan. <i>OSH training helps the workers to be more effective in their job.</i>					

6	Latihan keselamatan dilaksanakan secara berterusan. <i>Safety training are implemented continuously.</i>					
<b>No</b>	<b>Penyataan</b> (Statement)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
7	Pelaksanaan latihan keselamatan dapat meningkatkan produktiviti pekerja. <i>Implementation of safety training can increase the employee productivity.</i>					
8	Latihan keselamatan yang diberikan membolehkan pekerja menilai tahap hazard di tempat kerja. <i>Safety training given enable workers to assess hazards at the workplace.</i>					
9	Setiap pekerja diberi latihan yang cukup dalam mengendalikan peralatan di tempat kerja. <i>Each employee are given proper training on handling the equipment at workplace.</i>					
10	Majikan menggalakkan pekerja untuk menghadiri program latihan keselamatan. <i>Employers encourage workers to attend safety training programmes.</i>					
11	Latihan KKP perlu berkaitan dengan skop kerja pekerja. <i>OSH training should related to the worker's job scope.</i>					
12	Syarikat sentiasa menyediakan bajet yang mencukupi untuk melaksanakan latihan KKP. <i>The company always provide enough budget to implement OSH training.</i>					

<b>BAHAGIAN F: PENGLIBATAN PEKERJA</b>						
<b>PART F: WORKER'S INVOLVEMENT</b>						
<b>No</b>	<b>Penyataan</b> (Statement)	<b>Skala</b> (Scale)				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Pihak pengurusan sentiasa menerima pandangan daripada pekerja sebelum membuat keputusan berkaitan keselamatan. <i>Management always accepts opinion from workers before making decision on safety related matter.</i>					
2	Pihak pengurusan menggalakkan pekerja melibatkan diri dalam isu berkaitan keselamatan. <i>Management encourage workers involvement in safety issues related matters.</i>					
3	Pihak pengurusan sentiasa berbincang dengan pekerja tentang isu KKP. <i>Management always discuss with workers about OSH issues.</i>					
4	Pekerja terlibat dalam aktiviti membangunkan Prosedur Kerja Selamat (SOP).					



	<i>The workers are involved in activity to developing Standard Operating Procedure.</i>					
<b>No</b>	<b>Penyataan (Statement)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
5	Pekerja sentiasa melibatkan diri dalam program asas keselamatan. <i>Employees always participate in basic safety program.</i>					
6	Penglibatan pekerja dalam program KKP mengikut bidang masing-masing. <i>Employee's involvement in OSH programs according to the job scope.</i>					

<b>BAHAGIAN G : MAKLUM BALAS DAN KOMUNIKASI KESELAMATAN</b>						
<b>PART G: SAFETY COMMUNICATION AND FEEDBACK</b>						
<b>No</b>	<b>Penyataan ( Statement)</b>	<b>Skala (Scale)</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Sebarang kemalangan akan dilaporkan kepada Jabatan Keselamatan dan Kesihatan Pekerja (JKKP). <i>Any accident will be reported to the Department of Occupational Safety and Health (DOSH)</i>					
2	Syarikat sentiasa mematuhi notifikasi kemalangan, kejadian berbahaya, keracunan dan penyakit pekerjaan. <i>The company always followed notification of accident, dangerous occurrence, occupational poisoning and disease.</i>					
3	Semua maklumat berkaitan KKP dimaklumkan kepada semua pekerja. <i>Any information about OSH has been given to all the employees.</i>					
4	Setiap pekerja perlu memaklumkan kepada pihak pengurusan jika berlaku sebarang kecemasan. <i>Every employee should informed management if any emergency case occurs.</i>					
5	Syarikat sedia menerima sebarang maklum balas hasil daripada komen pekerja. <i>The company is ready to receive any feedback from comments of employee.</i>					
6	Isu pekerja berkaitan KKP mempunyai saluran komunikasi yang sesuai. <i>Issue related to OSH employees have the right communication channel.</i>					
7	Pekerja cenderung untuk berkongsi maklumat KKP di kalangan rakan sekerja. <i>Workers tend to share their OSH information among colleague.</i>					

<b>BAHAGIAN H: TINGKAH LAKU KESELAMATAN</b>						
<b>PART H: SAFETY BEHAVIOUR</b>						
<b>No</b>	<b>Penyataan (Statement)</b>	<b>Skala (Scale)</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Pekerja memberitahu setiap insiden di tempat kerja kepada penyelia dengan kadar segera. <i>Workers notify immediately every workplace incident to the supervisor.</i>					
2	Pekerja mematuhi peraturan semasa melakukan kerja. <i>Workers followed the safety rules while doing the job.</i>					
3	Pekerja sentiasa mengutamakan KKP sebagai keutamaan sebelum memulakan kerja. <i>Workers always consider OSH as their main priority before work commencement.</i>					
4	Pekerja sentiasa memakai alat perlindungan diri semasa melakukan kerja. <i>Employee always using all necessary Personal Protective Equipment while doing the job.</i>					
5	Pekerja akan menegur rakan sekerja jika amalan kerja yang tidak selamat diamalkan. <i>Workers would intervene each other if there is any unsafe work practice.</i>					
6	Pekerja menjalankan kerja dengan cara yang selamat. <i>Employees carry out our works in a safe manner.</i>					
7	Pekerja peka kepada sebarang perubahan di tempat kerja yang boleh membahayakan diri dan orang sekeliling. <i>Workers are alert in any changes in the workplace that can harm themselves and others as well.</i>					
8	Sebarang kerosakan peralatan dilaporkan segera kepada majikan. <i>Workers report immediately the damage of equipment to the employers.</i>					
9	Pekerja memastikan peralatan sentiasa dalam keadaan bersih dan kemas selepas digunakan. <i>Workers ensure the equipment is always clean and tidy after using it.</i>					
10	Pekerja sentiasa memastikan lantai bersih untuk mengelakkan daripada terjatuh, tersadung dan tergelincir. <i>Workers ensure the floor clean to avoid slip fall trip</i>					

**TERIMA KASIH ATAS KERJASAMA YANG DIBERIKAN**

**THANK YOU FOR YOUR COOPERATION**

**Appendix 6: QUESTIONNAIRE 6**

**SAFETY AND HEALTH MARKING FOR PRODUCTS IN  
MALAYSIA**

Respondent Code:      Kod responden

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# **BORANG SOAL SELIDIK**

## **QUESTIONNAIRE**

### **PENSIJILAN SELAMAT DAN SIHAT BAGI PRODUK DI MALAYSIA**

*SAFETY AND HEALTH MARKING FOR PRODUCT IN MALAYSIA*

**KAJIAN PENILAIAN TERHADAP PRODUK YANG DIPERLUKAN TERHADAP PENSIJILAN SELAMAT DAN SIHAT PEKERJAAN (KKP) BERKAITAN BIDANG DI MALAYSIA : KAJIAN KES**

*AN EVALUATION STUDY ON PRODUCTS REQUIREMENT TOWARDS SAFETY AND HEALTH MARKING IN MALAYSIA : A CASE STUDY*

Pensijilan Selamat dan Sihat merupakan salah satu perakuan konformiti oleh pembekal terhadap barangan yang ditawarkan patuh kepada aspek keselamatan dan kesihatan. Penilaian terhadap senarai produk yang perlu adalah sangat penting dalam pembangunan Pensijilan Keselamatan dan Kesihatan di Malaysia. Keberkesanan pelaksanaan pensijilan ini juga bergantung kepada pengetahuan, persepsi dan sikap pihak individu/pertubuhan yang terlibat.

Bagi merealisasikan matlamat serta memenuhi kajian ini, bantuan dan kerjasama anda amatlah dihargai. Sebagai makluman, maklumat yang diterima akan diuruskan secara sulit dan rahsia.

Terima kasih.

*Safety and Health Marking (SHM) is an approved conformation from suppliers on products offered that is complying with safety and health requirements. An assessment on the criteria potential to be included is important in developing this safety and health marking system in Malaysia. The effectiveness of the certification implementation basically depends on practice, perceived and attitudes by the involved individual/organizations. Thus, this survey is conducted to investigate the awareness, perceptions and attitudes by publics/ organizations towards the development of safety and health marking in Malaysia.*

*To realize the goal of this study, your kind help and co-operations are highly appreciated. For your information, all information obtained through this study is treated as confidential.*

*Thank you.*

**BAHAGIAN A : SOSIODEMOGRAFIK**  
**PART A : RESPONDENT'S SOCIODEMOGRAPHIC**

**Bahagian ini bertujuan untuk mengenal pasti faktor sosiodemografik responden.**  
*This part intends to identify the respondent's sociodemographic factor.*

1. Nama/ Nama syarikat (*Nama/ Company's name*): \_\_\_\_\_

2. Alamat syarikat (*Company's address*) jika bekerja (*if working*):

\_\_\_\_\_

\_\_\_\_\_

Poskod (*Postcode*) :       Negeri (*State*) : \_\_\_\_\_

3. Pengalaman Kerja (*Working experience*) :
- 1 Kurang dari 2 tahun (*Less than 2 years*)
- 2 2 - 5 tahun (*2-5 years*)
- 3 6 - 9 tahun (*6-9 years*)
- 4 10 tahun ke atas (*Above than 10 years*)

4. Sektor (*Sector*) :
- 1 Pembuatan (*Manufacturing*)
- 2 Pembinaan (*Construction*)
- 3 Hotel dan Restoran (*Hotel and Restaurant*)
- 4 Pertanian, Perhutanan dan Perikanan (*Agriculture, Forestry and Fisheries*)
- 5 Perkhidmatan Awam dan Pihak Berkuasa Berkanun (*Public services and Statutory Authorities*)
- 6 Lain-lain, sila nyatakan (*Others, please specify*)

: \_\_\_\_\_

5. Jawatan (*Designation*) : \_\_\_\_\_

6. Jabatan (*Department*) : \_\_\_\_\_

7. Taraf Jawatan (*Designation Level*) :
- 1 Staf sokongan (juruteknik dan ke bawah)  
*Support staff (Technicians and below)*
- 2 Pengurusan (eksekutif dan ke atas)  
*Management (Executive and above)*

8. Tel Pejabat (*Tel. office*) :    -

9. Tel. Bimbit (*Mobile*) (*optional*) :     -

10. Pendidikan Tertinggi (*Highest education*) :
- 1 Sarjana muda/ Sarjana/PhD (*Bachelors/ Masters/ PhD*)
- 2 Sijil/ Diploma (*Certificate/ Diploma*)
- 3 SPM/ STPM dan ke bawah (*Below SPM/STPM*)

**BAHAGIAN B: Maklumat Umum/ General Information**

## 1. Syarikat anda tergolong dalam kategori berikut

*Your company is included in the following categories*

- 1 Kecil (pembuatan : 5-75 pekerja, lain-lain sektor: 5-30 pekerja)  
*Small (manufacturing: 5-75 workers, others sector: 5-30 workers)*
- 2 Sederhana (pembuatan : 75-200 pekerja, lain-lain sektor: 30-75 pekerja)  
*Medium (manufacturing: 75-200 workers, others sector: 30-75 workers)*
- 3 Besar (pembuatan : >200 pekerja, lain-lain sektor: >75 pekerja)  
*Large (manufacture: >200 workers, others sector: >75 workers)*


## 2. Berapa lamakah anda terlibat dalam bidang pengamal keselamatan dan kesihatan?

*How many years have you been involved in safety and health field ?*

- |  |   |
|--|---|
| <input type="checkbox"/> 1 Kurang daripada 5 tahun<br><i>Less than 5 years</i> | <input type="checkbox"/> 4 15-20 tahun<br><i>15-20 years</i>                    |
| <input type="checkbox"/> 2 5-10 tahun<br><i>5-10 years</i>                     | <input checked="" type="checkbox"/> Lebih 20 tahun<br><i>More than 20 years</i> |
| <input type="checkbox"/> 3 10-15 tahun<br><i>10-15 years</i>                   | <input type="checkbox"/> Tidak berkaitan<br><i>No appropriate</i>               |

