







**2-3** SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC) PUTRAJAYA

## "ISO 39001:2012 Road Traffic Safety Management System"

Industry Experience on Commuting Safety











## Presentation Outline

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

This presentation will explore:

- ☐ Introduction
  - i. Context of the organization
  - ii. Scope of the Road Traffic Safety Management System (RTSMS)
- ☐ Content (RTSMS Requirements )
  - i. Leadership
  - ii. Planning
  - iii.Support
  - iv. Operation
  - v. Performance evaluation
  - vi. Improvement
- Conclusion











# The benefits of obtaining 2-3 SEPTEMBER ISO 39001: 2012 Road Traffic Safety Management System (RTSMS) at KPJTWKL

KPJTWKL adopted ISO 39001:2012 standard, since :

- 1. It provides a framework to improve the commuting safety performance.
- 2. It has a systematic approach to identify and mitigate road traffic issues consistently.
- 3. It has employee training and competence leading to better skill development.
- 4. It fosters culture of discipline that helps to create safety culture









KPJ Tawakkal KL Specialist Hospital (KPJTWKL)

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## Commuting to KPJTWKL

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- The main routes to KPJTWKL are Jalan Chow Kit, Jalan Genting Klang, Jalan Tun Razak, Jalan Sultan Iskandar, Jalan Kuching, Lebuhraya Duke and many short routes within the nearby residential areas.
- The common travelling mode to KPJTWKL are via car, motorcycle, public transport and walking.
- The routes to the premise are always crowded with high number of vehicles especially during the peak hours.









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# The Commuting Safety issues at KPJTWKL

- 1. Increasing commuting accident rate.
- 2. High number of loss time injuries.
- 3. Fatalities within past 6 years with ratio of 1:2 (employee over year).
- 4. Increasing Social Security Organization (SOCSO) claims.











## Graph - No. of Accident, MC & SOCSO Claimed

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No of accidents, Total No of MC(Days) & Total No. of claimed SOCSO as at August 2022,2023 & 2024











Interested parties\_ External
stakeholders, The issues , needs and
expectations & The risks and
opportunities

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CONTEXT OF THE ORGANI									
No	Issues	Interested parties							
14.	Speeding or non-road worthy vehicle use	Vendors ( Contractors, Suppliers, salesperson or service providers)							
15.	Legal requirement	PUSPAKOM							
16.	Poor service	Panel workshops							
17.	Unsafe road behaviour causing problem	Public / Community							
18.	Sharing of unsafe road behaviour videos/picture /statement in social media	Media							

IS	No	Issues	Interested parties	
_	8.	Heavy traffic on main road during peak hours	PDRM/ Traffic police	s e
1 5	9.	Reckless drivers; other road hazards	JKJR / MIROS / SPAD	h fo
i	10.	Accident involving staff	DOSH	Α
	11.	Staff receive treatment post road traffic accident	Other healthcare facilities (hospitals/clinics)	Ir to fa
	12.	Unstable signage stands and poor signage setting	Signage suppliers	C
1 ( 6 1	13.	Not sufficient parking/ unsafe parking zone	Premise parking vendor (Metro Parking Sdn Bhd)	Si

CONTEXT OF THE ORGAN

NIS	S#		CONTEX	T OF THE ORGANI	SATION	OTHER RISK &	OPPORTUNITIES	ACTIONS TO ADDRESS RISK & OPPORTUNITIES	REVIEW OF EFFECTIVENESS	
		No	Issues	Interested parties	Needs/ Expectations	Risks	Opportunities	Actions planned	Action Effectiveness	
	S e	1.	Unsafe parking and premise road condition	Patient & relative	Safe riding/driving within premise and convenient parking	Collision , slip trip and fall	Frequent workplace inspection	3 monthly workplace inspection	Workplace inspection findings are re inspected for corrective actions.	
	lc h fc n	2.	Travel to KPJ TWKL or to other healthcare facility	External ambulance service providers	Safe arrival to destination	Road traffic crash/ Vehicle breakdown	Competent drivers and approved vehicles Drivers attend competency training. Vehicles undergo routine inspection	Hospital drivers are assigned to do patient or visitor transfer	Patient transfer included in log book.	
1	_	3.	Regular travelling to HQ	КРЈ НВ	Commuting accident	Higher commuting accident rate	Road Traffic Training	Planned travelling to HQ	No incidents reported.	
	Ir to fa	4.	Increasing claim	PERKESO	Less commuting accident claims	Higher claim rate	Collaboration to conduct awareness program	Yearly awareness program by PERKESO. Yearly discussion on initiatives to tackle commuting accident rate Road Traffic is part of Workplace Health Promotion Program.	Reducing no of claims	
- 1	C st	5.	Unsafe road condition, commuting route within 5km	DBKL	Safe route	Road hazards	Frequent inspection of the road and surrounding condition Official complaint to the agency	Inspection conducted by Road Traffic Safety Management Team and findings emailed to DBKL.	Findings are taken note and corrective action are carried out by DBKL.	
	Si	6.	License to use and drive	JPJ	Drivers have valid driving license Vehicles are registered and approved for on road use	Illegal use of vehicles or driving without valid license	Monitoring of license acquisition on timely manner	Service owner and RTSMT monitors the requirement every 6 months.	Updated license and road tax with insurance for all vehicles.	
	_ [	7.	Heavy traffic in and out the premise	Security (HBT Sdn Bhd)	Sufficient manpower to ensure the smooth flow of the traffic	Traffic flow disrupted and causing delayed exit for ambulance	Assigning dedicated security to control traffic at common traffic points	Communicate with Outsource team by Road Traffic Safety Management Team Assign lobby security to manage the traffic	Cars emerging from the parking are directed to 2 different ways during peak hours.	











