

STANDARD OPERATING PROCEDURES ('SOPS') FOR OIL AND GAS SECTOR

Subsectors: Exploration, development, production, processing of gas, liquefaction, oil refining, petrochemical.

SOPs	Details
Operating hours	Up to 24 hours
Customer attendance hours	Up to 24 hours
Employee capacity	100%
Post-MCO protocols	<ul style="list-style-type: none"> Employer is required to establish the company's post-MCO protocols in the workplace covering important measures that must be complied by employees, contractors and visitors in accordance with the standards prescribed by the Ministry of Health Malaysia
Heath screening	<ul style="list-style-type: none"> Prepare body temperature monitoring equipment or thermal scanner Screenings are required to be carried out daily at the entrance door to the factory/ premises Employee with a body temperature exceeding 37.5 °C is not permitted to enter the company's premises
Prevention of infection	<ul style="list-style-type: none"> Wearing of face mask is compulsory for employees, contractors and visitors in common spaces in the premises and when interacting with other people, except: <ul style="list-style-type: none"> - when using job specific personal protective equipment ('PPE'); - when working outdoor if the use of PPE is not suitable Wearing of face mask by customers is encouraged
Social distancing and employees' health and safety procedures	<ul style="list-style-type: none"> Ensure social distancing of at least one metre between individuals with wearing of face mask Encouraged to hold virtual meetings. If there is a need for a physical meeting, the number of attendees must be reduced, the duration of the meeting shortened, and social distancing observed as well as wearing of face mask Ensure that marking of distance of one metre on the floor, tables and chairs is carried out, in particular in areas such as the dining area, queuing area to enter the premises/ lift, prayer room, etc.
Etiquette in common spaces in the premises	<ul style="list-style-type: none"> Distance between individuals must be at least one metre between each other with wearing of face mask Employees' arrival time should be staggered according to the company's needs, to avoid congestion when using public transport Rest time for meals should be staggered depending on suitability as determined by the company
Employees accommodation (if provided by employer)	<ul style="list-style-type: none"> Ensure that social distancing is implemented in the prayer room, dining area, etc. Disinfection process should be carried out daily in accordance with the schedule determined by the employer

SOPs	Details
Response taskforce committee against Covid-19	<ul style="list-style-type: none"> • The company is required to establish a response taskforce committee against Covid-19 to prepare and implement measures to manage Covid-19 infection cases • The company is responsible to bear the full costs of screenings and medical care for employees who are found to be positive as well as the costs of screenings for close contacts in the same premises • The cost of disinfecting and sanitising the premises is to be borne by the company
Disinfection and sanitisation of premises	<ul style="list-style-type: none"> • Disinfection and sanitisation process must be carried out at least two times a day in particular in common spaces such as the lobby, lift, pantry, meeting rooms, prayer room, washroom and waste disposal area/ bin • The company is required to provide hand sanitiser at the entrance door, all common areas and other places in the factory/ premises