

Quality Procedure

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4th May 2026

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4th May 2026

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Document No. : QP-CM-MR-08
Revision No. : 4
Effective Date : 4th May 2026

Purpose

This procedure is established and maintained to ensure all factors and working environment at Pustaka Negeri Sarawak, Miri are conducive enough to enable staff perform their duties and responsibilities with comfort and with very minimal interruption.

Scope

This procedure covers the following factor and applies to all working areas in Pustaka Negeri Sarawak, Miri:

Factor	Responsibility
A) Physical Factors	Facility Management

Process Details

1.0 Determination of Workplace Physical Factors

- 1.1 Based on floor plans and existing workplace, the Designated Officer (DO) shall identify factors and conditions of the workplace and prepare the Schedule of Workplace Physical Factors.

1.1.1 Physical Factors (*refer to Schedule of Workplace Physical Factors and Conditions*)

- i) Temperature
- ii) Humidity
- iii) Cleanliness

2.0 Planning of the Work Environment

- 2.1 Once the physical factors have been determined, the respective DO and HR Officer shall determine methods and criteria of control or prevention.

2.1.1 Physical factors which include workplace factors and environmental factors such as temperature, humidity and cleanliness shall be documented with predetermined conditions and physical limits in the Schedule of Workplace Physical Factors.

3.0 Implementation of Planned Work Environment

- 3.1 Based on the Schedule of Workplace Physical Factors, the DO shall ensure that predetermined conditions and physical limits are complied with or met.

3.1.1 If any condition and physical limit is not complied with or met, the DO shall perform an inspection and complete the *Borang Aduan Kerosakan/Kebersihan* and rectify the problem.

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4.0 Scheduled Measurement and Monitoring

4.1 Based on the Schedule of Workplace Physical Factors the DO shall monitor and measure the workplace environment at relevant intervals and record down the monitoring and measurement results in the Workplace Physical Factors Monitoring Record.

4.1.1 If the monitoring and measurement results are unfavourable, the DO shall immediately inform the responsible officer to initiate action plans to rectify the issues.

5.0 Control of Documented Information

5.1 When the Schedule of Workplace Physical Factors has been completed, the DO shall immediately place the schedule in the “Management of Work Environment” file and keep the file at Facility Management Unit.

5.1.1 The Schedule of Workplace Physical Factors shall be categorised as “Open” document and can be accessed by every staff.

5.1.2 The Schedule of Workplace Physical Factors shall be kept for a maximum of three (3) years.

5.2 Upon completion of the Workplace Physical Factors Monitoring Record, the DO and HR Officer shall immediately place the record in the Management of Work Environment file and keep the file at Facility Management Unit.

5.2.1 The Workplace Physical Factors Monitoring Record shall be categorised as “Open” document and can be accessed by every staff.

5.2.2 The Workplace Physical Factors Monitoring Record shall be kept for a maximum of three (3) years.

6.0 Disposal of Documented Information

6.1 Once the file has reached its retention period, the Head of Corporate Management shall seek approval from Departmental Records Officer for the disposal of the file.

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