



**GUIDELINES
FOR
BEM-ECP SAFETY, HEALTH
AND
ENVIRONMENT EXCELLENCE AWARD
(BESHEXA)**

**BEM-ECP SAFETY, HEALTH AND ENVIRONMENT EXCELLENCE AWARD
(BESHEXA)**



APPENDIX A

SAFETY, HEALTH AND ENVIRONMENT EXCELLENCE AWARD

1.0 INTRODUCTION

BEM - ECP Safety, Health and Environment Excellence Award (BESHEXA) is a bi - annual award presented to ECP members in Malaysia with proven Safety & Health and Environment (SHE) performance. The audited ECPs are subject to rigorous document and site verification audits by a panel of qualified and dedicated auditor judges to be considered by the BESHEXA committee based on their ability and competence for their respective awards.

The BESHEXA Program begin in 2022. The award was introduced to recognize ECP organizations that proactively participate, practice and improve SHE performance in service delivery as well as their consistency, diligence and resilience in their SHE practices in the workplace.

This BESHEXA is also an aspiration towards achieving safety, health and environmental in the ECP organization by complying with the Safety and Health Management System - ISO 45001: 2018 and the Environmental Management System - ISO 14001: 2015.

2.0 OBJECTIVE

- To provide an independent and professional evaluation and platform for benchmarking for an organization towards SHE commitment, management and performance.
- To establish an environment to share on the latest SHE knowledge and best practices among the ECP and the industries to improve their SHE management and performance.
- To recognize the SHE achievement of participating organizations as exemplary model for others to emulate especially in cultivating SHE cultures at the workplace.

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- To show BEM-ECP commitment in supporting government to ensure the effectiveness of SHE management implementation that will improve the company's productivity and a safer and healthier workforce.

3.0 EVALUATION AND SCORING CRITERIA

The evaluation criteria according to priority and the awarding of marks by the panel of evaluators are as in Appendix B.

4.0 EVALUATION PROCESS

The process of evaluation and selection of nominations is as in Appendix C. BESHEXA invitations to ECP members via website and email to those who submit SHE surveys. BESHEXA guidelines are provided to all candidates as a reference for participation. Nominations that have been identified are eligible to participate in the award. Candidates are required to prepare executive reports and evidence documents in accordance with the Evaluation and Scoring Criteria as in Appendix B to facilitate assessments made by the panel of assessors during report review and verification on site.

5.0 PARTICIPATION PROCEDURES

Each entry must complete the following actions:

- a) Nomination is through the entry form which can be obtained from the BEM website
- b) Candidates are required to comply with the conditions of participation as in Appendix D
- c) The project with the highest evaluation score will be reviewed in accordance with the conditions of participation in Appendix E.
- d) The 5 ECPs who obtained the highest marks based on the executive report and evidence received will be re -evaluated by the jury at the ECP premises for verification purposes.

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e) Any inquiries or further information related to this matter can be referred to the secretariat as follows:

BESHEXA Committee
Board of Engineers Malaysia (BEM)
17th Floor, Block F
Ibu Pejabat JKR
Jalan Sultan Salahuddin
50580 Kuala Lumpur

Phone: 03-2691 2090 (ext.: 140/141)

Email: beshexa@bem.org.my

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APPENDIX B

EVALUATION CRITERIA AND DISTRIBUTION OF MARKS

1. The evaluation of this award focuses on the following :

Item	Element	Marks
1	Policy	6
2	Objective	6
3	Management Commitment	4
4	Committee	6
5	Risk Management	8
6	Competency program and awareness	6
7	Operations and Performance Management	6
8	Committee Functions and Activities	42
9	Innovation & Certification Program	4
10	SHE Involvement on Site	4
11	Environmental management	8
	TOTAL	100

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APPENDIX C

NOMINATION EVALUATION & SELECTION PROCESS

**PROCESS OF EVALUATION AND SELECTION OF NOMINATIONS
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**FIRST STAGE
(Initial Filtering)**

The Nomination of winners is based on the executive report with evidence officially received by the BESHEXA BEM Secretariat. The jury will make an evaluation and scoring based on the list of criteria given in accordance to Appendix B. The top 5 entries with the highest scores will be shortlisted for the next stage.

