

## **TERMS OF REFERENCE FOR THE CITP COMMITTEES**

### **1. Name of Committee**

CITP Initiative Working Group on Occupational Safety & Health (OSH) in Construction

### **2. Reference Code of Committee**

CITP-IWG2/Q2-Safety

### **3. Objective of Committee**

The objectives of the committee are as follows:

- 3.1 to steer the implementation of safety initiatives as prescribed under Initiative Q2 of CITP including interfacing between public and private sector
- 3.2 to address CITP implementation roadblocks or challenges under Initiative Q2 of CITP
- 3.3 to strive in achieving the implementation target (KPIs) as specified under Initiative Q2 of CITP

### **4. Scope of Committee**

All matters related to Initiative Q2 of CITP that is to regulate minimum level of construction workers' amenities and improve level of occupational safety and health at construction site.

### **5. Abbreviation**

CIDB	:	Construction Industry Development Board.
CITP	:	Construction Industry Transformation Program
CITP-IWG	:	CITP Initiative Working Group
KPI	:	Key Performance Indicator
OHSAS	:	Occupational Health & Safety Management System
PMO	:	Programme Management Office
OSH	:	Occupational Safety & Health
SHO	:	Safety & Health Officer
SSS	:	Site Safety Supervisor
TOR	:	Terms of Reference

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### **6. Definition**

- Initiative Owners : CIDB division/unit heads responsible to implement and manage the relevant CITP initiatives
- Initiative Sponsors : CIDB sector heads responsible to oversee the implementation of the relevant CITP initiative
- Thrust Sponsors : CIDB sector heads responsible to report on the progress of the thrust outcome to the relevant CITP Thrust Working Group

### **7. Roles and Responsibilities**

- 7.1 Provide oversight on the implementation of Initiative Q2
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiative Q2
- 7.4 Monitor the overall Initiative Q2 progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners/ stakeholders for Initiative Q2 as and when required
- 7.6 Review issues and risks in implementation and resolve where possible
- 7.7 Provide guidance on next steps for successful Initiative Q2 implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiative Q2 sponsor and owner as and when required
- 7.9 Escalate unresolved issues and risks to CITP Thrust Working Group / PMO in a timely manner
- 7.10 Ensure the delivery of Initiative Q2 outcomes within the agreed timeline.

### **8. Key Performance Indicators (KPIs)**

The KPIs of the committee shall be:-

- KPI Q2-008 Malaysian Standards for Temporary Construction Workers' Amenities and Accommodation (Code of Practice ) published by Q1 2016
- KPI Q2-009 Act 446 on workers' minimum standard of housing and amenities for all sectors including construction sector tabled in Parliament by Q4 2018
- KPI Q2-010 Minimum 8 Centralised Workers' Accommodation Models Constructed by Q4 2018
- KPI Q2-012 SHO/SSS trained increased by 10% per year from 2015 baseline (SHO-2030, SSS-1250)
- KPI Q2-014 50% of 100 contractors trained in Occupational Safety & Health Management System (MS1722/OHSAS18001/ISO OSH-MS45001) gets certified by Q4 2020
- KPI Q2-015 Recommendations to improve the legal and regulatory framework related to construction Occupational Safety & Health (OSH) submitted to government by Q2 2018

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KPI Q2-016	Cost of Occupational Safety & Health (OSH) to be provided as a provisional sum in all government tenders and contracts by Q4 2018
KPI Q2-114	More than 50% of public projects completed annually achieves minimum SHASSIC assessment score of 3 star
KPI Q2-115	Guideline on Occupational Safety & Health (OSH) in Construction Industry (Management) implemented by 2020
KPI Q2-116	Four strategic Guidelines on Safety in Construction published by Q4 2020
KPI Q2-117	10 pilot projects assessed using Safety Culture Tools achieve acceptable score by Q4 2020

**9. Designated Chairman**

Chairman	:	Dato' Ir. Mohtar Musri CIDB Board Member
Deputy Chairman	:	Mr. Foo Chek Lee CIDB Board Member

**10. Membership of Committee**

- a) Refer to **Appendix A** for list of appointed committee members.
- b) Appointed committee members shall personally attend committee meetings and shall not send representatives or alternate members.
- c) Appointed Committee members may make recommendations to appoint co-opted members from any organization or any person should they think the co-opted members can contribute or give expert opinion on specific issues. The appointment of this co-opted member shall be temporary in nature for the purpose they were appointed.
- d) In the event that the chairman and co-chairman is not available for meetings, the committee shall nominate a member from the quorum to chair the said meeting.

**11. Duration of Membership**

The duration of membership is for a period of 2 years effective from the date of appointment.

**12. Meetings**

- 12.1 Notification of meetings shall be issued via fax/ email/ letter or any other means of communication at least one (1) week prior to the meeting.
- 12.2 Frequency of the meeting shall be at least twice a year
- 12.3 The chairman/co-chairman and not less than half of total members shall constitute the quorum.

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**13. Honorarium**

Chairman : RM600.00 per meeting

Members : RM400.00 per meeting

**14. Expenses**

Members travelling expenses for transportation and accommodation will be borne by CIDB in accordance with current procedures.

**15. Minutes of Meeting**

Minutes of meeting will be prepared by the secretary appointed by the committee and circulated within 7 working days from the date of the meeting.

**16. Vacancy**

In the event of a vacancy among the members of a committee, the vacancy shall be filled by a person appointed in the same manner as the previous committee member.

**17. Termination of Membership**

A member will be dismissed automatically from the committee if:

17.1 the member fails to attend the committee meetings three consecutive times without leave of the Chairman;

17.2 the member no longer serves the organization of which he is representing;

**18. Dissolution of Committees**

The committee will become automatically dissolved at the end of the CITP period (2020).

**19. Confidentiality**

All information shared and discussed during the CITP committees are confidential and shall never be disclosed to third parties in any manner without prior consent of the committee's Chairman.

**20. Initiative Sponsor**

Datuk Ir. Elias Ismail  
Senior General Manager  
CIDB Malaysia

**21. Initiative Owner**

Razuki Ibrahim  
General Manager  
CIDB Malaysia

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**22. Secretariat**

Safety, Health & Quality (SHQ) Division,  
CIDB Malaysia  
Level 23, Sunway Putra Tower  
No. 100, Jalan Putra  
50350 Kuala Lumpur  
Tel : 03-4047 8012  
Fax : 03-4047 8080  
Email : iwg2@cidb.gov.my

Refer to **Appendix B** for duties of secretariat

**23. CITP Programme Management Department**

Director  
CITP Programme Management Department  
CIDB Malaysia  
Level 24, Menara Dato Onn  
PWTC, Kuala Lumpur  
Tel : 03-4047 7216  
Fax : 03-4047 7140  
Email : pmo@cidb.gov.my  
[www.citp.my](http://www.citp.my)