

# SAFETY MEMO

**TO: ALL AAe STAFFS**

**DATE: 08/06/2021**

**REFERENCE: AAe/SMS/SM/02/2021**

**SUBJECT: REITERATE OF COVID-19 S.O.P COMPLIANCE AT WORKPLACE**

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COVID-19 has affected the working population in Malaysia not only due to infections at the workplace affecting manpower, however due to the rise in cases, the government has had to implement the Movement Control Order.

Within the implementation of the Movement Control Order (MCO) which include the Conditional and Recovery Movement Control Orders (CMCO and RMCO), some industries have been allowed to function however with the need to adhere to precautionary measures required at the workplace.

The Ministry of International Trade and Industry (MITI) has listed 17 essential services allowed to operate during the MCO 3.0 with manpower capacity limited to 60% with strict adherence to the standard operating procedures (SOPs).

The Organisation have a responsibility towards the safety and health of their employees under the Occupational Safety and Health Act 1994(Act 514) as well as under the Prevention and Control of Infectious Diseases Act 1988(Act 342). Managing COVID-19 at the workplace and action to be taken under the Act 342 must be implemented with urgency to avoid the spread of COVID-19 at the workplace as well as to prevent from facing liabilities associated with non-compliance to workplace SOP's.

Rest assure, AAe staff were encouraged to always comply and implement COVID-19 standard and practices at workplace to prevent outspread of hazardous infection disease.

In the event staff was found intentionally breach of Covid-19 S.O.P at workplace during working hours shall receive a stern warning from respective Departmental Manager. Subsequent verifiable complaints will result in a written warning (show cause letter) and placement on Domestic Inquiry (DI) by AAe Human Resource Department.

Regards,

Mohd Borhan Ahmad  
AAe Safety Manager  
cc; Accountable Manager  
Head of Operation  
Head of Quality Assurance