**SECOND LEVEL
(On -Site Assessment)**

- i. Whenever necessary, successful shortlisted entries will go through a process assessment by the Panel of Assessors.
- ii. The date of the visit of the Panel of Assessors (when necessary) will be informed in advance by Head of the Assessing Panel to all participants involved or selected.
- iii. The evaluation program at site are as follows:
 - a. Opening by the Head of the Panel of Assessors
 - b. Examination of records, files and documents
 - c. Question and answer session with the management and staff
 - d. Visit to the workplace
 - e. Assessment by Panel of Assessors
- iv. The Head of the Assessing Panel will review the findings and scoring
- v. The findings and scoring will be presented to the BESHEXA Committee for confirmation of winners
- vi. The winner will be proposed to BEM for approval
- vii. The Award Ceremony for the winners will be held on BEM Appreciation Day

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APPENDIX D

CONDITIONS OF PARTICIPATION

**BEM - ECP ENTRY REQUIREMENTS FOR SAFETY, HEALTH AND
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The following are the conditions that must be met by each entry:

1. Registered as an Engineering Consulting Practice (ECP)
2. Practice SHE in the office and consider in service delivery
3. Have a SHE committee in the workplace
4. The decision of the BEM Award Assessor Panel is final.



EVALUATION AND SCORING CRITERIA

**DETAILED CRITERIA FOR EVALUATION AND SCORING BEM-ECP SAFETY,
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The detailed criteria are based on the following assessments:

- A. Documentation Assessment
- B. Site Assessment
- C. Interview

EVALUATION CRITERIA FOR BESHEXA

ITEM	ELEMENTS	MARKING				EVIDENCE
		1	2	3	4	
1. POLICY						
1.1	SHE Policy					SHE policies have been developed, updated and signed by the Managing Director/ CEO
1.2	Understanding and distribution of SHE Policy					SHE policies are easy to understand and communicated to staff / customers
1.3	SHE Policy Review					SHE policies are reviewed to be relevant and in line with the organization's current activities
2. OBJECTIVE						
2.1	SHE objectives					SHE objectives are developed in accordance with the SHE Policy that has been set. Targets to objectives are established for monitoring purposes.
2.2	Dissemination and understanding of SHE Objectives					SHE objectives are documented communicated to staff/ customers and understood.
2.3	SHE Objective Review					Objective reviews are made (if necessary) based on the objective targets achieved and should be realistic

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3. MANAGEMENT COMMITMENT					
3.1	Employers understand the overall responsibility to protect the safety, health and environment of employees				Minutes of meetings/ instructions/ employer programs with employees related to SHE
3.2	Employers are involved in SHE activities in the organization				SHE committee meetings are chaired by the top management
4. COMMITTEE					
4.1	Appointment of SHE Committee				SHE Committee appointment letter with organization chart. Letters of appointment, list of duties and responsibilities are distributed to the appointed members.
4.2	SHE Secretary				The SHE Secretary is appointed from among the SHO or staff who have sufficient knowledge of SHE.
4.3	SHE Members				SHE members is balanced and meets the requirements of the act and covers all parts of the organization
5. RISK MANAGEMENT					
5.1	SHE Risk Management Plan				A Risk Management Plan for SHE has been developed and action taken to control the risk
5.2	Risk Assessment (HIRADC)				Assessments are provided for all routine and non -routine activities
5.3	Arrangements for Safe Work				Have SHE Manual / Safe Work Instruction Manual developed and used. SOPs are created according to the activities of the organization
5.4	Legal Compliance				Comply with legislation (acts & regulations) related to SHE
6. COMPETENCE PROGRAM AND AWARENESS					
6.1	SHE Annual Program is planned and implemented including competent person courses				Program Calendar is prepared, implemented according to plan and recorded
6.2	Ongoing training covers all levels of Staff/ Employment				Course records and attendance records