1. PENGETAHUAN MENGENAI PELABELAN SELAMAT DAN SIHAT KNOWLEDGE ON SAFETY AND HEALTH MARKING				
No	PERKARA/ ITEMS	Ya Yes	Tidak No	Tidak Tahu Don't Know
1.0	Apakah pendapat anda tentang pernyataan di bawah berkaitan Pelabelan Selamat dan Sihat? <i>What is your opinion about the following statements on Safety and Health Marking?</i>			
1.1	Pelabelan selamat dan sihat merupakan suatu perakuan konformiti oleh pembuat terhadap produk yang ditawarkan patuh kepada aspek keselamatan dan kesihatan. <i>Safety and health marking is an approved conformation from supplier/manufacturers on products offered that is complying with safety and health requirements.</i>			
1.2	Sesetengah produk perlu mempunyai pelabelan selamat supaya boleh dijual di Negara-negara yang mengambil bahagian seperti Eropah, Jepun, Korea dan lain-lain. <i>Certain products must have safety marking so that they can be sold within the participating countries such as Europe, Japan, Korea, etc.</i>			
1.3	Pelabelan selamat dan sihat hanya digunakan di Negara-negara Eropah. <i>The safety and health marking is only used in Europe countries.</i>			
1.4	Pelabelan selamat dan sihat merupakan suatu kaedah pengawalan kualiti sesuatu produk yang dipasarkan mematuhi aspek selamat dan sihat. <i>Safety and health marking is a method for quality control for a product in a market to comply with safety and health aspects.</i>			
1.5	Pelabelan selamat telah menggantikan pelabelan mandatori yang lain seperti pelabelan SIRIM. <i>The safety marking has replaced other mandatory markings, e.g the SIRIM marking.</i>			
1.6	Pelabelan selamat dan sihat membantu proses perundangan dan penguatkuasaan dapat dilaksanakan dengan lebih sistematik. <i>Safety and health marking helps legislation and enforcement to be implemented systematically.</i>			
1.7	Pelabelan selamat dan sihat menandakan produk tersebut diuji dan diluluskan oleh agensi yang bertanggungjawab. <i>Safety and health marking shows that the product is tested and approved by a responsible agency.</i>			
2.0	Diantara produk-produk berikut yang manakah anda fikir mesti mempunyai pelabelan selamat dan sihat? <i>Which of the following products do you think must have safety and health marking?</i>			
	<b>Kelengkapan Perlindungan Peribadi / Personal Protective equipment (PPE)</b>			
2.1	Helmet keselamatan/ <i>Safety helmet</i>			
2.2	Kasut keselamatan/ <i>Safety shoes</i>			
2.3	Sarung tangan perlindungan/ <i>Protective gloves</i>			



	2.4 Kaca mata perlindungan/ <i>Protective glasses</i>			
	2.5 Topeng habuk/ <i>Dust mask</i>			
	2.6 Topeng gas/ <i>Gas mask</i>			
	2.7 Topeng talian udara/ <i>Air-line mask</i>			
	2.8 Tali pinggang keselamatan dan tali keselamatan/ <i>Safety belt &amp; harness</i>			
	2.9 Cermin mata keselamatan/ <i>Safety goggles</i>			
	2.10 Pelindung pendengar/ <i>Hearing protectors</i>			
	2.11 Baju pelindung/ <i>Protective clothing</i>			
	<b>Peranti Perlindungan/ <i>Protective devices</i></b>			
	2.12 Mesin penekan dan ricih/ <i>Presses and shearing machines</i>			
	2.13 Kren dan lif/ <i>Cranes and lifts</i>			
	2.14 Dandang/ <i>Boiler</i>			
	2.15 Kebuk tekanan/ <i>Pressure vessel</i>			
	2.16 Peralatan untuk penebat & garis kerja/ <i>Tools for insulation &amp; line working</i>			
	2.17 Peralatan sementara pembinaan dan bahan (paip sokongan, pengendali perancah, kerja landasan, jaring perlindungan)/ <i>Temporary construction equipment and material (pipe support, scaffolding, work footing, safety railing, falling and drop protecting net)</i>			
	2.18 Bekas peralatan dan komponen/ <i>Apparatus and components</i>			
3.0	<p>Berikut adalah contoh label selamat di Luar Negara. <i>Examples of safety marks issued by independent testing and certification bodies internationally are as follows:</i></p> <div style="text-align: center;">  </div>			
	<p>Adakah anda pernah melihat label seperti yang ditunjukkan di atas? <i>Have you ever seen the marks as shown above?</i></p>			

- 4.0 Berikut adalah contoh label selamat di Malaysia.  
The examples of safety marks issued by independent testing and certification bodies in Malaysia are as follows:



Adakah anda pernah melihat label seperti yang ditunjukkan di atas?  
Have you ever seen the marks as shown above?

Sila tanda ( ✓ ) di dalam ruang yang disediakan berdasarkan kepada pendapat jujur anda.  
Please tick ( ✓ ) in the column provided based on your honest opinion.

SKALA (SCALE)	1	2	3	4
STATUS (STATUS)	SANGAT TIDAK SETUJU (Strongly disagree)	TIDAK SETUJU (Disagree)	SETUJU (Agree)	SANGAT SETUJU (Strongly agree)

2. PERSEPSI DAN SIKAP TERHADAP PELABELAN SELAMAT DAN SIHAT PERCEPTION AND ATTITUDES TOWARDS SAFETY AND HEALTH MARKING		SKALA/ SCALE			
No	PERKARA/ ITEMS	1	2	3	4
5.0	Anda boleh menilai sendiri aspek keselamatan dan kesihatan produk tanpa pelabelan selamat dan sihat. <i>I can judge the safety and health aspects of products ourselves without any safety and health marking.</i>				
6.0	Anda tidak boleh menilai aspek keselamatan dan kesihatan tanpa menggunakan/ menguji produk dalam kuantiti yang munasabah. <i>I cannot judge the safety aspects ourselves without testing the products in a reasonable amount.</i>				
7.0	Adakah anda percayakan pembuat dari segi aspek keselamatan dan kesihatan terhadap produk: <i>Do you trust the manufacturer in terms of safety and health aspects of its products:</i>				
	7.1 Jika jenama barangan tersebut terkenal. <i>If the company is a well-known brand.</i>				
	7.2 Berdasarkan pengalaman positif anda dalam menggunakan produk tersebut (atau mendengar pengalaman positif daripada orang lain). <i>If I've had positive experience in the past with the products made by the manufacturer (or have heard of others' positive experiences).</i>				

	7.3 Semua produk adalah selamat. Tiada perbezaan antara kesemua pembuat yang ada. <i>All products are safe. There is no difference between manufacturers.</i>				
8.0	Adakah anda bersetuju jika pembuat perlu menghantar produk untuk diuji oleh badan berkecuali? <i>Do you agree if manufacturer send the product tested by an independent body?</i>				
9.0	Anda sentiasa percaya bahawa aspek keselamatan yang dijanjikan oleh pembuat berfungsi. <i>I believed that the safety aspects of products as promised by the manufacturer are function.</i>				
10.0	Apakah pandangan anda tentang pernyataan berikut: <i>What do you think the following statements are:</i>				
10.1	Label selamat dan sihat memberikan maklumat selamat dan sihat yang mencukupi pada setiap produk yang dibeli. <i>Safety and health marking provides enough information on safety and health on every products purchased.</i>				
10.2	Label selamat dan sihat pada produk tidak mengelirukan pengguna. <i>Safety and health marking on products is not confusing the users.</i>				
10.3	Label selamat dan sihat memberi keyakinan kepada pengguna. <i>Safety and health marking gives confidence for users.</i>				
10.4	Label selamat dan sihat mudah dikenal pasti oleh pengguna. <i>Safety and health marking is clearly recognized by the users.</i>				
10.5	Label selamat dan sihat lebih diterima oleh pengguna. <i>Safety and health marking is more preferable to the users.</i>				
10.6	Label selamat dan sihat terhadap produk sangat penting. <i>Safety and health marks on products are very important.</i>				
10.7	Anda merasakan produk dengan pelabelan selamat dan sihat lebih baik dari aspek keselamatan daripada produk yang tidak mendapat pensijilan. <i>I feel that products with safety and health mark is better in terms of safety than products that are not certified with safety mark.</i>				
10.8	Anda sangat menyokong keperluan pelabelan selamat dan sihat bagi produk seperti PPE dan alatan peranti perlindungan. <i>I agree safety and health mark providing safety and health marks for goods such as PPE and protective devices.</i>				
10.9	Pensijilan selamat dan sihat perlu diperkenalkan di Malaysia. <i>Safety and health marking should be introduced in Malaysia.</i>				
10.10	Syarikat memerlukan masa untuk bersedia dalam proses pensijilan. <i>Companies need more time to prepare for certification process.</i>				

	10.11 Pensijilan selamat dan sihat memberikan kesan kepada kewangan syarikat <i>Safety and health certification gives company a financial effect.</i>				
11.0	Menurut pandangan anda, berapa pentingkah untuk mempertimbangkan aspek-aspek berikut semasa proses pensijilan selamat dan sihat dijalankan oleh badan pensijilan. <i>How important do you consider the following aspects in testing of safety marks issued by certification bodies?</i>				
	11.1 Ketelusan dalam proses bagi mendapatkan pensijilan bagi setiap produk. <i>Transparency in a process of getting the certification applied to product.</i>				
	11.2 Kepakaran dan kebolehpercayaan badan pensijilan. <i>Expertise on testing and certification body.</i>				
	11.3 Mudah dalam pengenalpastian semula (no. ID atau no. siri pada pensijilan). <i>Good traceability (ID number or registration number on certification mark).</i>				
	11.4 Label pensijilan yang dikenali. <i>Very well-known certification mark.</i>				
	11.5 Penguatkuasaan dan proses pensijilan yang sedia ada sudah mencukupi. <i>Existing legislation and certification process is sufficient.</i>				
	11.6 Keperluan penganugerahan setiap label selamat dan sihat adalah berkedudukan lebih tinggi daripada keselamatan statutori/berkanun (contoh: label SIRIM) <i>The requirements for being awarded a mark are higher than statutory safety (i.e.: SIRIM mark).</i>				

Sila tanda ( ✓ ) di dalam ruang yang disediakan berdasarkan kepada pendapat jujur anda. Please tick ( ✓ ) in the column provided based on your honest opinion.				
SKALA (SCALE)	1	2	3	4
STATUS STATUS	SANGAT TIDAK PENTING (Very unimportant)	TIDAK PENTING (Not Important)	PENTING (Important)	SANGAT PENTING (Very Important)

3. KEPENTINGAN KATEGORI LABEL SELAMAT DAN SIHAT THE IMPORTENS OF CATOGARY SAFETY AND HEALTH MARKING		SKALA/ SCALE			
No	PERKARA/ ITEMS	1	2	3	4
12.0	Berdasarkan kategori barangan berikut, sila nyatakan kepentingan label selamat seperti berikut: <i>When purchasing products, how important do you consider safety marks issued by independent testing and certification bodies? Please provide answer for the following product categories:</i>				
12.1	Aset seperti kebuk tekanan, dandang, kren dan lif <i>Capital goods such as pressure vessel, boilers, crane and lift.</i>				
12.2	Produk keselamatan untuk pekerja seperti PPE. <i>Safety products for workers such as PPE.</i>				
12.3	Produk persendirian seperti peralatan pejabat, barangan elektrik. <i>Products for private use such as office supplies, electrical devices.</i>				
12.4	Produk kegunaan harian seperti barangan keperluan rumah. <i>Products for daily use such as household items.</i>				

**TERIMA KASIH ATAS KERJASAMA YANG DIBERIKAN**

**THANK YOU FOR YOUR COOPERATION**

**Appendix 7: QUESTIONNAIRE 7**

**SAFETY AND HEALTH MARKING FOR SERVICES IN  
MALAYSIA**

Kod responden  
Respondent Code:

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# **BORANG SOAL SELIDIK**

## **QUESTIONNAIRE**

**PENSIJILAN SELAMAT DAN SIHAT BAGI PERKHIDMATAN  
DI MALAYSIA**

*SAFETY AND HEALTH MARKING FOR SERVICES IN MALAYSIA*

**KAJIAN PENILAIAN TERHADAP PERKHIDMATAN YANG DIPERLUKAN TERHADAP PENSIJILAN SELAMAT DAN SIHAT PEKERJAAN (KKP) BERKAITAN BIDANG DI MALAYSIA : KAJIAN KES**

*AN EVALUATION STUDY ON SERVICES REQUIREMENT TOWARDS SAFETY AND HEALTH MARKING IN MALAYSIA: A CASE STUDY*

Pensijilan Selamat dan Sihat merupakan salah satu perakuan konformiti oleh pembekal terhadap barangan yang ditawarkan patuh kepada aspek keselamatan dan kesihatan. Penilaian terhadap senarai perkhidmatan yang perlu adalah sangat penting dalam pembangunan Pensijilan Selamat dan Sihat di Malaysia. Keberkesanan pelaksanaan pensijilan ini juga bergantung kepada amalan, persepsi dan sikap pihak individu/pertubuhan yang terlibat.