Interested parties\_ Internal
stakeholders, The issues , needs and
expectations & The risks and
opportunities

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	CONTEX	T OF THE ORGAN	ISATION	OTHER RISK &	OPPORTUNIT		CONTEXT OF THE ORGANISATION				OPPORTUNITIES	ACTIONS TO ADDRESS RISK & OPPORTUNITIES	REVIEW OF EFFECTIVENESS	
No	Issues	Interested parties	Needs/ Expectations	Risks	Opportu	No	Issues	Interested parties	Needs/ Expectations	Risks	Opportunities	Actions planned	Action Effectiveness	
7.	Vehicle collision within the premise	Top management	Uninterrupted business	Bodily injury, facility damage;Cost	Appropriate si	1.	Unsafe road condition				Road and parking condition inspection	RTSMT conducts quarterly inspection.	Inspection findings shared with relevant party for corrective action.	
8.	Not road worthy hospital vehicle	Top management	Uninterrupted business	Bodily injury; not budgeted expense	Planned preve maintenance	2.	Unsafe behaviour		Safe driving or riding No road traffic crash No vehicle damage	Road traffic crash Vehicle damage Absenteeism/medical leave/hospitalization	Riding or driving behaviour monitored by RTSMT member and highlighted to respective	RTSMT monitors staff through CCTV.	No communication letter is raised so	
9.	Road repair, potholes, damaged tiles Increase	Facility management (HES)	no injury	Bodily injury, facility damage; Cost	Frequent inspe immediate rep			Staff, management, Consultants			HOS/UM through email. Raise communication letter if needed and informed to HR.		far.	
10.	medical leave and hospitalization	Human Resource, HOS/UM	Uninterrupted service	Increase locum	Training and a	3.	Poor knowledge and awareness		Aware and understand road safety requirements	Non-compliance to road traffic rules	Training and awareness	Yearly training and awareness program by RTSMT, PERKESO, Traffic police or PDRM.	Compulsory training in training Master Plan.	
11.	/ treatment cost Insufficient					4.	Incompetent drivers		Competent to ride/drive	Involve in road traffic crash	Training and awareness	Dedicated training by training providers. eg Defensive driving for ambulance drivers.	Next training planned in May 2024 for 2 drivers.	
	signage/ Delayed supply or poor quality	Purchasing	Good quality items	Service interruption and bad image	Few suppliers :	5.	Incompetent		Advocate on road safety	Not able to guide the organization towards a safer road community.	Training	Attend OSH-C training on Road Safety by MIROS	OSH-C Road Safety has attended training in 2022.	
	signage and related road safety items		and supplied on time.	and bad image		6.	6. Additional task		RTSMT member	requirement and		Time management and	RTSMT member is allowed to conduct investigation through phone and update via WA.	RTSMT member provided with appointment letter with roles and
12.	Unidentified hazards that threaten the	ESH Service	Zero accident involving Road Traffic Safety	Injury	Inspection and				hazard sharing process.	newly found hazard to other road users or for further action.	recognition.	HOS/UM allow RTSMT member to be out from service if needed during their work schedule.	responsibility list.	
	drivers, staff and visitors safety.	LSH SEIVICE	Staff able to report on found hazards	ngury	mspection and	6.	Cost	Top management	Budget including enhancement of road safety aspects	Road traffic crash inside premise	Good image	Acknowledges the findings from the RTSMT inspection and plan for the repairs and improvements.	Plan to include in future budgeting.	









## Legal & Other Statutory Requirements

Laws /	A	ct / Regula	tion						Action for	
Regulation	Part	urt Section Sub section Title Summary PIC		PIC	Location	Compliance Status	compliance	Remarks		
Part II Classification, registration and licensing of Motor Vehicles	Registr ation of Motor Vehicle s	on of numbers duly registered and given a registration number and registration		duly registered and	HOS Administration	Level 4	Comply	Nil	NIL	
and Drivers		12	1(a), (b), (c) & (d)	Inspection of motor vehicles and information to Director General	Any motor vehicle is to be brought for inspection	HOS Administration	Level 4	Ambulance brought for PUSPAKOM inspection as scheduled.	Continuous monitoring	NIL
		13	1(a),(b), (c)	Procedure on change of possession of motor vehicles	Transferred vehicles are registered with ownership by KPJ Tawakkal KL.	HOS Administration	Level 4	Obsolete or old hospital vehicles are sold once approved by BOM	Change of ownership process	NIL
		14	1 & 4	Display of registration number	The given registration number of each vehicle is displayed and illuminated on the number plate.	All employees(per sonal vehicles), HOS Administration( hospital vehicle)	Throughou t premise	Comply	NIL	NIL
	Licensi ng of motor drivers	26	(1), (2) & (3)	Driving licenses	Each employee operating a motor vehicle including for personal and work purpose are required to hold a valid driving license.	All HOŚ & UM	Throughou t the premise	Partial compliance	Promote for license acquisition	Make arrangement with driving schools to provide opportunity to staff to acquire
		29	(2),(3),(4) , (4A), (4B),(4C)	Tests of competence to drive	The driving license is according to the level of license acquisition.	All HOS & UM	Throughou t the premise	Partial compliance	Continue monitoring	license.



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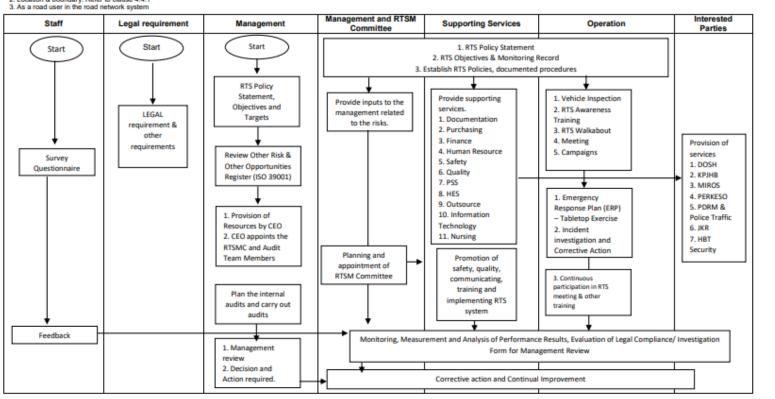


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#### Scop

- 1. Provision of RTSMS for staff commuting within a 5km radius of KPJTWKL
- 2. Location & boundary: Refer to clause 4.4.1