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6.3	Occupational Health/ Medical Program				Health examination records
7. OPERATIONS MANAGEMENT AND PERFORMANCE MONITORING					
7.1	Occupational Safety, Health And Environment Audit				Records and audit reports that have been performed - OSHWA / Workplace audit
7.2	Personal Protective Equipment (PPE) Provision Program				Record of PPE delivery and proper PPE operation training
7.3	SHE record system				An organized and easily accessible and updated file system
8. FUNCTIONS OF THE COMMITTEE AND ACTIVITIES					
8.1	Meetings of the SHE Committee are held according to the period as prescribed by the act				Meeting call letter with meeting minutes. Meetings shall be held at least once every three (3) months. Minutes of meetings must be kept within seven (7) years
8.2	Meetings of the SHE Committee meetings are attended by a sufficient quorum				The quorum for the meeting shall include the Chairman, Secretary and half of the committee members
8.3	The attendance of committee members was recorded				Absence of committee members to the meeting three (3) times in a row without the permission of the Chairman may result in members was removed from the committee
8.4	People other than committee are invited to attend the meeting				Committee invites other to attend the meeting to discuss matters related to Safety, Health and Environment as stated in Regulation 25, Occupational Safety and Health Regulations
8.5	Committee members assists in developing SHE on rules and safe work				Preparation of Manuals, Procedures, SHE Instructions involving committee members. Record of involvement of committee members
8.6	Review the effectiveness of methods and programs				The committee reviews the effectiveness of the Manual, Procedures, Instructions and also the programs that have been implemented.
8.7	SHE Committee conducts a study of the trends of accidents and dangerous incidents that occur and can occur in the workplace				Analysis of trends regarding accidents, near misses, dangerous occurrences, occupational poisoning, occupational diseases or any unsafe conditions and practices is reported, studied and made improvement.

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8.8	Committee members inspects the workplace				Workplace inspections comply with the requirements of the act, which is at least once every three (3) months.
8.9	Inspections are recorded, reported and remedial action made				Observations found during the inspection were discussed and a report was made. The report is submitted to the employer for remedial action
8.10	Reports from third parties are taken into account in performing the functions of the committee				SHE Committee considers reports from auditors, reports from government agencies such as DOSH/BOMBA in performing their duties and functions
8.11	SHE Committee is given adequate training				Committee must ensure that members are given training and basic knowledge related to SHE and enable members to perform their duties effectively
8.12	Emergency Response Team (ERT)				Letters of appointment along with charts and roles and responsibilities of the ERT team are created, displayed and updated
8.13	Trained First Aider				Training certificate from a recognized body
8.14	Emergency Contact Person				Prepared, updated and on display
8.15	Emergency Response Plan (ERP)				ERP SOPs are prepared and emergency routes are displayed in strategic areas
8.16	Fire emergency preparedness				Fire drills are carried out at least once a year, inspection reports, emergency routes and assembly area during emergencies are identified
8.17	Visitor safety briefing				Given to visitors (before meetings, etc.)
8.18	First aid kit facilities				First aid kits are provided and in accordance with specifications / Guidelines and are not expired
8.19	Registration in MyKKP for the services sector				Registration through the System Occupational Safety and Health Malaysia (MyKKP)
8.20	Accident Report to DOSH				Notification of the incident to the DOSH within the prescribed period

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8.21	Implementation of SOP Covid -19 (Act 342) - Prevention and Control of Infectious Diseases Act 1988				SOPs are prepared and implementation is monitored according to MKN guidelines
9. INNOVATION AND CERTIFICATION PROGRAM					
9.1	The SHE Innovation Program is designed and implemented				Program calendar is prepared, implemented according to plan and recorded
9.2	Initiatives / Activities Towards Certification				Activity / program records. Certification - ISO 45001: 2018 and ISO 14001: 2015.
10. SHE INVOLVEMENT ON SITE					
10.1	Involvement in the preparation of risk plans				Complete Risk Management Plan / Safety Plan (S-Plan) documentation
10.2	Involvement in the SHE Committee of the project				Records of SHE related programs involved
11. ENVIRONMENTAL MANAGEMENT					
11.1	Environmental Policy				The Environmental Policy has been developed and updated and signed by the Managing Director/CEO
11.2	Chemical Management				Chemical registrations and Safety Data Sheets (SDS) are prepared and recorded. Examples: detergent, toner, etc.
11.3	Noise Management				Noise control is made through surveys, employee feedback or tests carried out in the workplace.
11.4	Ergonomic Management				Control overcoming ergonomic problems is made through surveys/ employee feedback