Bagi merealisasikan matlamat serta memenuhi kajian ini, bantuan dan kerjasama anda amatlah dihargai. Sebagai makluman, maklumat yang diterima akan diuruskan secara sulit dan rahsia.

Terima kasih.

*Safety and Health Marking (SHM) is an approved conformation from suppliers on products/services offered that is complying with safety and health requirements. An assessment on the potential to be included is important in developing this safety and health marking system in Malaysia. The effectiveness of the certification implementation basically depends on practice, perceived and attitudes by the involved individual/organizations. Thus, this survey is conducted to investigate the awareness, perceptions and attitudes towards the development of safety and health marking in Malaysia.*

*To realize the goal of this study, your kind help and co-operations are highly appreciated. For your information, all information obtained through this study is treated as confidential.*

*Thank you.*



**BAHAGIAN A : SOSIODEMOGRAFIK**  
**PART A : RESPONDENT'S SOCIODEMOGRAPHIC**

**Bahagian ini bertujuan untuk mengenal pasti faktor sosiodemografik responden.**  
*This part intends to identify the respondent's sociodemographic factor.*

1. Nama/ Nama syarikat (*Nama/ Company's name*): \_\_\_\_\_

2. Alamat syarikat (*Company's address*) jika bekerja (*if working*):

\_\_\_\_\_

\_\_\_\_\_

Poskod (*Postcode*):       Negeri (*State*): \_\_\_\_\_

3. Pengalaman Kerja (*Working experience*) :
- 1 Kurang dari 2 tahun (*Less than 2 years*)
- 2 2 - 5 tahun (*2-5 years*)
- 3 6 - 9 tahun (*6-9 years*)
- 4 10 tahun ke atas (*Above than 10 years*)

4. Sektor (*Sector*) :
- 1 Pembuatan (*Manufacturing*)
- 2 Pembinaan (*Construction*)
- 3 Hotel dan Restoran (*Hotel and Restaurant*)
- 4 Pertanian, Perhutanan dan Perikanan (*Agriculture, Forestry and Fisheries*)
- 5 Perkhidmatan Awam dan Pihak Berkuasa Berkanun (*Public services and Statutory Authorities*)
- 6 Lain-lain, sila nyatakan (*Others, please specify*)
- : \_\_\_\_\_

5. Jawatan (*Designation*) : \_\_\_\_\_

6. Jabatan (*Department*) : \_\_\_\_\_

7. Taraf Jawatan (*Designation Level*) :
- 1 Staf sokongan (juruteknik dan ke bawah)  
*Support staff (Technicians and below)*
- 2 Pengurusan (eksekutif dan ke atas)  
*Management (Executive and above)*

8. Tel Pejabat (*Tel. office*) :    -

9. Tel. Bimbit (*Mobile*) (optional) :     -

10. Pendidikan Tertinggi (*Highest education*) :
- 1 Sarjana muda/ Sarjana/PhD (*Bachelors/ Masters/ PhD*)
- 2 Sijil/ Diploma (*Certificate/ Diploma*)
- 3 SPM/ STPM dan ke bawah (*Below SPM/STPM*)

**BAHAGIAN B: Maklumat Umum/ General Information**

## 1. Syarikat anda tergolong dalam kategori berikut

*Your company is included in the following categories*

- 1 Kecil (pembuatan : 5-75 pekerja, lain-lain sektor: 5-30 pekerja)  
*Small (manufacturing: 5-75 workers, others sector: 5-30 workers)*
- 2 Sederhana (pembuatan : 75-200 pekerja, lain-lain sektor: 30-75 pekerja)  
*Medium (manufacturing: 75-200 workers, others sector: 30-75 workers)*
- 3 Besar (pembuatan : >200 pekerja, lain-lain sektor: >75 pekerja)  
*Large (manufacture: >200 workers, others sector: >75 workers)*

## 2. Berapa lamakah anda terlibat dalam bidang pengamal keselamatan dan kesihatan?

*How many years have you been involved in safety and health field ?*

- |  |  |
|--|--|
| <input type="checkbox"/> 1 Kurang daripada 5 tahun<br><i>Less than 5 years</i> | <input type="checkbox"/> 4 15-20 tahun<br><i>15-20 years</i>           |
| <input type="checkbox"/> 2 5-10 tahun<br><i>5-10 years</i>                     | <input type="checkbox"/> 5 Lebih 20 tahun<br><i>More than 20 years</i> |
| <input type="checkbox"/> 3 10-15 tahun<br><i>10-15 years</i>                   | <input type="checkbox"/> 6 Tidak berkaitan<br><i>No appropriate</i>    |

<b>DASAR KESELAMATAN DAN KESIHATAN PEKERJA (KKP)</b> <i>POLICIES ON OCCUPATIONAL SAFETY AND HEALTH (OSH)</i>				
<b>No</b>	<b>PERKARA ITEMS</b>	<b>Ya Yes</b>	<b>Tidak No</b>	<b>Tidak Tahu Don't Know</b>
1.	Dasar KKP diwujudkan di syarikat ini. <i>OSH policy has been established in this company.</i>			
2.	Dasar KKP telah dimaklumkan kepada pekerja. <i>OSH policy has been communicated to all employees.</i>			
3.	Jawatankuasa KKP telah diwujudkan di syarikat ini. <i>OSH committee has been established in this company.</i>			
4.	Setiap kemalangan sewaktu pelaksanaan kerja ada dilaporkan dan direkodkan. <i>Each accident occurred while carrying out works is reported and recorded.</i>			
<b>PENGETAHUAN TERHADAP PENSIJILAN</b> <i>KNOWLEDGE ON CERTIFICATION/MARKING</i>				
5.	Adakah syarikat anda mempunyai sebarang pensijilan berkaitan Pensijilan Selamat dan Sihat? Contohnya OHSAS 18000, MS 1722, ISO 14001 <i>Does your company have a certification on any services? Examples OHSAS 18000, MS 1722, ISO 14001</i> Jika ya, nyatakan: _____ If yes, please state : _____			
6.	Majikan perlu mendapatkan Pensijilan Selamat dan Sihat sebagai salah satu proses tahap pematuhan terhadap keselamatan dan kesihatan. <i>Employer needs to go for safety and health certification as the conformity process towards compliances of their safety and health.</i>			
7.	Pensijilan perlu bagi menjamin servis yang ditawarkan mematuhi tahap piawaian minima KKP. <i>Certification is required to ensure the offered services do comply with the minimum OSH standard.</i>			
8.	Pensijilan KKP perlu dilaksanakan oleh agensi yang diiktiraf oleh JKPP. <i>OSH certification needs to be conducted by the agency approved by DOSH.</i>			
9.	Pensijilan yang berkaitan perkhidmatan telah dilaksanakan di luar negara seperti HONG KONG. <i>Safety and health marking in services has already been established in overseas such as HONG KONG.</i>  Adakah anda tahu pensijilan berkaitan perkhidmatan KKP ada dilaksanakan di luar negara? Contohnya OHSAS 18000, Pensijilan IAQ di Hong Kong <i>Do you know of any international certification on OSH services? Example OHSAS 18000, IAQ Certification in Hong Kong.</i>  Jika ya, nyatakan: _____ If yes, please state : _____			

Sila tanda (✓) di dalam ruang yang disediakan berdasarkan kepada pendapat jujur anda. Please tick (✓) in the column provided based on your honest opinion.				
SKALA (SCALE)	1	2	3	4
STATUS (STATUS)	SANGAT TIDAK SETUJU (Strongly disagree)	TIDAK SETUJU (Disagree)	SETUJU (Agree)	SANGAT SETUJU (Strongly agree)

PERSEPSI DAN SIKAP BERKAITAN PENSIJILAN KESELAMATAN DAN KESIHATAN BAGI PERKHIDMATAN PERCEPTION AND ATTITUDES TOWARDS SAFETY AND HEALTH MARKING FOR SERVICES					
No	PERKARA/ Items	1	2	3	4
	<b>PENDAPAT/ PERCEIVEDNESS</b>				
10.	Pensijilan Selamat dan Sihat akan menjamin pematuhan standard secara berterusan. <i>Safety and Health certification will ensure continuous compliance to the standard.</i>				
11.	Pensijilan Selamat dan Sihat diperlukan bagi menaikkan imej syarikat. <i>Safety and Health certification is necessary for company's image.</i>				
12.	Pensijilan ini diperlukan untuk menjamin keselamatan dan kesihatan di sesuatu tempat. <i>This certification is needed to ensure safety and health at any place.</i>				
13.	Pensijilan Selamat dan Sihat memberi kesan kepada kewangan syarikat. <i>Safety and Health certification gives company a financial effect.</i>				
	<b>SIKAP/ ATTITUDES</b>				
14.	Anda berasa sihat dan selamat bekerja di syarikat yang mendapatkan Pensijilan Selamat dan Sihat. <i>I feel safe working in a company that has Safety and Health certification.</i>				
15.	Anda berasa yakin dengan perkhidmatan yang ditawarkan sekiranya syarikat berkenaan mendapat Pensijilan Selamat dan Sihat. <i>I feel confidence with the provided services if the company has Safety and Health certification.</i>				
16.	Anda akan mematuhi peraturan dan prosedur yang ditetapkan sekiranya Pensijilan Selamat dan Sihat ini dilaksanakan di tempat kerja anda. <i>I will comply with the regulations and procedures if this Safety and Health Marking certification is approved at my workplace.</i>				

17.	Anda berasa tertekan bekerja di syarikat yang mendapat Pensijilan Selamat dan Sihat. <i>I feel stressed working in company that has Safety and Health Marking.</i>				
18.	Anda berasa proses pensijilan ini adalah membuang masa dan duit . <i>I feel this certification process is wasting time and money.</i>				
19.	Anda berasa proses Pensijilan Selamat dan Sihat adalah sia-sia. <i>I feel that certification process is useless.</i>				