Clause 4.2
RTSMS Sequence & Process
Interaction
Flow











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## 4.3 Determining the scope of ISO

### 39001:2012 for KPJTWKL

The RTS Management Team has determined the scope as "Provision of

RTSMS for staff commuting within a 5km radius of KPJTWKL" based on

issues, requirement and RTS planning. This also covers staff using cars, motorcycles, public transport as well as pedestrian. The

location and boundary are as follow:-

Location	Boundary
KPJ Tawakkal KL Specialist Hospital No 1, Jalan Pahang Barat, 53000 Kuala Lumpur	Main commuting routes of 5 KM radius by KPJ Tawakkal KL Specialist Hospital staffs









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## Road Traffic Safety Management System Requirements

- i. Leadership
- ii. Planning
- iii.Support
- iv.Operation
- v. Performance evaluation
- vi.Improvement













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## I. Leadership

**CHIEF EXECUTIVE OFFICER** 

**OPERATION MANAGER** 

**SAFETY OFFICER** 

WORK RELATED ROAD SAFETY (WRRS) COORDINATOR

INTERNAL AUDITOR

COMMUTING SAFETY SUPPORT PROGRAM (CSSP) TRAINERS(TTT)

HEAD OF SERVICES & UNIT MANAGER













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Chief Executive Officer takes the accountability for the effectiveness of the RTS and regulatory compliance.





dilaksanakan.

di tempat kerja sebagai keutamaa



## Development of Policy



EPU TAMAKKAL KL

KPJ Tawakkal KI, Specialist Hospital is a leading priviple healthcare service provider in Kusla-Lumpur, Malaysia. Phedged as an employer, KPJ Tawakkal KI, considers its employees to be its most valuable assets and undertakes to safeguard them through providing and maintaining, as far as reasonably practical, a working environment that is safe and without risk to the health of its employees, patients, visitors and permitted contractors. In ensuring a side and healthy working environment including commuting safety, all employees of the KPJ Tawakkal KI, have to work closely together with the employer in minimizing any risk that might jeopardize the health and safety of employees, patients, visitors and permitted contractors.

With this in mind, we are committed to implement the following principles according to Occupational Safety and Health Act 1994, ISO 39001 Read Traffic Safety Management System (RTSMS) and any other applicable act, laws and regulation in guiding the organization towards sustainable safe and healthy work environment.

#### At KPJ Tawakkai KL.

- We are dedicated in ensuring developing, implementing and improving related workplace health & safety promotion programmes and procedures inclusive of <u>commuting safety</u>.
- ii. We communicate our policy (OHS inclusive of RTS) to the employees and seek their co-operation to report any found occupational health and safety risks, comply with safe work procedures, wear personal protective equipment and ciothing where necessary and take good care of health and safety of themselves and other people at work.
- We are obliged in provision of information, instruction, training and supervision of our employees in the prevention of workplace injuries and accidents inclusive of <u>commuting</u> accident.
- We integrate occupational health and safety (inclusive of RTS) in all organization operations including healthcare service provision and business strategy planning.
- We identify hazards at workplace inclusive of <u>commuting hazards</u> periodically and effectively implement the control measures to the extend of as far as practicable measures.
   We investigate all excellents inclusive of commuting accelerate personal and
- vi. We <u>investigate all accidents</u> inclusive of <u>communing accidents</u>, near-accidents, and occupational diseases, and <u>propose and <u>implement aneventive measures</u> to ensure no reoccumence incident.</u>
- vii. We encourage and promote suggestions and feedback in materializing our occupational health and safety (inclusive of RTS) objectives of provision of safe and healthy work environment.
- viii. We promote continuous improvement of occupational health and safety (inclusive of RTS) measures through regular and periodic performance monitoring and implementation of as reasonably as practicable rectification.
- We consistently encourage employees on the importance of always practicing "Safety as First Culture".

Polisi Kesihatan dan Keselamatan Pekerjaan (KKP) Termasuk Sistem Pengurusan Keselamatan Jalan Raya (SPKJR) ospital Pakar KPJ Tawakkal KI, merupakan pusat perkhidmatan penjagaan kesihatan awasta ekemuka di Kuala Lumpur, Malaysia. Sebagai majikan, Hospital Pakar KPJ Tawakkal KL meletakkan sara pekerjanya sebagai aset paling berharga dan bertanggungjawab sedaya upaya untuk renyediakan persekitaran kerja yang selamat, tanpa merisikokan kesihatan pekerjanya, pesakit, pelawat dan kontraktor yang berada di premisnya. Dalam memastikan persekitaran kerja yang selamat dan sihat termasuk <u>keselamatan dalam perjalanan</u>, semus pekerja Hospital Pakar KPJ Tawakkal KL perfu bekerjasama rapat dengan majikan dalam meminimumkan sebarang miliko yang mungkin menjejaskan kesihatan dan keselamatan pekerja, pesakit, pelawat dan kontraktor. engan iri, kami berikrar unluk bertanggungiawab dalam melaksanakan prinsip-prinsip berikut mengkul kita Aktu Keselamatan dan Kesihatan Kerja 1994, ISO 39001 Sistem Pengurusan Keselamatan Trafik Jalan Raya (SPKT/R) dan sebarang akta, undang-undang dan peraturan lain yang terpakai dalam usaha bentukan organisasi yang memiliki persekitaran kerja yang selamat dan sihat. Di Hospital Pakar KPJ Tawakkal KL, Kami berdedikasi dalam melaksanakan dan menambahbaik program promosi dan kesedaran mengenai kesihatan dan keselamatan yang berkallan dengan tempat kerja termasuk kecelamatan Kami menyampaikan dasar kami (glasar KKP termasuk KTJR) kepada pekerja dan meminta kerjasama mereka untuk melaporkan sebarang risiko kesihatan dan keselamatan pekerjaan, mematuhi prosedur kerja yang selamat, memakai peralatan pelindung diri dan pakaian di mana perlu dan menjaga kesihatan dan keselamatan diri mereka sendiri dan orang lain sepanjang berada Kami bertanggungjawab sepenuhnya terhadap para pekerja datam menyediakan maklumat arahan, latihan dan pengawasan dalam usaha mencegah kecederaan dan kemalangan di tempat kerja termasuk kematangan dalam perjalanan. Kami mengamalkan prinsip kesihatan dan keselamatan pekerjaan (termasuk KTJR) dalam semus operasi organisasi termasuk perkhimatan penjagsan kesihatan dan perencangan strategi Kami mengenal pasti bahaya di tempat kerja termasuk bahaya dalam perlatanan secara berkula dan melaksanakan langkah-langkah pengawalan dengan berkesan sehingga ke tahap yang boleh

