

**ASSESSMENT OF SAFETY AWARENESS AMONG  
KWSP HEADQUARTERS EMPLOYEES**



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**ASSESSMENT OF SAFETY AWARENESS AMONG  
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## DEDICATION

This project is dedicated to my beloved wife, Pn. Salwati Setia, without whose strength, patience, sacrifice, understanding and love, I would not be able to pursue and complete my dream and ambition of achieving higher level of academic attainments and also to my children Nurul Nadya, Ahmad Nadzmi, Ahmad Nadzli and Nurul Nadwa whose love and youth give much motivation for the betterment of knowledge and life.

## ABSTRACT

This project is aimed at producing a general overview of the KWSP Head quarters on safety awareness and subsequently recommends improvement for better awareness. The employees were given the questionnaires with regards on the safety and health issues; policy and arrangement, training, knowledge and attitude and environment.

The data was subsequently analysed by using computer statistical software and followed with discussions. The assessment conducted showed that there is a reasonably acceptable safety awareness among the employees. Anyhow, the role and commitment from the Safety and Health committee and training on first aid are the main elements identified to contribute to low score percentage on overall result.

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**ASSESSMENT OF FIRE SAFETY AWARENESS AMONG  
KWSP HEADQUARTERS EMPLOYEES**

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CHAPTER 1

INTRODUCTION



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# CHAPTER 1

## INTRODUCTION

### 1.1 Background

KWSP Headquarters building which had been operating since June 1984, is situated in the 74,000 square feet land area. It comprises of 3 basements, a podium of 6th floor and an office block of 22<sup>nd</sup> floor. It provides 16 lifts and 4 accelerators. The building is situated between Bangunan Pernas Properties and United Overseas Bank and opposite of Bangunan PKNS. The total of KWSP employees according to each departments shown in Figure 1 and out of 3,927 permanent employees, 1,505 of them are working under this building.

The KWSP is a national social security organization operating through a provident fund scheme in Malaysia. Its principal members are the private and non-pensionable public sector employees.

KWSP have a four-fold mission as follows :

#### **For The Members**

KWSP primary mission is to provide retirement benefits to its members through the management of their savings in an efficient and reliable manner.

The Total of KWSP employees according to each department as per 31 August 2001 is shown in Figure 1