PENDEDAHAN TERHADAP KEBOLEHBAHAYA/ EXPOSURE TO HAZARDS		SKALA/ SCALE			
No	PERKARA/ ITEMS	1	2	3	4
20.	Pekerjaan anda melibatkan pendedahan kepada keperluan mekanikal yang tinggi (seperti mengangkat atau membawa beban berat, bekerja dengan badan membengkok, bekerja dengan tangan mengangkat beban di atas kepala, bekerja sambil duduk, melutut, menolak atau menarik beban yang berat). <i>My work is exposed to high mechanical demand (lifting or carrying heavy load, work with the body bent forward , work with hands raised above the head, work while sitting down, squatting or kneeling while working, pushing or pulling etc).</i>				
21.	Pekerjaan anda memerlukan pendedahan kepada bahan biologi (darah, air kencing, daging dan darah haiwan atau kultur makmal). <i>My work is exposed to biological materials (i.e blood, urine, animal flesh, meat or laboratory cultures).</i>				
22.	Pekerjaan anda melibatkan pendedahan kepada kerja-kerja basah (air, banjir, lumpur, etc). <i>My work is exposed to wet work (work with water, etc).</i>				
23.	Pekerjaan anda melibatkan pendedahan kepada getaran (bekerja dengan alatan/peralatan/mesin yang bergetar). <i>My work is exposed to vibration(working with tools/ equipment/ machine that vibrate).</i>				
24.	Pekerjaan anda melibatkan pendedahan kepada bunyi bising (bising = sangat kuat sehingga seseorang terpaksa meninggikan suara untuk didengar apabila bercakap dengan seseorang dengan jarak selengan daripada mereka). <i>My work is exposed to noise (loud = so loud so that a person would have to raise their voice to be heard when speaking to people who are at one arm's length away from them).</i>				
25.	Pekerjaan anda melibatkan pendedahan matahari (pancaran matahari secara terus dengan/ tanpa pakaian). <i>My work is exposed to sun (direct sunlight with or without protective clothing).</i>				
26.	Pekerjaan anda melibatkan pendedahan tuntutan kerja yang tinggi (jangka masa kerja yang panjang, target akhir				

	yang berterusan, pekerjaan yang pantas, dll). <i>My work is exposed to high job demands (i.e work long hours, continuous deadlines, work very fast, etc).</i>				
27.	Pekerjaan anda melibatkan pendedahan kepada bahan-bahan kimia (produk pencuci, pelarut, resin, cat, pestisid dan lain-lain produk mengandungi bahan kimia). <i>My work is exposed to chemicals (cleaning products, disinfectant, solvents, resins, paints, pesticides or other chemical substances).</i>				
28.	Pekerjaan anda melibatkan pendedahan kepada kebolehbahaya terampai (habuk, zarah, wasap, asap, dll). <i>My works is exposed to airborne hazards (dust, particle, fumes, smoke, etc).</i>				
29.	Pekerjaan anda melibatkan pendedahan kepada tekanan yang tinggi (contoh aktiviti menyelam dan aktiviti pendakian). <i>My work is exposed to high pressure (scuba diving and hiking activities).</i>				
30.	Pekerjaan anda memerlukan anda menggunakan jentera mekanikal (contohnya kren, dandang, kebuk tekanan dll) <i>My work needs me to operate mechanical, machinery or equipment (crane, boiler, pressure vessel etc).</i>				
31.	Pekerjaan anda memerlukan anda untuk memanjat tempat tinggi menggunakan tangga atau/dan tali keselamatan <i>My work needs me to use ladder or/and safety harness.</i>				

**TERIMA KASIH ATAS KERJASAMA YANG DIBERIKAN**

**THANK YOU FOR YOUR COOPERATION**

## **Appendix 8: QUESTIONNAIRE 8**

### **STUDY ON OCCUPATIONAL SAFETY AND HEALTH (OSH) COMPLIANCE LEVEL OF THE CONTRACTORS INVOLVED IN PADDY AND RICE INDUSTRY**

Kod responden :  
(Respondent Code)

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\*Untuk Kegunaan Pejabat sahaja  
(For office use only)



## BORANG SOAL SELIDIK

### QUESTIONNAIRE

# KAJIAN TAHAP PEMATUHAN KESELAMATAN & KESIHATAN PEKERJAAN (KKP) TERHADAP KONTRAKTOR YANG TERLIBAT DI SEKTOR INDUSTRI PADI DAN BERAS

*STUDY ON OCCUPATIONAL SAFETY AND HEALTH (OSH) COMPLIANCE LEVEL OF THE CONTRACTORS  
INVOLVED IN RICE INDUSTRY*

**2015**

Kami percaya bahawa salah satu daripada aspek paling penting dalam pencegahan insiden adalah dengan menyediakan persekitaran kerja yang selamat dan sihat melalui pematuhan terhadap keselamatan dan kesihatan pekerjaan (KKP) yang tinggi. Bagi membantu kami memenuhi hasrat dan matlamat kajian ini, kami memohon kerjasama anda untuk melengkapkan borang soal selidik ini dengan mengisi ruang yang disediakan dan tandakan (✓) mana yang berkenaan.

Terima kasih atas bantuan dan kerjasama anda.

*We believe that one of the most important aspects in incident prevention is to provide a working environment that is safe and healthy through. Therefore, this study is conducted to investigate the extent of compliance with occupational safety and health (OSH) compliance. In order to help us meet the intent and purpose of this study, we seek your cooperation to complete this questionnaire by filling in the spaces provided and tick (✓) where applicable.*

*Thank you for your help and cooperation.*





Sila tanda ( ✓ ) di dalam ruang yang disediakan berdasarkan kepada pendapat jujur anda. <i>Please tick ( ✓ ) in the column provided based on your honest opinion.</i>										
SKALA (SCALE)	1 SANGAT TIDAK SETUJU (STRONGLY DISAGREE)	2 TIDAK SETUJU (DISAGREE)	3 TIDAK PASTI (NOT SURE)	4 SETUJU (AGREE)	5 SANGAT SETUJU (STRONGLY AGREE)					
<b>BAHAGIAN B : LATIHAN DAN PENYELIAAN (PART B : TRAINING AND SUPERVISION)</b>										
<b>Bahagian ini bertujuan untuk mengenalpasti latihan KKP dan keberkesannya di dalam latihan dan penyeliaan</b> <i>(This part intends to identify the OSH training and its effectiveness in training and supervision)</i>										
	Pernyataan (Statements)					1	2	3	4	5
1	Syarikat mempunyai program latihan KKP yang komprehensif. <i>The company has comprehensive OSH training program.</i>									
2	Latihan KKP yang diberikan adalah berkaitan dengan skop kerja pekerja. <i>The OSH training given is related to the worker's job scope.</i>									
3	Latihan KKP membantu pekerja menjalankan kerja dengan lebih berkesan. <i>OSH training helps the workers to be more effective in their job.</i>									
4	Semua pekerja baharu diberi latihan KKP secukupnya. <i>All new workers are well trained in OSH.</i>									
5	Syarikat menyediakan penyeliaan yang mencukupi untuk KKP pekerja. <i>The company provides sufficient supervision for worker's OSH.</i>									
6	Penyelia yang ditugaskan mempunyai pengetahuan dalam KKP. <i>Supervisors are knowledgeable in OSH.</i>									
7	Penyelia sentiasa mengutamakan KKP <i>Supervisors always put OSH as their main priority.</i>									
<b>BAHAGIAN C : PROSEDUR OPERASI SELAMAT (SOP) (PART C : SAFE OPERATING PROCEDURE (SOP))</b>										
<b>Bahagian ini bertujuan untuk mengenalpasti keberkesanan penggunaan SOP dalam syarikat</b> <i>(This part intends to identify the effectiveness of SOP's usage in the company)</i>										
	Pernyataan (Statements)					1	2	3	4	5
1	SOP boleh didapati dan mudah diakses di dalam syarikat ini. <i>SOP is available in this company.</i>									
2	Syarikat mengadakan sesi penerangan berkaitan SOP kepada pekerja <i>The company organize briefing session to workers on how to follow SOP.</i>									
3	Pekerja selalu merujuk SOP bila menjalankan kerjanya. <i>The workers always refer to SOP when executing their job.</i>									
4	Pekerja diberi masa yang mencukupi untuk memahami SOP. <i>The workers have given enough time to understand SOP.</i>									
5	Pekerja sentiasa mematuhi SOP di tempat kerja. <i>The workers always adhere to SOP in the workplace.</i>									
6	Kandungan SOP memenuhi keperluan kerja. <i>The contents of SOP meet the jobs needs.</i>									
7	SOP disemak semula dan/ atau dipinda semula mengikut keperluan. <i>SOP are reviewed and/ or revised as necessary.</i>									
<b>BAHAGIAN D : PENGURUSAN RISIKO KKP (PART D : OSH RISK MANAGEMENT)</b>										
<b>Bahagian ini adalah untuk mengenalpasti pengurusan risiko KKP di syarikat</b> <i>(This part intends to identify the company's OSH Risk Management)</i>										
	Pernyataan (Statements)					1	2	3	4	5
1	Dasar KKP telah diwujudkan di syarikat ini. <i>OSH policy has been established at this company.</i>									
2	Jawatankuasa KKP telah diwujudkan di syarikat ini. <i>OSH committee has been established at this company.</i>									
3	Mesyuarat Jawatankuasa KKP diadakan sekurang-kurangnya sekali dalam tempoh masa 3 bulan. <i>OSH committee meeting held at least once every 3 months.</i>									

4	Pelaksanaan pemeriksaan tempat kerja telah dilakukan sekurang-kurangnya sekali dalam tempoh 3 bulan. <i>Implementation of workplace inspections were carried out at least once within 3 months.</i>					
5	Pelan tindakan kecemasan disediakan di setiap tempat kerja <i>The emergency response plan is provided at each workplace</i>					
6	Audit KKP telah dilaksanakan di syarikat ini. <i>OSH Audit has been implemented in this company.</i>					
7	Setiap penemuan audit KKP telah diambil tindakan yang sewajarnya. <i>Each audit findings of OSH has been taken appropriate action.</i>					
8	Setiap kemalangan sewaktu pelaksanaan kerja telah direkodkan. <i>Each accident during the execution of work has been recorded.</i>					
9	Pengawalan risiko KKP dilaksanakan dengan berkesan di tempat kerja. <i>OSH risk control is implemented effectively at work place.</i>					
<b>BAHAGIAN E : KOMUNIKASI &amp; LAPORAN KESELAMATAN (PART E : COMMUNICATION &amp; SAFETY REPORTING )</b>						
<b>Bahagian ini adalah untuk mengenalpasti sistem komunikasi dan mengurus laporan keselamatan di syarikat (This part intends to identify the company's communication system and manage the safety report)</b>						
	<b>Pernyataan (Statements)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Setiap maklumat KKP telah diberikan kepada semua pekerja di syarikat ini. <i>Any information about OSH has been given to all the employees in this company.</i>					
2	Setiap pekerja di syarikat ini faham mengenai maklumat tentang KKP <i>Every employee in the company has understood about OSH information.</i>					
3	Syarikat ini sedia menerima sebarang maklum balas daripada pekerja berkenaan maklumat tentang KKP. <i>The company is ready to receive any feedback from the employee's about OSH information.</i>					
4	Syarikat ini bersedia mengambil sebarang tindakan terhadap maklum balas yang diterima daripada pekerja. <i>The company is ready to take any action based on the feedback received from employees.</i>					
5	Semua komunikasi dengan pekerja berkaitan dengan KKP telah direkodkan. <i>Any communications with employees related to OSH have been recorded.</i>					
6	Aduan tentang keadaan atau perlakuan yang tidak selamat di tempat kerja kerap diterima. <i>Complaints about conditions or unsafe behaviors in the workplace are often accepted.</i>					
7	Laporan kemalangan yang diterima telah diambil tindakan oleh syarikat ini. <i>Reports received regarding accidents had been acted upon by the company.</i>					
<b>BAHAGIAN F: KOMITMEN PENGURUSAN (PART F : MANAGEMENT COMMITMENT )</b>						
<b>Bahagian ini bertujuan untuk mengetahui komitmen syarikat terhadap amalan KKP (This part intends to find out the commitment of the company towards OSH practice)</b>						
	<b>Pernyataan (Statements)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Syarikat menyediakan sumber kewangan yang mencukupi untuk melaksanakan program KKP. <i>The company provides enough financial resources to implement OSH program.</i>					
2	Syarikat menyediakan sumber manusia yang mencukupi untuk melaksanakan program KKP. <i>The company provides enough human resources to implement OSH program.</i>					
3	Syarikat memperuntukkan masa untuk melaksanakan program KKP. <i>The company allocate time to implement OSH program.</i>					
4	Syarikat menyediakan ganjaran apabila KKP diamalkan. <i>The company provides incentive(s) when OSH is practiced.</i>					
5	Syarikat mengambil berat terhadap kebajikan pekerja dalam KKP. <i>The company is concern about worker's welfare in OSH.</i>					
6	Syarikat mengambil tindakan segera terhadap sebarang laporan KKP. <i>The company takes immediate action on any OSH report.</i>					