Kami menyiasat semula kemalangan termasuk kemalangan dalam perjalanan kemalangan yang hampir terjadi, penyakit dan kecedersan yang disebabkan oleh pekerjaan serta

mencadangkan dan melaksanakan langkah pencegahan untuk memastikan tada kejadian

i. Kami menggalakkan cadangan dan maklum balas dalam usaha mersalisasikan objektif kesihatan

dan keselamatan pekerjaan (termesuk KTJR) kami lahu menyediakan persekitaran kerja yang

ii.Kami memastikan kepatuhan pada elemen kesihatan dan keselamatan pekerjaan (termasuk

KTJRD dilambahbaik secara munasabah dan konsisten metalui pemantauan secara tetap dar berkala.
Kami menggalakkan para pekerja untuk sentiasa mengamaikan budaya kesihatan dan keselamatar



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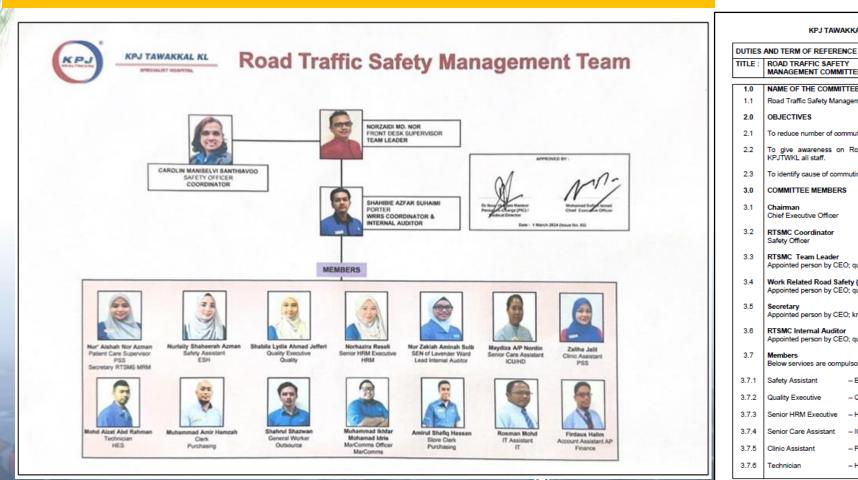








## Organizational roles, responsibilities and authorities





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#### KPJ TAWAKKAL KL SPECIALIST HOSPITAL

TITLE :	ROAD TRAFFIC SAFET MANAGEMENT COMMI	ISSUE DATE POLICY NO.							
1.0	NAME OF THE COMMITTEE								
1.1	Road Traffic Safety Management Committee (RTSMC)								
2.0	OBJECTIVES								
2.1	To reduce number of con	nmuting accident.							
2.2	To give awareness on KPJTWKL all staff.	Road Traffic S	Safety Manager	ment System (RTSMS) to					
2.3	To identify cause of comm	nuting accident a	mong KPJ TWK	L staff.					
3.0	COMMITTEE MEMBERS	;							
3.1	Chairman Chief Executive Officer								
3.2	RTSMC Coordinator Safety Officer								
3.3	RTSMC Team Leader Appointed person by CEO; qualified and knowledgeable on RTSMS								
3.4	Work Related Road Safety (WRRS) Coordinators RTSMC Internal Auditor Appointed person by CEO; qualified and knowledgeable on WRRS/OSH-C.								
3.5	Secretary Appointed person by CEO	D; knowledgeable	and trained on	RTSMS.					
3.6	RTSMC Internal Auditor Appointed person by CEO; qualified by attending RTSMS internal audit training.								
3.7	Members Below services are compulsory membership contributing on their daily job scope								
3.7.1	Safety Assistant	– Environmenta	I, Safety & Healt	th (ESH) Services					
3.7.2	Quality Executive	- Quality Servio	es						
3.7.3	Senior HRM Executive	– Human Resou	uroes Manageme	ent (HRM) Services					
3.7.4	Senior Care Assistant	- ICU / HD							
3.7.5	Clinic Assistant	- Patient Servio	e Services (PSS	5)					
3.7.6	Technician	- Healthcare En	ngineering Servio	oes (HES)					









II.Planning

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ISO 39001:2012 ROAD TRAFFIC SAFETY MANAGEMENT SYSTEM (RTSMS)

### RTS OBJECTIVE & TARGET





Reduction of commuting accident along the main routes of 5km radius by KPJ Tawakkal KL Specialist Hospital (KPJ TWKL) staff on three (3) identified roads - Jalan Genting Klang, Jalan Tun Razak and Jalan Sultan Iskandar. (Downward trends)













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## **Route 1 – Jalan Genting Klang**

Care for Life











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**Route 2 - Jalan Tun Razak** 

Care for Life











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Route 3 - Jalan Sultan Iskandar

