Quality Procedure

Reviewed by:

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30 September 2024 30 September 2024

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Document No. : QP-CM-SB-03
Revision No. : 3
Effective Date : 1 Oktober 2024

QP-CM-SB-03 Management of Work Environment

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Purpose

This procedure is established and maintained to ensure all factors and working environment at Pustaka Negeri Sarawak, Sibu 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, Sibu:

	Factor	Responsibility
A)	Physical Factors	Facility Management

Process Details

1.0 Determination of Workplace Factors and Conditions

- 1.1 Based on floor plans and existing workplace, the Assistant Engineer (JA) or Designated Officer (DO) shall identify factors and conditions of the workplace and prepare the Schedule of Workplace Physical Factors and Conditions.
 - 1.1.1 The determination of workplace factors must take into consideration and responsibilities based on the following:

Factor	Responsibility
(a) Existing workplace	Facility Management
(b) New working area	Facility Management

- 1.1.2 Workplace factors in the office and outside the office are include:
 - a) Physical Factors (refer to Schedule of Workplace Physical Factors and Conditions)
 - i) Temperature
 - ii) Humidity
 - iii) Cleanliness

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2.0 Planning of the Work Environment

- 2.1 Once the factors and conditions have been determined, the respective JA shall determine methods and criteria of control or prevention.
 - 2.1.1 Physical factors which are 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 and Conditions.

3.0 Implementation of Planned Work Environment

- 3.1 Based on the Schedule of Workplace Physical Factors and Conditions, the JA shall ensure that predetermined conditions and physical limits are complied with ormet.
 - 3.1.1 If any condition and physical limit is not complied with or met, the JA shall perform an inspection. Refer to process QP-CM-SB-04 Corrective Maintenance of Building, Facilities and Equipment.

4.0 Scheduled Measurement and Monitoring

- 4.1 Based on the Schedule of Workplace Physical Factors and Conditions, the JA 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 unfavorable, the JA shall immediately inform the DO to initiate action plans to rectify the issues.

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5.0 Control of Documented Information

- 5.1 After the completion of the Management of Work Environment, the JA shall immediately keep the following document in the "Management of Work Environment" file at the Facility Management Unit;
 - 5.1.1 The Schedule of Workplace Physical Factors and Conditions (CHT-CM-SB-01) shall be categorized as "Open" document and can be accessed by every staff.
 - 5.1.2 The Schedule of Workplace Physical Factors and Conditions CHT-CM-SB-01) shall be kept for a maximum of 5 years.
 - 5.1.3 The Workplace Physical Factors Monitoring Record (FRM-CM-SB-06) shall be categorized as "Open" document and can be accessed by every staff.
 - 5.1.4 The Workplace Physical Factors Monitoring Record (FRM-CM-SB-06) shall be kept for a minimum of 1 year.

6.0 Disposal of Documented Document

6.1 When the file has reached its retention period, the DO shall seek the advice of the Departmental Record Officer for the disposal of the file.

Annexes

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