<b>BAHAGIAN G : SIKAP PEKERJA TERHADAP KKP (PART G : ATTITUDE OF WORKERS TOWARD OSH)</b>						
<b>Bahagian ini bertujuan untuk mengetahui sikap pekerja terhadap KKP (This part intends to find out worker's attitude towards OSH)</b>						
	<b>Pernyataan (Statements)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Pekerja memberitahu setiap insiden di tempat kerja kepada penyelia. <i>Workers notify every workplace incident to the supervisor.</i>					
2	Pekerja cenderung untuk berkongsi maklumat KKP sesama mereka. <i>Workers tend to share their OSH information among themselves.</i>					
3	Pekerja sentiasa mengambilkira aspek KKP sebagai keutamaan sebelum memulakan kerja. <i>Workers always consider OSH as their main priority before work commencement.</i>					
4	Pekerja akan membuat intervensi jika terdapat sebarang amalan kerja yang tidak selamat. <i>Workers would intervene each other if there is any unsafe work practice.</i>					
<b>BAHAGIAN H : BAHAGIAN INI ADALAH UNTUK MENGENALPASTI MASALAH-MASALAH YANG DIHADAPI OLEH SYARIKAT INI DALAM MEMATUHI KKP (SECTION H : THIS SECTION IS TO IDENTIFY PROBLEM(S) ENCOUNTER BY THE COMPANY IN COMPLYING TO OSH REQUIREMENTS)</b>						
<b>Sila tandakan ( ✓ ) pada masalah-masalah yang dihadapi (Please tick ( ✓ ) the problem(s))</b>						
	<b>Pernyataan (Statements)</b>					
1	Perlu peruntukan sumber kewangan yang mencukupi untuk melaksanakan program KKP. <i>Need sufficient financial resources to implement OSH programs.</i>					
2	Perlu komunikasi berkesan antara pihak pengurusan syarikat dengan pekerja. <i>Need effective communication between company management and workers.</i>					
3	Perlu komunikasi berkesan antara pihak majikan utama dengan kontraktor. <i>Need effective communication between principle employer and contractor.</i>					
4	Tidak cukup peralatan keselamatan (termasuk peralatan perlindungan diri (PPE)) untuk menjalankan kerja. <i>Inadequate safety equipment (include PPE) for work.</i>					
5	Perlu peralatan keselamatan (termasuk PPE) yang bersesuaian dengan jenis kerja. <i>Need appropriate safety equipment (include PPE) with type of work.</i>					
6	Sikap pekerja yang kurang prihatin terhadap KKP. <i>Lack of attitude of workers towards OSH.</i>					
7	Kadar perpindahan pekerja yang tinggi dari satu syarikat ke syarikat lain. <i>High rate of workers turnover from one company to another.</i>					
8	Tempoh persediaan projek yang singkat. <i>Short period of project preparation.</i>					
9	Perlu latihan yang bersesuaian dan mencukupi dengan jenis kerja. <i>Need appropriate and adequate training to the types of work.</i>					
<b>Lain-lain masalah yang berkaitan (Sila nyatakan)</b> <i>Other related problem (Please state)</i>						
_____						
_____						
_____						

**TERIMA KASIH ATAS KERJASAMA YANG DIBERIKAN**

THANK YOU FOR YOUR COOPERATION

**Appendix 9: QUESTIONNAIRE 9**

**REGULATORY IMPACT ANALYSIS FOR STATUTORY  
MACHINERY INSPECTION BY LICENSED PERSON**

No. Responden / Respondent no.

**ARAHAN / INSTRUCTIONS :**

Sila tandakan ( *√* ) pada kotak disediakan dengan betul apabila menjawab soalan.  
*Please mark (√) in the box correctly while answering the question.*

**SECTION A: SOCIO DEMOGRAPHIC**

**1. Nama syarikat:**   
*Company name:*

**2. Alamat syarikat:**   
*Company*  
*Address :*

**3. Sektor Industri:**

Pengilangan/*manufacturing*

Pelombongan dan Penguarian/*mining and quarrying*

Pembinaan/*construction*

Pertanian, perhutanan dan perikanan/*agriculture, forestry and fishing*

Kemudahan: elektrik, gas, air dan perkhidmatan kebersihan/*utilities: electricity, gas, water and sanitary Services*

Pengangkutan, Penyimpanan dan Komunikasi/*transport, storage and communication*

Perdagangan borong dan runcit/*wholesale and retail trades*

Hotel dan restoran/*hotels and restaurants*

Kewangan, insuran, harta tanah dan perkhidmatan perniagaan/*finance, insurance, real estate and business Services*

Perkhidmatan awam dan pihak berkuasa berkanun/*Public services and statutory authorities*

Lain – lain/*others, nyatakan/please state: \_\_\_\_\_*

**4. Saiz Industri:**  Besar / *Big*  
 Kecil / *Small*  
 Sederhana / *Medium*

**5. Jumlah Pekerja:**

**6. Pemilikan Jentera:**  Tempatan  
 Bukan tempatan

**7.**

Jenis Jentera/ <i>Type of Machinery</i>	Bilangan Jentera/ <i>No. Of machinery</i>	Tarikh Tamat Tempoh Jentera/ <i>CF expired date</i>	No. Pendaftaran JKPP/ <i>DOSH registration number</i>
Dandang Stim/ <i>Steam Boiler</i>			
Pengandung Tekanan Tak Berapi/ <i>Unfired Pressure Vessel</i>			
Mesin Angkat/ <i>Hoisting Machinery</i>			

**8. Pegawai untuk dihubungi:** \_\_\_\_\_

**9. No. Telefon:**

**SECTION B:**

- 1. Adakah syarikat/premis anda terlibat dalam aktiviti pemeriksaan statutori bagi jentera berperakuan?**

*Does your company/premise involved in machinery statutory inspection?*

- Ya / Yes
- Tidak / No

- 2. Adakah syarikat/premis anda terlibat dalam aktiviti pengendalian bagi jentera berperakuan?**

*Does your company/premise involved in operating certified machinery?*

- Ya / Yes
- Tidak / No

- 3. Adakah pernah berlaku kemalangan melibatkan jentera berperakuan di tempat kerja/premis anda dalam tempoh 3 tahun terakhir?**

*Have any accident ever occurred in your workplace/premise involving certificate machinery within the last 3 years?*

- Ya / Yes
- Tidak / No

- 4. Berapakah anggaran kerugian yang ditanggung akibat kemalangan?**

*What is the estimated loss incurred as a result of accident?*

- < RM5000
- ≤ RM5000 – RM10000
- > RM10000

- 5. Adakah pemeriksaan jentera berperakuan di tempat kerja/premis anda dilakukan mengikut pemeriksaan statutori (setiap 15 bulan)**

*Is the statutory inspection at your workplace/premise following the statutory inspection schedule (every 15 months)?*

- Ya / Yes
- Tidak / No

Kenapa / Why : .....

- 6. Adakah anda berpuas hati dengan kaedah pemeriksaan statutori (setiap 15 bulan) oleh JKKP sekarang?**

*Are you satisfied with the method of machinery inspection (every 15 months) by DOSH?*

- Ya / Yes
- Tidak / No

Kenapa / Why : .....

**7. Nyatakan isu yang selalu dihadapi oleh syarikat/premis anda semasa pemeriksaan statutori (setiap 15 bulan) oleh JKPP:**

*The issues often faced by your company/premise during a statutory inspection (every 15 months) by DOSH:*

- Kos pemeriksaan yang tinggi / *high inspection cost*
- Masa pemeriksaan yang panjang / *long inspection time*
- Sukar untuk mendapatkan tarikh pemeriksaan / *difficulties in obtaining inspection date*
- Proses pemeriksaan yang lambat / *slow inspection process*
- Proses permohonan yang lambat / *slow application process*
- Proses pengeluaran CF yang lambat / *slow production of CF process*
- Kurang kualiti pemeriksaan / *low quality of inspection*
- Lain-lain / *others*

Nyatakan / *please state* :.....

**8. Sekiranya pemeriksaan statutori (setiap 15 bulan) tidak dilaksanakan, tahukah anda bahawa jentera anda tidak boleh dikendalikan?**

*If the statutory inspection (every 15 months) is not implemented, do you know that your machine is not allowed to be operated?*

- Ya / *Yes*
- Tidak / *No*

**9. Sekiranya jentera di syarikat/premis anda tidak dapat dikendalikan disebabkan oleh kelewatan pemeriksaan statutori oleh JKPP, berapakah anggaran kos kerugian yang terpaksa ditanggung oleh syarikat/premis anda (anggaran kerugian harian)?**

*If the machine in your company/premise is NOT operated due to backlog inspection by DOSH, what is the estimated cost of the losses that will be incurred by your company/premise (estimated daily losses)?*

.....



Sila jawab soalan 10 hingga 13 berdasarkan pernyataan di bawah:

Orang yang berlesen (licensed person) merupakan pihak ketiga yang diberi lesen di bawah peruntukan Seksyen 40 (1A), Akta Kilang dan Jentera (Pindaan) 2006. Peruntukan ini menyatakan bahawa semua jentera yang berhubung dengan yang mana suatu sijil kelayakan telah ditetapkan hendaklah diperiksa oleh seorang Inspektor atau orang yang berlesen (licensed person) pada tempoh masa dan dalam cara demikian sepertimana yang telah ditetapkan. Peruntukan Seksyen 7D, Akta Kilang dan Jentera (Pindaan) 2006 pula memberi kuasa kepada Menteri untuk melantik pihak ketiga bagi menjalankan pemeriksaan statutori.

**10. Pernahkah syarikat/premis melantik pihak ketiga selain daripada JKKP untuk menjalankan pemeriksaan yang berkaitan dengan jentera berperakuan di syarikat/premis anda?**

*Have your company/premise ever appointed a third party other than DOSH to carry out the machinery inspections?*

- Ya / Yes
- Tidak / No

**11. Berapa bayaran perkhidmatan yang dikenakan oleh pihak ketiga?**

*How much is the services fee charged by the third party?*

Nyatakan / please state:

Bil. Jentera / No. of machinery : .....

Jumlah Bayaran / Total fee : .....

Jenis perkhidmatan / Type of services : .....