Care for Life











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## Risk Management

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Sequence of Job	OHS Hazard	онѕ	Current Risk Control		Risk Assessme	ent Actio	n Plan / OHS											
(sub activity)	Ons nazaru	Risk	Current Risk Control	Likeliho	od Severity	Risk Level O	portunity											
, , ,	Vehicle Conditions (e.g:- Faulty brakes / lights / Worn or Damaged tires & etc)	Sequence of Job (sub activity)  2. During commuting	OHS Hazard  Road Surface / Road  Condition (e.g.: Dry, Wet & etc)	OHS Risi - Fataliti - Major / Minor-I	es 1. Make a	ent Risk Control a report to the related littes for further action.	Ri Likelihood (Table A) 3	Severity (Table E	y Risk Level	Action Pla Opport  1. Liaise wit Authoritie	h related							
	unweardy to be on the		- Vehicle lose control if	- Medio Leave	Sequence of		0	HS			Ri	sk Assessm	ent	Action Plan / OHS				
	road - unservice vehicle according schedule		speeding - Vehicle crashed		Job (sub activity)	OHS Hazard		isk	Current Risk	Control	Likelihood (Table A)	Severity (Table B)	Risk Level (Matrix C)	Opportunity				
Before commuting     .	commuting - Tires in not good condition.  Staff Health Condition (e.g: - Fatigue / Fever / Heart Attack & etc) - End of night shift	- S Ty Pr Lo &	- Slippery road - Sandy road - Sandy road  Type of Roadway (e.g:- Primary road / Parking Lot / Three-lane Highway 8 etc)  - Under construction road (from three lane become two lane)	- Sandy road  Type of Roadway (e.g:- Primary road / Parking Lot / Three-lane Highway & etc)  - Under construction road	- Sandy road  Type of Roadway (e.g:- Primary road / Parking Lot / Three-lane Highway  8 etc)  - Under construction road (from three lane become		Type of Roadway (e.g:- Primary road / Parking Lot / Three-lane Highway & etc)  - Under construction road (from three lane become two lane).		2. During commuting (cont)	Visibility Conditions [e.g.: Morning / Night Obstruction & etc)  - Glaring - Unclear vision - Limited site vision - Blind spot	<u>t /</u> - Majo	r / r Injury ical	Awareness train Traffic Safety Ma System (RTSMS staff with eyes in Identify staff with impairment	anagement 3) focus on npairment	2	1	2 (Low)	Not required
	- Micro sleep Unhealthy condition Not focus on the road		Vehicle using wrong lane.     Drive over the speed limit     Vehicle park not in designated area (e.gPark in emergency lane)			Surrounding (e.g:- Crossing road - Pedestrian crossin road - Non-compliance w traffic light - Vehicle cross the wrong path	Mino g the - Medi Leav	r / r Injury ical 2	Awareness train Traffic Safety Ma System (RTSMS     Road Traffic Saf Management Sy (RTSMS) campa board	anagement S). ety stem	3	2	6 (medium)	Liaise with related Authorities     RTSMS committe to conduct / increase awareness trainin to all staffs.  Activate Windo				













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## RTSMS Monitoring Record

#### KPJ TAWAKKAL KL SPECIALIST HOSPITAL ROAD TRAFFIC SAFETY OBJECTIVE REPORT

#### ENVIRONMENTAL SAFETY AND HEALTH SERVICES

MONTH / YEAR : OCTOBER - DECEMBER 2023

RTS OBJECTIVE

 Reduction of commuting accident along the main routes of 5KM radius by KPJ Tawakkal KL Specialist Hospital on 3 identified roads (Jalan Genting Klang, Jalan Tun Razak, Jalan Sultan Iskandar).

#### 1) ACTION PLANS AND RESOURCES

No.	Action Plan	Resource	Person In-charge
1.	Google form	Google, Laptop	Rosman Mohd (IT Assistant)
2.	Questionnaire	Discussion, White Board	Road Traffic Safety Committee (RTSMC)
3.	On Site Visit	Vehicle, Camera, Laptop	Norzaidi Md. Nor     (RTSMC Team Leader)     Shahibie Azfar Suhaimi     (WRRS Coordinator)
4.	WRRS Module	Microphone, Book, Laptop, Projector, A4 Paper, Pen	Norzaidi Md. Nor     (RTSMC Team Leader)     Norhazira Reseli     (Training Development)
5.	Awareness Reminders	Information Board, Desktop Display, WhatsApp	Maydiza Nordin     (OSH Employee Representative)     Firdaus Halim     (Finance)
6.	Refresher Talk	Microphone, Book, Laptop, Projector, A4 Paper, Pen	Nur' Aishah Nor Azman     (Documentation & Communication)     Nur Zakiah Aminah Suib     (ERT)
7.	Vehicle Checklist	Discussion, White Board	1. Amirul Shafiq Hassan (ERT) 2. Rosman Mohd (IT Assistant) 3. Shahrul Shazwan (ERT) 4. Zaliha Jalii (ERT)
8.	Incident rate	Q-Radar, Incident Investigation Form	Carolin Maniselvi     (RTSMC Coordinator)     Nurlaily Shaheerah     (ERT)
9.	HIRARC	Document	Shahibie Azfar Suhaimi (WRRS Coordinator)

Page 1 of 3

#### 2) RESULTS

GRAPH 1: Shows the Statistical Trend Analysis of Road Traffic Safety Objective (October – December 2023)

#### 3) ANALYSIS / CONFORMANCE TO PERFORMANCE INDICATOR

- Two (2) commuting accident reported in Jalan Genting Klang and Four (4) commuting accident reported in Jalan Sultan Iskandar
- It involved motorcyclist.
- Four (4) staff had Major Injury MC and Two (2) staff had Minor Injury MC

Page 2 of 3









## III.Support

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

- 1. Coordination
  - The team determines the work coordination by assigning the members for individual tasks while maintaining the feedback and improvement plan to achieve the set target.
- 2. Resources
  - The team identifies the resources needed and include in the hospital budget .

















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2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

## Competency

- 1. WRRS OSH-C
- 2. Certified Internal Auditor

1. Certified Internal Auditor













### Awareness

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA





Commuting Safety Induction (CSI) Training by Malaysian Road & Transportation Safety Association (MRTSA) 13<sup>th</sup> June 2023











2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

## Awareness



OHS Week – Road Safety Booth, 7<sup>th –</sup> 11<sup>th</sup> November 2023



**Walkabout session to Kitchen Department** 











2-3 SEPTEMBER CON CON PILT

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

### Awareness

















Video on vehicle inspection





## PERKESO



### Awareness



The information board serves as the updated form of communication

#### **LESSON LEARNED**

On 20<sup>th</sup> March 2024 there was an accident involved staff at Jalan Sultan Iskandar. The cause of accident is to avoid a vehicle that suddenly stops. Keep a safe following distance when driving/ride.