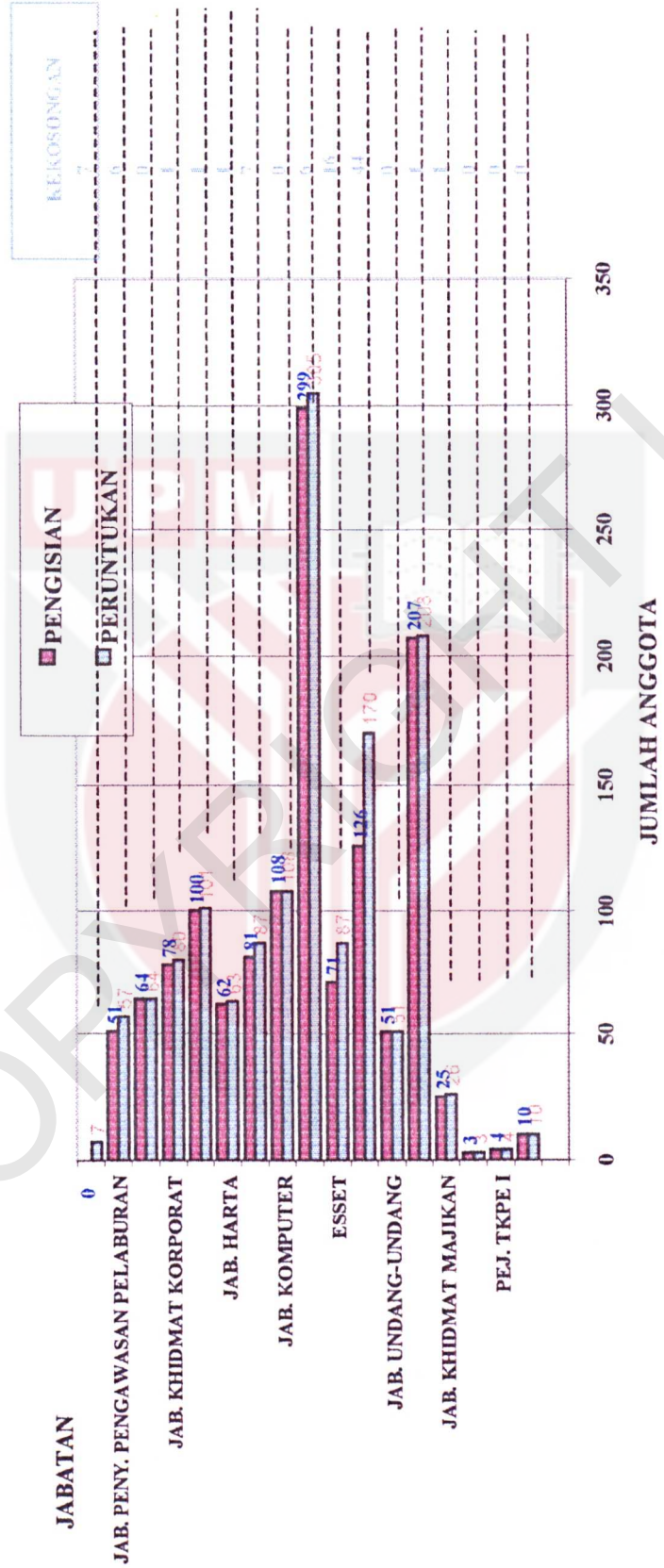


Figure 1: Total of KWSP Employees According To Each Department

### **For The Employers**

KWSP is committed to provide an efficient and convenient system to ensure that they meet their responsibilities and moral obligations of contributing to the KWSP for their employees.

### **For The Nation**

KWSP are also committed towards the nation's socio-economic development through their prudent investments.

### **For The Employees**

To all the employees, KWSP will provide a motivating, participating and challenging working environment which can propel them to peak performance.

## **1.2 Problems Statement**

Like any other establishment such as factories or plants, office workers do also have occupational hazards that could pose a safety and health risks to its employees and others. Most of the time, the risk has been said to be very minimal, but statistics have proven otherwise.



The awareness about safety issues and the consequences which are intrinsically linked with occupational environment and health should be an important agenda for nations and governments worldwide. In Malaysia, statistics from SOCSO reported that in 1998 the number of fatalities has increased from previous years as detailed in the following Table 1.1.

Table 1.1 : Industrial Fatalities Cases in Malaysia

<b>I No</b>	<b>Year</b>	<b>Number of Cases</b>
1	1995	952
2	1996	1207
3	1997	1307
4	1998	1046

Source : Social Security Organisation, Malaysia

Occupational accidents do happen in offices and its consequences could either be property damage, bodily injury or illness. Most management failed to notice that there are much more than the above losses in the event of an accident. These hidden losses such as lost in production time, product and material damage, retraining of injured person, if taken into consideration, will definitely cost the organization more.

Apart from that, the promulgation of Occupational Safety and Health & Regulation Act 1994 gives no exception to the establishment due to the fact that every employer has a duty of care for his employees and those present at their working premises.

The Occupational Safety and Health Act 1994 or commonly called OSHA aims to secure the safety, health and welfare of persons at work, for protecting others against risks to safety and health in connection with the activities of persons at work. This act is applicable to all employers to safeguard so far as is practicable, the health, safety and welfare of the people who work for them whether factories, plantations, sites or offices. Under the Act, employers, employees or even the self-employed are required to meet certain standards on safety, health and welfare.

Section 15 (1) of OSHA stated that all employers must ensure the safety, health and welfare of their employees. To comply, employers must :

- Provide or maintain equipment and systems of work that are safe and without risks to health.
- Ensure that equipment and substances are used, stored and transported safely and without risks to health.
- Provide information, instruction, training and supervision that ensure the safety and health of employees.
- Maintain their workplace in a safe condition including entrances and exits.

- Employers must also ensure the safety and health of visitors to the work places.

Employees must :

- Cooperate with their employers in their efforts to maintain the required level of safety and health.
- Take reasonable care to avoid injury to themselves or to others by their work activities.
- People in control of workplace (that is building owners who are not necessarily the employer) must ensure that the workplace including entrances and exits are safe and without risks to safety and health.

Section 18 (1) of the OSHA, requires that an occupier of a non-domestic premises which has been made available to persons, not being his employees, as a place of work, or as a place where they may use plant or substance provided for their use there, shall take such measures as are practicable to ensure that the premises, all means of access thereto and egress therefrom available for use by persons using the premises, and any plant or substance in the premises or provided for use there, is or are safe without risks to health.

With regards to OSHA, it has been looked seriously by KWSP in only the year 2000. Hence KWSP has only recently come out with a written statement of his general policy with respect to the safety and health at work of his employees and the arrangement for managing safety and health in the workplace. Since the enforcement of the OSHA in 1994 and the written statement in May 2000, there had not been any formal assessment conducted to assess the extent of KWSP HQ Building Occupant's awareness at work place. The safety and health policy statement in KWSP is presented in Appendix A.

### **1.3 Objectives of Study**

- To assess the extent of KWSP HQ Building occupant's awareness on safety at work place.
- To make recommendations about the requirement of OSHA.

### **1.4 Significance of Study**

- The study will identify the relevant sections of the OSHA and the Regulations related to office environment that KWSP need to comply.
- The area of the activities that will be affected by the OSHA and Regulations as regard to office environment.



- The recommendations put up can be used as a guideline to comply with the requirements of the OSHA.



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