**12. Adakah anda bersetuju sekiranya pemeriksaan statutori (setiap 15 bulan) dilaksanakan bukan oleh JKKP tetapi oleh pihak ketiga yang berdaftar dengan JKKP?**

*Do you agree if a statutory inspection (every 15 months) is not conducted by DOSH but by a third party, who is registered with DOSH?*

- Ya / Yes
- Tidak / No

**13. Adakah anda bersetuju sekiranya penambahan dilakukan ke atas yuran pemeriksaan sedia ada merujuk kepada Peraturan 34-39 di bawah Peraturan-peraturan (Pemberitahu, Perakuan Kelayakan dan Pemeriksaan) Kilang dan Jentera 1970, jika anda bersetuju nyatakan cadangan peratus bayaran professional di dalam jadual 1.0**

*Do you agree if additions are made to the existing inspection fee refer to Regulation 34-39 under Regulations (Notification, Certificate of Fitness and Inspection) Plant and Machinery in 1970, if yes please propose the professional fees to be charge for statutory inspection by third party in table 1.0.*

Jadual 1.0 Senarai yuran pemeriksaan jentera berdaftar

Jentera / Machinery	Bayaran pemeriksaan (Peraturan 34 – 39) Payment of inspection (Reg. 34 – 39)		Cadangan bayaran profesional / Proposed professional fees
	Item	RM	% daripada bayaran pemeriksaan / % from payment of inspection
<b>Dandang stim / Steam Boiler</b>			
Permukaan pemanas (meter persegi) / where the heating surface of such steam boilers is (m <sup>2</sup> )			
	Kurang daripada 5 m <sup>2</sup> /under 5 m <sup>2</sup>	84	
	5 m <sup>2</sup> dan ke atas tetapi kurang dari 10 m <sup>2</sup> / 5 m <sup>2</sup> and above but under 10 m <sup>2</sup>	203	
	10 m <sup>2</sup> dan ke atas tetapi kurang dari 25 m <sup>2</sup> / 10 m <sup>2</sup> and above but under 25 m <sup>2</sup>	270	
	25 m <sup>2</sup> dan ke atas tetapi kurang dari 50 m <sup>2</sup> / 25 m <sup>2</sup> and above but under 50 m <sup>2</sup>	337	
	50 m <sup>2</sup> dan ke atas tetapi kurang dari 100 m <sup>2</sup> / 50 m <sup>2</sup> and above but under 100 m <sup>2</sup>	405	
	100 m <sup>2</sup> dan ke atas tetapi kurang dari 250 m <sup>2</sup> / 100 m <sup>2</sup> and above but under 250 m <sup>2</sup>	506	
	250 m <sup>2</sup> dan ke atas/ 250 m <sup>2</sup> and above	608	
	Autoclave	100	
	Superheater	80	
<b>Pengandung tekanan tak berapi / Unfired Pressure Vessel</b>			
Stim (meter padu) / where such vessel is under steam pressure and has a cubic capacity (m <sup>3</sup> )			
	Kurang daripada 0.1 m <sup>3</sup> / under 0.1 m <sup>3</sup>	36	
	0.1 m <sup>3</sup> dan ke atas tetapi kurang daripada 0.5 m <sup>3</sup> / 0.1 m <sup>3</sup> and above but under 0.5 m <sup>3</sup>	54	
	0.5 m <sup>3</sup> dan ke atas tetapi kurang daripada 5 m <sup>3</sup> /0.5 m <sup>3</sup> and above but under 5 m <sup>3</sup>	60	
	5 m <sup>3</sup> dan ke atas tetapi kurang daripada 10 m <sup>3</sup> / 5 m <sup>3</sup> and above but under 10 m <sup>3</sup>	108	
	10 m <sup>3</sup> dan ke atas tetapi kurang daripada 15 m <sup>3</sup> / 10 m <sup>3</sup> and above but under 15 m <sup>3</sup>	144	
	15 m <sup>3</sup> dan ke atas / 15 m <sup>3</sup> and above	180	
Bukan Stim (meter padu) / where such vessel is not under steam pressure, and is not used exclusively for starting an internal combustion engine, and has a cubic capacity (m <sup>3</sup> )			
	Kurang daripada 0.1 m <sup>3</sup> / under 0.1 m <sup>3</sup>	20	
	0.1 m <sup>3</sup> dan ke atas tetapi kurang daripada 0.5 m <sup>3</sup> / 0.1 m <sup>3</sup> and above but under 0.5 m <sup>3</sup>	40	
	0.5 m <sup>3</sup> dan ke atas tetapi kurang daripada 5 m <sup>3</sup> / 0.5 m <sup>3</sup> and above but under 5 m <sup>3</sup>	80	
	5 m <sup>3</sup> dan ke atas tetapi kurang daripada 10 m <sup>3</sup> /5 m <sup>3</sup> and above but under 10 m <sup>3</sup>	100	
	10 m <sup>3</sup> dan ke atas tetapi kurang daripada 15 m <sup>3</sup> / 10 m <sup>3</sup> and above but under 15 m <sup>3</sup>	120	
	15 m <sup>3</sup> dan ke atas /15 m <sup>3</sup> and above	160	

<b>Mesin Angkat / hoisting machine</b>		
<i>Mesin Angkat/hoisting machineries</i>		
Kurang daripada 15 kilowatt / <i>under 15 kilowatt</i>	86	
15 kilowatt dan ke atas tetapi kurang daripada 37 kilowatt/ <i>15 kilowatt and above but under 37 kilowatt</i>	151	
37 kilowatt dan ke atas tetapi kurang daripada 75 kilowatt/ <i>37 kilowatt and above but under 75 kilowatt</i>	194	
75 kilowatt dan ke atas/ <i>75 kilowatt and above</i>	237	
<i>Lif penumpang elektrik atau lif barang-barang/electric passenger or goods lift</i>		
Kurang daripada 30 meter / <i>under 30 metres</i>	173	
30 meter dan ke atas tetapi kurang daripada 140 meter/ <i>30 metres and above but under 140 metres</i>	380	
140 meter dan ke atas / <i>140 metres and above</i>	483	
Lif khidmat letrik/ <i>electric service lift</i>	120	
Kren bergerak/ <i>mobile crane</i>	146	

## **Appendix 10: QUESTIONNAIRE 10**

### **DEVELOPMENT OF PRIORITY AREAS FOR RESEARCH AND DEVELOPMENT (R&D) AND STANDARD RELATED TO OCCUPATIONAL SAFETY AND HEALTH (OSH) IN MALAYSIA FOR 2016 TO 2020**

Kod :  
(Code)

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\*Untuk Kegunaan Pejabat sahaja  
(For office use only)



# BORANG SOAL SELIDIK

## QUESTIONNAIRE

### PEMBANGUNAN BIDANG FOKUS BAGI PENYELIDIKAN & PEMBANGUNAN (R&D) DAN STANDARD BERKAITAN KESELAMATAN & KESIHATAN PEKERJAAN (KKP) DI MALAYSIA BAGI TAHUN 2016-2020

*DEVELOPMENT OF PRIORITY AREAS FOR RESEARCH AND DEVELOPMENT (R&D) AND STANDARD RELATED TO OCCUPATIONAL SAFETY AND HEALTH (OSH) IN MALAYSIA; 2016-2020*

**2016/2017**

Kami percaya bahawa salah satu daripada aspek paling penting dalam menghasilkan bidang fokus R&D dan standard KKP yang komprehensif adalah melalui konsensus pihak-pihak berkepentingan dalam KKP di Malaysia. Bagi membantu memenuhi hasrat dan matlamat kajian ini, kami telah membangunkan borang soal selidik yang mengandungi 3 bahagian utama seperti berikut :

- Bahagian A : **PROFIL DIRI & ORGANISASI YANG DIWAKILI**
- Bahagian B : **BIDANG FOKUS KKP UNTUK R&D DI MALAYSIA**
- Bahagian C : **BIDANG FOKUS KKP UNTUK STANDARD DI MALAYSIA**
- Bahagian D : **CADANGAN**

Kami memohon kerjasama anda untuk melengkapkan borang soal selidik ini dengan mengisi ruang disediakan dan tandakan (✓) pada ruang yang berkenaan. Terima kasih atas kerjasama anda.

*We believe that one of the most important aspects in producing comprehensive priority areas of R&D and standard OSH is by consensus of stakeholders in OSH at Malaysia. To help us meet the intent and purpose of this study, we have developed a questionnaire that contains 3 main parts as follows:*

- Part A : Subject Profile & Represented Organization*
- Part B : OSH Priority Areas for R&D in Malaysia*
- Part C : OSH Priority Areas for Standard in Malaysia*
- Part D : Recommendations*

*We seek your cooperation to complete this questionnaire by filling in the spaces provided and tick (✓) in the space provided. Thank you for your help and cooperation.*

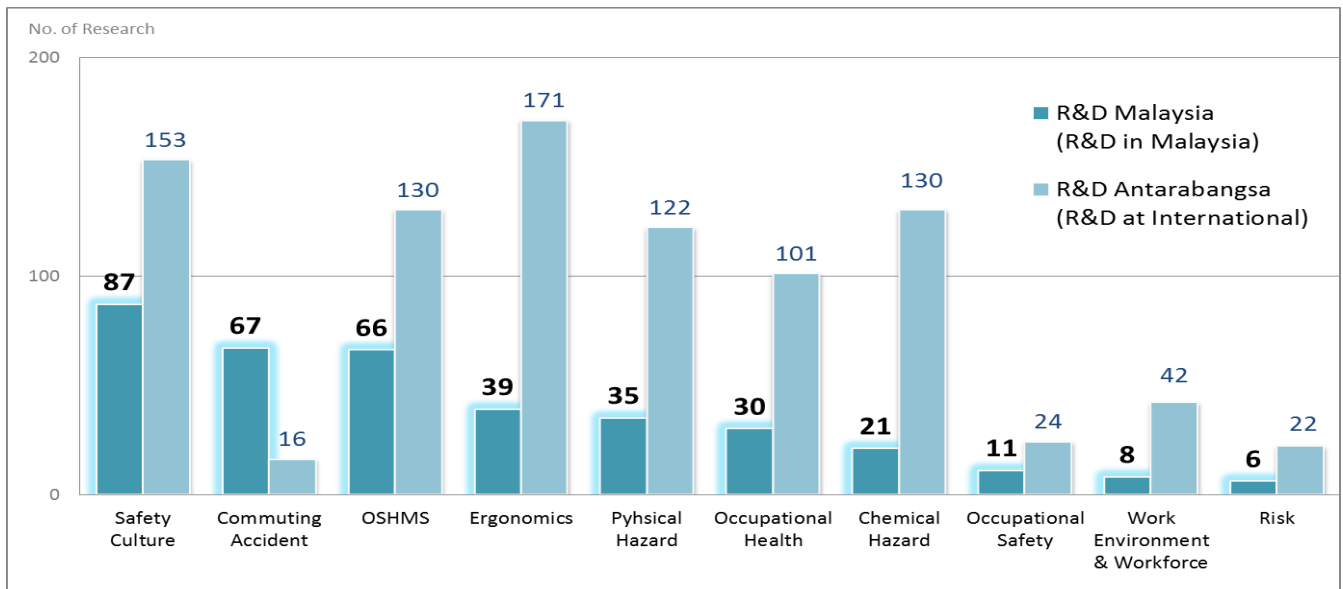
## **TREND SEMASA BAGI AKTIVITI PENYELIDIKAN & PEMBANGUNAN (R&D) DAN STANDARD BERKAITAN KESELAMATAN & KESIHATAN PEKERJAAN (KKP)**

Sebagai rujukan untuk anda, Graf 1 dan Graf 2 masing-masing menunjukkan hasil penemuan awal kajian iaitu trend semasa bagi bidang fokus R&D (2013-2015) dan standard KKP di Malaysia dan perbandingannya di peringkat antarabangsa. Oleh yang demikian, 10 bidang fokus R&D dan standard KKP tertinggi telah dikenal pasti yang menjadi asas kepada pembangunan borang soal selidik ini.