Please refer to the safe driving steps poster to avoid the same incident happened.

Safe Drive, Safe Ride, Save Life

By Road Traffic Safety Management Team



Lesson learnt is updated based on each incident



2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA



The QR or feedback form displayed on the information board provides opportunity for employees to raise their road safety related concerns











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2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

## Awareness

## Total No. of Staff Attended Road Traffic Safety Awareness Program by Year













Establishing operational policies and work instructions for employee & fleet vehicles while at premise

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

1.0 OBJECTIVE

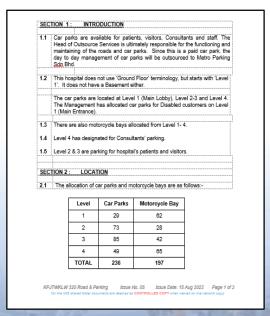
To provide transportation for KPJ Tawakkal KL Specialist Hospital (KPJTWKL) patients to other hospital or home and vice versa.

2.0 PROCEDURE

#### ACTIVITY

- 2.1 Request for Ambulance Service to other Hospital or Home
- 2.1.1 Obtain patient's particulars from the nursing staff
  - Date and time service required.
  - ii. Condition of patient
  - iii. Name of hospital / address of the patient
  - iv. Telephone number
  - v. Useful landmark
- 2.1.2 Document particulars into General Charge Form for billing.
- 2.1.3 Inform ambulance driver and arrange staff to accompany the patient.
- 2.1.4 Ensure equipments are checked and ready for use in the ambulance.
- 2.1.5 Use the stretcher trolley to transport patient in ambulance.
- 2.1.6 Secure stretcher and check patient's safety.
- 2.1.7 Send patient to requested destination accompanied by assigned staff.
- 2.2 Request for Ambulance Service from Consultant to transport patient from other hospital or home to KPJTWKL
- 22.1 Obtain patient's particulars from Consultant/Nursing staff/family member.
- 22.2 Repeat procedure 2.1.1 2.1.5.
- 22.3 Drive to the requested destination accompanied by assigned staff
- 22.4 Patient will be examined by Medical Officer upon arrival at KPJTWKL

KPJTWKL/A&E/WI-01 Ambulance Service



Whole Hospital Function
Policies Road and Parking
RSF VISION ZEROSO

A hospital is a large complex organization requires both internal and external transport system, thus, allowing work to flow efficiently. Transport system covers all movement of patients, staff, goods, equipment etc that requires movement from point A to point B by a third party. There are internal transport system which concern movement within the hospital complex and grounds; and external transport system which cover areas of transport between the hospital and the outside community The mechanically propelled vehicles under Hospital control plays a part in the external SECTION 2: STAFF RESPONSIBILITY ) Head of Services (HOS) and Unit Manager (UM) are responsible for the coordination and transport within their own area and from point A to point B and to liase with admin for bookings except for ambulance. b) Hospital Drivers are responsible for the daily operation of these vehicles, ensuring that it is clean and road worthy at all times. They are also responsible for the safety of all equipment and patients that they transport. They have a right not to transfer hazardous item e.g. fragile glass not properly wrapped and packed in a secured box. Other Hospital staff may be allowed to transfer equipment of item from time to time but with the permission of their Head of Services or Admin SECTION 3: POLICIES AND PROCEDURES The following table summarizes the different type of items that are transported, where they are to be collected from, where they should go and the type of transport to be used and the person responsible for the KPJTWKLW 303 Transport & Vehicle Issue No. 05 Issue Date: 01<sup>st</sup> August 2023 Page 1 of 0

Whole Hospital Function
Policies Transport & Hospital Vehicle









2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

## Establishing operational policies and work instructions for employee & fleet vehicles

#### 1.0 OBJECTIVE

- 1.1 To ensure that all incidents, are reported and investigated promptly.
- 1.2 Appropriate investigation and immediate actions carried out to prevent further injury or further damage to property and equipment.
- 1.3 To report all incidents using a standard system to the Risk Management Division of KP IHR
- 1.4 To report to police and Director General as per Fifth Schedule (Regulation 19) Unforeseeable or Unanticipated Incidents and Statistical Summary To Be Reported (refer Note 2 Part I & Part I in definition 5.24 Reviewable Schritten Event).

#### 2.0 SCOPE

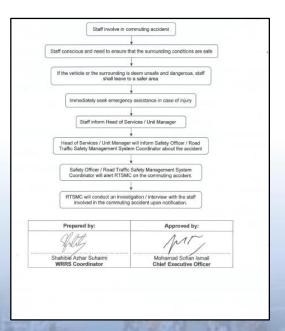
 Applicable to all incidents (clinical and non-clinical) including accidents or near misses occurring within the hospital premises.

#### 3.0 RESPONSIBILIT

- 3.1 Medical Director (MD/ PIC) is responsible to review the investigation report at the end of submission process in the system and during Board of Management (BOM) meeting.
- 3.2 Chief Executive Officer (CEO) is responsible to review the investigation report and approve prior submission to KPJHB Risk Management Division along with Medical Director, responsible to compile, review and analyze all reports submitted to the Risk Committee and to initiate remedial quarterly reports to KPJHB Risk Management Division.
- 3.3 Chief Nursing Officer (CNO) / Deputy CNO is responsible to investigate and report to the CEO on all the incidents reported by the nursing services.
- 3.4 Clinical Survey Officer (CSO) / Risk Officer (RO) is responsible to review, investigate and conduct RCA (for related incidents) reported in the Q-Radar system and report to CEO / CNO on the outcome.
- 3.5 Head of Service (HOS) and Unit Manager (UM) and Owner of Service are responsible to investigate and report to CEO / OM on all the incidents reported by the staff under their supervision.
- 3.6 All Staff (inclusive of Medical Officer- MO) are responsible to report any incident (clinical and non-clinical) including accidents and near misses that occur within the hospital premises.

On line IMS shared folder documents are deemed as CONTROLLED COPY when viewed on line (network copy

**RTS -11 Incident Reporting** 



RTS -21 Flow Chart of Emergency
Response Plan - Commuting

Suppor Accident

SSF

VISION ZER

Safety Health Wellbeite

Safety Health Wellbeite

WHOLE HOSPITAL FUNCTION - POLICIES AND PROCEDURES

EA : ACCIDENT INVOLVING STAFF

POLICY REF.: KPJTWKLW 309

SECTION 1 : INTRODUCTION

- 1.1 It is necessary to keep record of all staff accidents that occurred within the Hospital building during normal hour duties. This information should be gathered and quickly reviewed in an attempt to isolate these areas where the potential staff accidents are high. Corrective and preventive measures will be implemented to reduce the frequency of these accidents.
- 1.2 Proper risk management could reduce the number of accidents within the Hospital, prevent also the likelihood of litigation from staff (suing the Hospital for nedilicence as a result of an accident that has taken place).

#### SECTION 2 : POLICIES

- 2.1 All staff accidents that occurred while on duty either in the Hospital building or outside must be reported to the relevant Head of Services regardless of how minor the accident may seen.
- 2.2 The Head of Service is to request the staff to complete the Incident Report Form and to get the staff to seek medical attention if necessary.
- 2.3 The Occupational Health & Safety (OHS) Committee will evaluate the incident and offer recommendation to improve the situation.
- 2.4 It is the Chief Executive Officer's responsibility to ensure corrective measures recommended are implemented.
- 2.5 All insurance claims as a result of injury will be first paid to the Hospital where medical fees can be deducted before payment can be done to the staff.

KP/TWMLW 309 Accident Involving Staff Issue No. 06 Issue Date: 16 Aug 2023 Page 1 of 4

Whole Hospital Function
Policies Accident Involving Staff



V. Performance evaluation







" Safer Journey, Sustainable Future "

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

No	What	Location	Method	Criteria	When monitor / measure	When analyse	Who	Document
1.	Road Traffic Safety Management Objective	ESH Office	Recording the number of commuting accident among KPJTWKL staff using Jalan Genting Klang, Jalan Tun Razak and Jajan Sultan Iskandar.	6.4 RTS Objective and planning to achieve them (ISO 39001 : 2012)	Quarterly	Quarterly	RTSMC	Quarterly Road Traffic Safety Objective Report
2.	Internal Audit	ESH Office	Conducting Internal Audit to ensure organization meet the requirement of Road Traffic Safety Management System	9.3 Internal Audit (ISO 39001 : 2012)	Yearly	Yearly	RTSMC Internal Auditor	RTS Internal Audit Checklist
3.	Close Up & Follow Up findings	ESH Office	Conduct management review meeting as per in MRM Agenda.	9.4 Management Review (ISO 39001 : 2012)	Yearly	Yearly	RTSMC	MRM Presentation
4.	RTSMS Certification	ESH Office	Yearly audit	ISO Standard (ISO 39001 : 2012)	Yearly	Yearly	RTSMC	ISO Checklist
5.	RTSMS HIRARC	ESH Office	Data collection of commuting accident investigation.	6.3 RTS Performance Factors (ISO 39001 : 2012)	Yearly / When necessary	Yearly / When necessary	RTSMC	RTSMS HIRARC (KPJTWKL/RTS-17)
6.	RTS Commuting Accident Investigation	ESH Office	Recording details of commuting accident investigation.	9.2 Road Traffic Crash and Other Road Traffic Incident Investigation (ISO 39001 : 2012)	When staff involve in commuting accident	During investigation	RTSMC	RTS Commuting Accident Investigation Form
7.	RTSMS Route Hazard Mapping	ESH Office	Assigned committee members to do inspection on the route involved.	6.2 Action to address risks and opportunities.	Yearly / When necessary	Yearly / When necessary	RTSMC	RTSMS Route Hazard Mapping (KPJTWKL/MMAE/ RTS-20)











## V. Performance evaluation

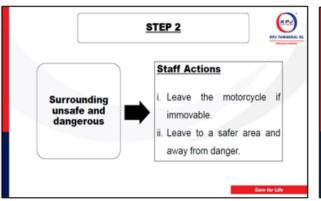
2-3 SEPTEMBER 2024

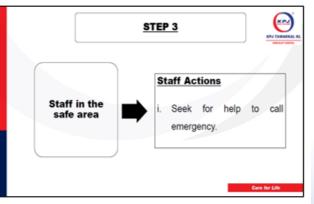
PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

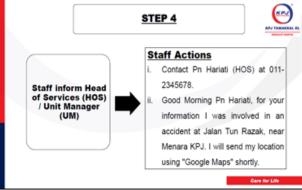
Road Traffic Safety Management System – Emergency Response Plan (ERP) Table Top Exercise , 07th November 2023



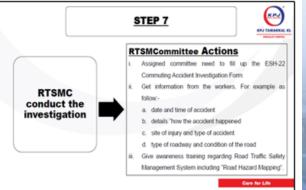


















## Internal audit conducted at least once a year

# 1st RTSMS INTERNAL AUDIT REPORT 2023



(III) Audit Summary:

(1) Type of Audit: Internal Audit

(2) Audit Criteria: RTSMS (Road Traffic Safety Management System; ISO 39001: 2012)

(3) Audit Summary / Findings: There were zero Non-Conformity Report (NCR) but there was a total of 10 Opportunity For Improvement (OFI). Please refer to next few slides for the OFI.







2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA





# VI.Improvement



KPJ TAWAKKALKL











PUSAT PAKAR TAWAKAL SDN BHD (118095-0) No. 1, Jalan Pahang Barat, 53000 Kuala Lumpur, Melaysia Tel No: 603-4026 7777 Fax No: 603-4021 0635 Website: www.kp(tawakkal.com Email: tawakkal@kp)tawakkal.com

Ref no: KPJTWKL/ESH/2023/DBKL/0181 (CM)

Unit Khidmat Pelanggan.