*As your reference, Graph 1 and Graph 2 shows the early findings of current trends of priority areas for R&D (2013-2015) and standard OSH in Malaysia and its comparison at the international level. Therefore, 10 highest priority areas for R&D and standard OSH have been identified which is become a fundamental to the development of this questionnaire.*

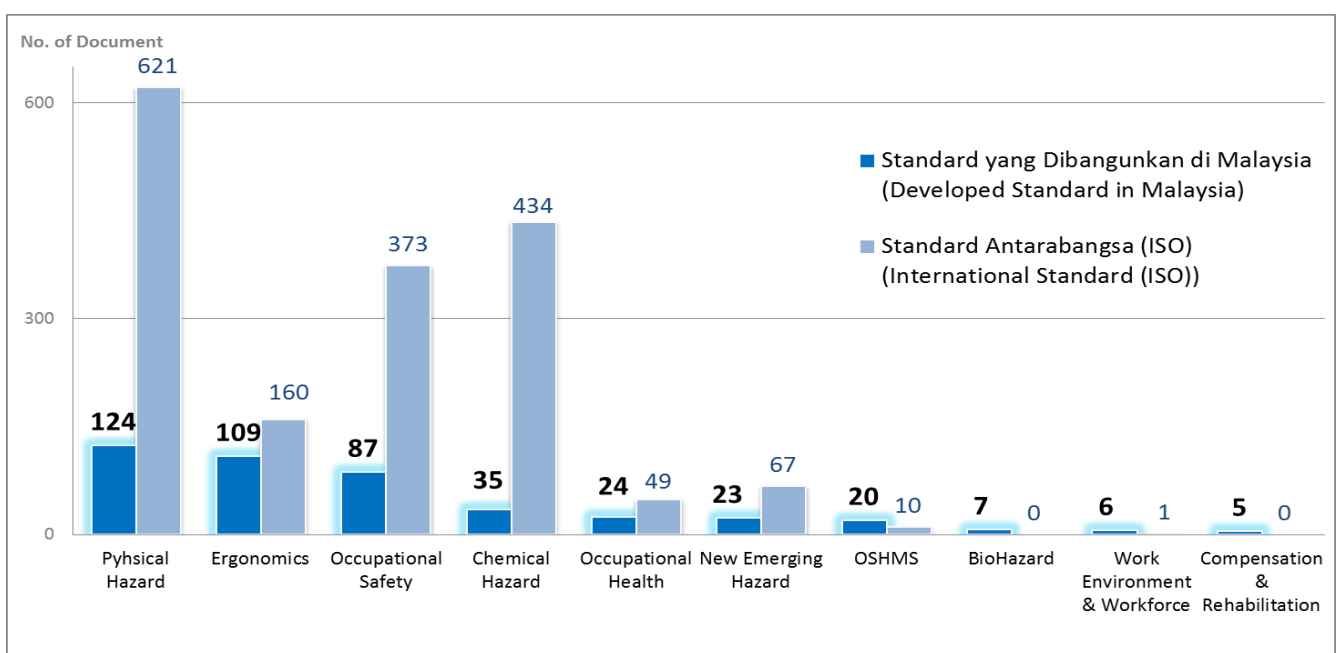
### **GRAF 1 : TREND SEMASA BAGI BIDANG FOKUS R&D BERKAITAN KKP (2013-2015)**

*(Current Trend for R&D Priority Area related to OSH (2013-2015))*



### **GRAF 2 : TREND SEMASA BAGI BIDANG FOKUS PEMBANGUNAN STANDARD BERKAITAN KKP**

*(Current Trend for Standard Priority Area related to OSH)*



**BAHAGIAN A : PROFIL DIRI & ORGANISASI YANG DIWAKILI**  
(PART A : SUBJECT PROFILE AND REPRESENTED ORGANISATION)

<b>1. Nama (Name)</b> :	<table border="1" style="width:100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																														
<b>2. No. Tel (Tel. No.)</b> :	<table border="1" style="width:100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td align="center">-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																-																																																																														
				-																																																																																											
<b>3. Jawatan (Designation)</b> :	<table border="1" style="width:100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																														
<b>4. Nama Organisasi (Name of Organisation)</b> :	<table border="1" style="width:100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																														
<b>5. Jenis Sektor (Type of Sector)</b> :	<input type="checkbox"/> <sub>1</sub> Pengilangan (Manufacturing) <input type="checkbox"/> <sub>2</sub> Perlombongan & Penguarian (Mining & Quarrying) <input type="checkbox"/> <sub>3</sub> Pembinaan (Construction) <input type="checkbox"/> <sub>4</sub> Pertanian, Perhutanan & Perikanan (Agriculture, Forestry & Fishing) <input type="checkbox"/> <sub>5</sub> Kemudahan Elektrik, Gas, Air & Perkhidmatan Kebersihan (Utilities, Electricity, Gas, Water & Sanitary Services) <input type="checkbox"/> <sub>6</sub> Pengangkutan, Penyimpanan & Komunikasi (Transport, Storage & Communication) <input type="checkbox"/> <sub>7</sub> Perdagangan Borong & Runcit (Wholesale & Retail Trades) <input type="checkbox"/> <sub>8</sub> Hotel & Restoran (Hotel & Restaurants) <input type="checkbox"/> <sub>9</sub> Kewangan, Insurans, Harta Tanah & Perkhidmatan Perniagaan (Finance, Real Estate & Business Services) <input type="checkbox"/> <sub>10</sub> Perkhidmatan Awam & Pihak Berkuasa Berkanun (Public Services & Statutory Authorities) <input type="checkbox"/> <sub>11</sub> Lain-lain sektor, Sila nyatakan (Other Sector, Please specify) : .....																																																																																														
<b>6. Bidang Kepakaran (Specialist Area)</b> :	_____																																																																																														
<b>7. Pengalaman Kerja (Work Experiences)</b> :	<input type="checkbox"/> <sub>1</sub> 20 tahun & ke atas (20 years & Above) <input type="checkbox"/> <sub>4</sub> 5 - 9 tahun (5-9 years) <input type="checkbox"/> <sub>2</sub> 15 - 19 tahun (15-19 years) <input type="checkbox"/> <sub>5</sub> Kurang dari 5 tahun (Less than 5 years) <input type="checkbox"/> <sub>3</sub> 10 - 14 tahun (10-14 years)																																																																																														
<b>8. Jantina (Gender)</b> :	<input type="checkbox"/> <sub>1</sub> Lelaki (Male) <input type="checkbox"/> <sub>2</sub> Perempuan (Female)																																																																																														
<b>9. Pendidikan Tertinggi (Highest Education)</b> :	<input type="checkbox"/> <sub>1</sub> Ph.D (Ph.D) <input type="checkbox"/> <sub>3</sub> Sarjana Muda (Degree) <input type="checkbox"/> <sub>2</sub> Sarjana (Master) <input type="checkbox"/> <sub>4</sub> Diploma (Diploma) <input type="checkbox"/> <sub>5</sub> Lain-lain, sila nyatakan (Others, please specify) : _____																																																																																														
<b>10. ORGANISASI ANDA</b> terlibat menjalankan R&D (YOUR ORGANIZATION involved in carrying out R&D) :	<input type="checkbox"/> <sub>1</sub> Ya (Yes) <input type="checkbox"/> <sub>2</sub> Tidak (No)																																																																																														
<b>11. ANDA</b> terlibat dalam menjalankan R&D (YOU are involved in carrying out R&D) :	<input type="checkbox"/> <sub>1</sub> Ya (Yes) <input type="checkbox"/> <sub>2</sub> Tidak (No)  Jika Ya, berapakah bilangan R&D yang telah dijalankan (If yes, how many R&D was carried out) : _____																																																																																														
<b>13. ORGANISASI ANDA</b> terlibat di dalam pembangunan standard (YOUR ORGANIZATION involved in development of standard) :	<input type="checkbox"/> <sub>1</sub> Ya (Yes) <input type="checkbox"/> <sub>2</sub> Tidak (No)																																																																																														
<b>14. ANDA</b> terlibat dalam pembangunan standard (YOU are involved in carrying out standard) :	<input type="checkbox"/> <sub>1</sub> Ya (Yes) <input type="checkbox"/> <sub>2</sub> Tidak (No)  Jika Ya, berapakah bilangan standard yang terlibat (If yes, how many standard involved) : _____																																																																																														

**BAHAGIAN B : BIDANG FOKUS KKP UNTUK R&D DI MALAYSIA***(PART B : OSH PRIORITY AREAS FOR R&D IN MALAYSIA)*

**Arahan:** Sila nomborkan 10 bidang fokus R&D ini bagi keutamaan Malaysia mengikut pendapat anda, dengan **NO. 1 SEBAGAI YANG PALING PENTING DAN NO. 10 YANG KURANG PENTING.** Seterusnya, sila kenalpasti sub-tema kepada bidang fokus R&D yang telah anda nomborkan dengan menandakan (✓) mengikut keutamaan anda pada kotak yang telah disediakan.

*Instruction: Please rank the 10 R&D priority areas for Malaysia preferential based on your opinion, with 1 being most important and 10 being least important. Next, please identify the sub – topics for R&D priority areas that have you rank by tick (✓) according to your preference in the box(es) provided.*

Bidang Fokus R&D (R&D Priority Areas) Sila Nomborkan (Ranking)	Sub – Tema (Sub – Themes) Anda boleh menanda (✓) lebih dari satu (You may tick (✓) more than one)
No. <input type="text"/> Budaya Keselamatan <i>(Safety Culture)</i>	<input type="checkbox"/> Iklim Keselamatan ( <i>Safety Climate</i> ) <input type="checkbox"/> Keselamatan Berdasarkan Kelakuan ( <i>Behavior – Based Safety (BBS)</i> ) <input type="checkbox"/> Pelan Induk KKP ( <i>OSH Master Plan</i> ) <input type="checkbox"/> Promosi KKP / Budaya Pencegahan ( <i>OSH Promotion</i> ) / ( <i>Preventive Culture</i> ) <input type="checkbox"/> Lain-lain, nyatakan ( <i>Others, please specify</i> ): .....
No. <input type="text"/> Kemalangan Perjalanan <i>(Commuting Accident)</i>	<input type="checkbox"/> Pengurusan Risiko Perjalanan ( <i>Commuting Risk Management</i> ) <input type="checkbox"/> Trend dan Cabaran ( <i>Trend and Challenges</i> ) <input type="checkbox"/> Pencegahan dan Kawalan ( <i>Prevention and Control</i> ) <input type="checkbox"/> Lain-lain, nyatakan ( <i>Others, please specify</i> ): .....
No. <input type="text"/> Sistem Pengurusan KKP <i>(OSH Management System)</i>	<input type="checkbox"/> Pelaksanaan & cabaran ( <i>Implementation &amp; Challenges</i> ) <input type="checkbox"/> Audit ( <i>Audit</i> ) <input type="checkbox"/> Pencegahan Insiden dan Analisis ( <i>Incident Prevention and Analysis</i> ) <input type="checkbox"/> Pengurusan Kontraktor ( <i>Contractor Management</i> ) <input type="checkbox"/> Petunjuk Prestasi KKP ( <i>OSH Performance Indicator</i> ) <input type="checkbox"/> Kesiediaan Kecemasan & Tindak balas ( <i>Emergency Preparedness &amp; Response</i> ) <input type="checkbox"/> Lain-lain, nyatakan ( <i>Others, please specify</i> ): .....
No. <input type="text"/> Ergonomik <i>(Ergonomics)</i>	<input type="checkbox"/> Penaksiran Ergonomik ( <i>Ergonomic Assessment</i> ) <input type="checkbox"/> Ergonomik & Kesan Kesihatan ( <i>Ergonomic &amp; Health Effect</i> ) <input type="checkbox"/> Pencegahan & Kawalan ( <i>Prevention &amp; Control</i> ) <input type="checkbox"/> Pelaksanaan & cabaran ( <i>Implementation &amp; Challenges</i> ) <input type="checkbox"/> Lain-lain, nyatakan ( <i>Others, please specify</i> ): .....
No. <input type="text"/> Hazard Fizikal <i>(Physical Hazard)</i>	<input type="checkbox"/> Keselamatan Jentera ( <i>Machinery Safety</i> ) <input type="checkbox"/> Keselamatan Elektrik ( <i>Electrical Safety</i> ) <input type="checkbox"/> Bunyi Bising ( <i>Noise</i> ) <input type="checkbox"/> Pengudaraan ( <i>Ventilation</i> ) <input type="checkbox"/> Pencahayaan ( <i>Illumination</i> ) <input type="checkbox"/> Kualiti Udara Dalam (Indoor Air Quality) <input type="checkbox"/> Lain-lain, nyatakan ( <i>Others, please specify</i> ): ..... <input type="checkbox"/> Radiasi ( <i>Radiation</i> ) <input type="checkbox"/> Getaran ( <i>Vibration</i> ) <input type="checkbox"/> Haba ( <i>Thermal</i> ) <input type="checkbox"/> Tekanan ( <i>Pressure</i> )