Jabatan Perancangan Korporat

Dewan Bandaraya Kuala Lumpur

Menara DBKL 1, Jalan Raja Laut

50350 Kuala Lumpur

03 2617 9000

06hb November 2023

#### Per: Keadaan Jalan Raya Yang Merbahaya Kepada Pengguna

Merujuk kepada perkara di atas adalah dimaklumkan bahawa pihak Jabatan Keselamatan & Kesihatan, Hospital Pakar KPJ Tawakkal KL telah mengadakan pantauan di sekitar kawasan premis termasuk laluan utama Jalan Pahang Barat bagi memastikan keselamatan pengguna jalannaya untuk pekerja, pesakit dan pelawat KPJ Tawakkal KL Specialist

Kami mendapati beberapa Isu keadaan jalan raya yang perlu diberi perhatian pihak tuan dengan kadar segera.

Sila rujuk lampiran untuk isu-isu yang telah dikenalpasti oleh pihak kami.

Kami berharap pihak Tuan dapat mengambil tindakan segera untuk kepentingan bersama.

Sokongan dan kerjasama dari pihak tuan amatlah kami hargai dan diucapkan ribuan terima

Sekian, Terima Kasih.

MOHAMAD SOFIAM SMAIL







### JABATAN PENGUATKUASAAN DEWAN BANDARAYA KUALA LUMPUR

TEL: 03-40106000 FAKS: 03-40106470





: (16) DBKL/JKAWS/2715/2 : DBKL.JPK.700-9/2/90 ( 7 )

: >8 Mei 2024

Jabatan Kejuruteraan Awam dan Saliran (u.p.: Encik Mohd Noor Asham bin Suradi)

ADUAN JALAN RAYA YANG MERBAHAYA DI SEKITAR KPJ TAWAKKAL KL SPECIALIST HOSPITAL, NO 1 JALAN PAHANG

Saya dengan hormatnya diarah merujuk kepada perkara yang tersebut di atas dan surat tuan bertarikh 25 April 2024 adalah dirujuk dan berkaitan.

Dimaklumkan bahawa hasil siasatan dan semakan Jabatan ini pada 16 Mei 2024 mendapati lokasi aduan di Jalan Pahang, Kuala Lumpur (KPJ Tawakkal) merupakan lokasi hotspot aduan diterima dan tindakan penguatkuasaan sering dilaksanakan. Jabatan ini sememangnya telah menempatkan petugas untuk mengambil tindakan penguatkuasaan terhadap pemilik-pemilik kenderaan yang meletakkan kenderaan tanpa membayar caj parkir dan mana-mana kenderaan yang menyebabkan halangan lalu lintas di sekitar lokasi tersebut. Semasa siasatan dijalankan sebanyak 38 Notis Kesalahan telah dikeluarkan di sekitar Jalan Pahang dan Jalan Pahang Barat. Berdasarkan laporan statistik tindakan dari bulan Januari 2024 sehingga kini sebanyak 260 Notis Kesalahan telah dikeluarkan di bawah pelbagai kesalahan lalu lintas di sekitar lokasi tersebut.

#### ...Salinan dokumen hasil tindakan dilampirkan bersama.

- Jabatan ini akan meneruskan pemantauan dari semasa ke semasa dan tindakan penguatkuasaan akan diambil sekiranya aduan berulang di lokasi tersebut.
- Dimajukan perkara ini untuk makluman dan perhatian tuan sewajarnya

Sekian, terima kasih.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

"BERSEDIA MENYUMBANG, BANDAR RAYA CEMERLANG"

Saya yang menjalankan amanah,

(HAJARA BINT ABDUL RAHU)

Bahagian Pentagbiran dan Kewangan Penguakuasaan

DINAMIK | BIJAKSANA | KREATIF | LESTARI



"Safer Journey, Sustainable Future"

**2-3** SEPTEMBER 2024

**PUTRAJAYA INTERNATIONAL** CONVENTION CENTRE (PICC), PUTRAJAYA

Stakeholder conducts corrective action for the issues raised by the organization













"Safer Journey, Sustainable Future"

2-3 SEPTEMBER 2024

**PUTRAJAYA INTERNATIONAL** CONVENTION CENTRE (PICC).

## **Initiatives**



## **Logo Design for Road Safety**



1<sup>st</sup> Edition (2019 - 2023)



2<sup>nd</sup> Edition (2023 - Present)

Rewarding and recognizing employees for their contributions to road safety system become a valuable strategy for developing road safety culture.









" Safer Journey, Sustainable Future "

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA







**Periodic vehicle inspection** 











2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA









**Periodic vehicle inspection** 











" Safer Journey, Sustainable Future

2-3 SEPTEMB

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA









Periodic road condition inspection













• SEPTEMBE

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA











## Signage improvement











9\_3 SEPTEMBER

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

- Challenges faced by KPJ Tawakkal KL Specialist Hospital
- 1. Lack of stakeholder engagement
- 2. Changing existing organizational culture to prioritize road traffic safety and requirements
- 3. Ensuring compliance across supply chain
- 4. Continuous monitoring and improvement- road traffic safety practices to meet ISO standard can be challenging but crucial for sustained effectiveness.











# Impacts of Implementing ISO 39001:2012

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

No of accidents, Total No of MC(Days) & Total No. of claimed SOCSO as at August 2022,2023 & 2024

\* Reduction in road traffic accidents











# Impacts of Implementing ISO 39001:2012

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA



\* Enhanced stakeholder confident











Impacts of Implementing ISO 39001:2012

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA









# Conclusion and Future Outlook

2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA

- ☐ Implementing ISO 39001:2012 can significantly enhance commuting safety
- ☐ The future of road traffic safety management lies in continuous improvement, innovation, and collaboration among all stakeholders to create safer commuting practices for everyone.











2-3 SEPTEMBER 2024

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE (PICC), PUTRAJAYA







### KPJ TAWAKKAL KL

SPECIALIST HOSPITAL

atas kejayaan memperolehi pensijilan

MS ISO 39001:2012 - ROAD TRAFFIC SAFETY MANAGEMENT SYSTEMS (RTSMS)

### **KPJ Tawakkal KL Specialist Hospital**

No. 1, Jalan Pahang Barat, 53000 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

### Skop Pensijilan:

RTSMS for staff commuting within a 5km radius of KPJTWKL.

Tarikh Pensijilan: 9 Mei 2024