Bidang Fokus R&D (R&D Priority Areas) Sila Nomborkan (Ranking)	Sub – Tema (Sub – Themes) Anda boleh menanda (✓) lebih dari satu (You may tick (✓) more than one)
No. <input type="text"/> Kesihatan Pekerjaan <i>(Occupational Health)</i>	<input type="checkbox"/> Trend Penyakit/ Kecederaan Trauma <i>(Trend of Disease/ Illnesses/ Traumatic Injuries)</i> <input type="checkbox"/> Pengawasan Perubatan <i>(Medical Surveillance)</i> <input type="checkbox"/> Pencegahan & Kawalan <i>(Prevention &amp; Control)</i> <input type="checkbox"/> Epidemiologi Pekerjaan <i>(Occupational Epidemiology)</i> <input type="checkbox"/> Toksikologi Pekerjaan <i>(Occupational Toxicology)</i> <input type="checkbox"/> Higen Industri <i>(Industrial Hygiene)</i> <input type="checkbox"/> Pelaksanaan & cabaran <i>(Implementation &amp; Challenges)</i> <input type="checkbox"/> Kesihatan Mental <i>(Mental Health)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="text"/> Hazard Kimia <i>(Chemical Hazard)</i>	<input type="checkbox"/> Penaksiran Pendedahan Kimia <i>(Chemical Exposure Assessment)</i> <input type="checkbox"/> Kimia & Kesan Kesihatan <i>(Chemical &amp; Health Effect)</i> <input type="checkbox"/> Pencegahan Kimia & Kawalan <i>(Chemical Prevention and Control)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="text"/> Keselamatan Pekerjaan <i>(Occupational Safety)</i>	<input type="checkbox"/> Bekerja di Tempat Tinggi <i>(Working at Height)</i> <input type="checkbox"/> Air & Keselamatan Berkaitan Air <i>(Water and Water Related Safety)</i> <input type="checkbox"/> Ruang Terkurung <i>(Confined Space)</i> <input type="checkbox"/> Keselamatan Pengangkutan <i>(Transportation Safety)</i> <input type="checkbox"/> Keselamatan Kebakaran <i>(Fire Safety)</i> <input type="checkbox"/> Keselamatan Kimpalan <i>(Welding Safety)</i> <input type="checkbox"/> Keselamatan Taman Tema <i>(Theme Park Safety)</i> <input type="checkbox"/> Permit untuk Bekerja <i>(Permit To Work (PTW))</i> <input type="checkbox"/> Kawalan Trafik <i>(Traffic Control)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="text"/> Persekitaran Kerja & Tenaga Kerja <i>(Work Environment &amp; Workforce)</i>	<input type="checkbox"/> Pekerja yang Berhijrah <i>(Migrant Workers)</i> <input type="checkbox"/> Perubahan Demografik & Politik <i>(Demographic &amp; Political Changes)</i> <input type="checkbox"/> Kumpulan Berisiko <i>(Vulnerable Groups)</i> <input type="checkbox"/> Ekonomi <i>(Economic)</i> <input type="checkbox"/> Perubahan Iklim <i>(Climate Change)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="text"/> Risiko <i>(Risk)</i>	<input type="checkbox"/> Pengenalpastian Hazard, Penaksiran Risiko & Kawalan Risiko (HIRARC) <i>(Hazard Identification, Risk Assessment &amp; Risk Control (HIRARC))</i> <input type="checkbox"/> Pemeriksaan Berdasarkan Risiko <i>(Risk Based Inspection)</i> <input type="checkbox"/> Pengurusan Keselamatan Proses <i>(Process Safety Management (PSM))</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="text"/> Lain-lain, nyatakan <i>(Others, please specify):</i>	<input type="checkbox"/> ..... <input type="checkbox"/> .....

Anda telah **SELESAI** menjawab untuk Bahagian B (R&D).  
 Manakala Bahagian C (standard) bermula di **HALAMAN BERIKUTNYA**

**BAHAGIAN C : BIDANG FOKUS KKP UNTUK STANDARD DI MALAYSIA***(PART C : OSH PRIORITY AREAS FOR STANDARD IN MALAYSIA)*

**Arahan:** Sila nomborkan 10 bidang fokus KKP ini bagi keutamaan standard Malaysia mengikut pendapat anda, dengan **NO. 1 SEBAGAI YANG PALING PENTING DAN NO. 10 YANG KURANG PENTING**. Seterusnya, sila kenalpasti sub-tema kepada bidang fokus KKP standard yang telah anda nomborkan dengan menandakan (✓) mengikut keutamaan anda pada kotak yang telah disediakan.

*Instruction: Please rank the 10 OSH priority areas for Malaysia standard preferential based on your opinion, with 1 being most important and 10 being least important. Next, please identify the sub – topics for OSH priority areas that have you rank by tick (✓) according to your preference in the box(es) provided.*

<b>Bidang Fokus Standard KKP</b> <i>(OSH Standard Priority Areas)</i>	<b>Sub – Tema (Sub – Themes)</b> <b>Anda boleh menanda (✓) lebih dari satu (You may tick (✓) more than one)</b>
No. <input type="checkbox"/> Hazard Kimia <i>(Chemical Hazard)</i>	<input type="checkbox"/> Pencegahan dan Kawalan <i>(Prevention and Control)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> Ergonomik <i>(Ergonomics)</i>	<input type="checkbox"/> Pencegahan dan Kawalan <i>(Prevention and Control)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> Hazard Fizikal <i>(Physical Hazard)</i>	<input type="checkbox"/> Keselamatan Jentera <i>(Machinery Safety)</i> <input type="checkbox"/> Radiasi <i>(Radiation)</i> <input type="checkbox"/> Keselamatan Elektrik <i>(Electrical Safety)</i> <input type="checkbox"/> Getaran <i>(Vibration)</i> <input type="checkbox"/> Bunyi Bising <i>(Noise)</i> <input type="checkbox"/> Haba <i>(Thermal)</i> <input type="checkbox"/> Pengudaraan <i>(Ventilation)</i> <input type="checkbox"/> Tekanan <i>(Pressure)</i> <input type="checkbox"/> Pencahayaan <i>(Illumination)</i> <input type="checkbox"/> Kualiti Udara Dalamann <i>(Indoor Air Quality)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> Hazard Biologi <i>(Biological Hazard)</i>	<input type="checkbox"/> Pencegahan dan Kawalan <i>(Prevention and Control)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> Sistem Pengurusan KKP <i>(OSH Management System)</i>	<input type="checkbox"/> Audit <i>(Audit)</i> <input type="checkbox"/> Pencegahan Insiden & Analisis <i>(Incident Prevention &amp; Analysis)</i> <input type="checkbox"/> Pengurusan Kontraktor <i>(Contractor Management)</i> <input type="checkbox"/> Petunjuk Prestasi KKP <i>(OSH Performance Indicator)</i> <input type="checkbox"/> Kesiediaan Kecemasan & Tindak balas <i>(Emergency Preparedness &amp; Response)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> Keselamatan Pekerjaan <i>(Occupational Safety)</i>	<input type="checkbox"/> Bekerja di Tempat Tinggi <i>(Working at Height)</i> <input type="checkbox"/> Air & Keselamatan Berkaitan Air <i>(Water &amp; Water Related Safety)</i> <input type="checkbox"/> Ruang Terkurung <i>(Confined Space)</i> <input type="checkbox"/> Keselamatan Pengangkutan <i>(Transportation Safety)</i> <input type="checkbox"/> Keselamatan Kebakaran <i>(Fire Safety)</i> <input type="checkbox"/> Keselamatan Kimpalan <i>(Welding Safety)</i> <input type="checkbox"/> Keselamatan Taman Tema <i>(Theme Park Safety)</i> <input type="checkbox"/> Permit untuk Bekerja <i>(Permit To Work (PTW))</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....

<b>Bidang Fokus Standard KKP</b> <i>(OSH Standard Priority Areas)</i>	<b>Sub – Tema</b> <i>(Sub – Themes)</i> <b>Anda boleh menanda (✓) lebih dari satu</b> <i>(You may tick (✓) more than one)</i>
No. <input type="checkbox"/> <b>Hazard Baru</b> <i>(New Emerging Hazard)</i>	<input type="checkbox"/> Teknologi Mudah Alih <i>(Mobile Technology)</i> <input type="checkbox"/> Teknologi Hijau <i>(Green Technology)</i> <input type="checkbox"/> Tenaga boleh Diperbaharui <i>(Renewable Energy, E.g: Biofuel, Solar, Nuclear)</i> <input type="checkbox"/> Teknologi Nano <i>(Nanotechnology)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> <b>Kesihatan Pekerja</b> <i>(Occupational Health)</i>	<input type="checkbox"/> Pengawasan Perubatan <i>(Medical Surveillance)</i> <input type="checkbox"/> Epidemiologi Pekerjaan <i>(Occupational Epidemiology)</i> <input type="checkbox"/> Toksikologi Pekerjaan <i>(Occupational Toxicology)</i> <input type="checkbox"/> Higien Industri <i>(Industrial Hygiene)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> <b>Persekitaran Kerja &amp; Tenaga Kerja</b> <i>(Work Environment &amp; Workforce)</i>	<input type="checkbox"/> Pekerja yang Berhijrah <i>(Migrant Workers)</i> <input type="checkbox"/> Perubahan Demografik & Politik <i>(Demographic and Political Changes)</i> <input type="checkbox"/> Kumpulan Berisiko <i>(Vulnerable Groups)</i> <input type="checkbox"/> Ekonomi <i>(Economic)</i> <input type="checkbox"/> Perubahan Iklim <i>(Climate Change)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> <b>Pampasan &amp; Pemulihan</b> <i>(Compensation &amp; Rehabilitation)</i>	<input type="checkbox"/> Pencegahan dan Kawalan <i>(Prevention and Control)</i> <input type="checkbox"/> Lain-lain, nyatakan <i>(Others, please specify):</i> .....
No. <input type="checkbox"/> <b>Lain-lain, nyatakan</b> <i>(Others, to specify):</i> .....	<input type="checkbox"/> ..... <input type="checkbox"/> .....

**BAHAGIAN D : PENDAPAT/ CADANGAN/ MAKLUM BALAS ANDA BAGI ISU BERKAITAN**
*(PART D : YOUR OPINIONS/ RECOMMENDATIONS/ FEEDBACK ON RELATED ISSUES)*

**Arahan:** Sila kemukakan sebarang komen atau cadangan berkaitan pembangunan bidang fokus R&D dan standard KKP di Malaysia, jika ada *(Kindly provide any comment or suggestion regarding the development of the priority areas in R&D and standard OSH in Malaysia, if any)*

*(Contoh: Sektor yang perlu diberi lebih keutamaan di Malaysia (e.g : Pengilangan, Pembinaan dan sebagainya))*

*(Example A sector should be given more priority in Malaysia (e.g : Manufacturing, Construction etc)*

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

**TERIMA KASIH ATAS KERJASAMA YANG DIBERIKAN**
*THANK YOU FOR YOUR COOPERATION*



**Institut Keselamatan dan Kesihatan Pekerjaan Negara**  
*National Institute of Occupational Safety and Health*

**Kementerian Sumber Manusia**  
*Ministry of Human Resources*

Lot 1, Jalan 15/1, Section 15, 43650 Bandar Baru Bangi, Selangor Darul Ehsan  
Tel : 03-8769 2100 Fax : 03-8926 2900  
[www.niosh.com.my](http://www.niosh.com.my)

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