



MANAGEMENT OF THE PREVENTION OF THE SPREAD OF COVID 19 RAJANG PORT AUTHORITY

MANAGEMENT OF THE PREVENTION OF THE SPREAD OF COVID 19 BY RAJANG PORT AUTHORITY

1. **To monitor and prevent the spread of the Covid 19, a special task force / emergency response team had been appointed by the General Manager and established on 20 March 2020.**
2. **The objective of this task force /team is to co-ordinate the prevention measures to combat the spread of the Covid 19; as well as for its employees, customers and business associates.**
3. **The main functions of this task force / team include:**
 - i. **To be updated on the latest status on the Covid-19 situation**
 - ii. **Develop / update the Port's SOP in line with the objectives of the State Government in addressing the the Covid-19**
 - iii. **Implement the SOP across the board in the Authority with emphasis on activities that face exposure to Covid-19**
 - iv. **Monitor and review the situation at all times**
 - v. **Make the necessary recommendations for decisions from the General Manager**
4. **The task force / team comprises :**
 - i. **Assistant General Manager**
 - ii. **Civil Engineer cum Chairman of the Maintenance of Plant and Machinery Committee**
 - iii. **Human Resources and Administration Manager**
 - iv. **Traffic Manager cum Chairman of the Occupational Safety and Health Committee**
 - v. **Security Officer**
 - vi. **Secretary of the Occupational Safety and Health Committee**



SOP - RAJANG PORT AUTHORITY

Operation Hours	Up to 24 hrs(if necessary)	Customers' Hours	7.30 am – 7.00 p.m After 7:00 pm - on application and appointment	Staff capacity	Maintain the optimal and minimal staff strength as required
-----------------	-----------------------------	------------------	--	----------------	---

Port Operation/ Human Resource

Action	Brief description
1. Temperature check / Vaccine	<ul style="list-style-type: none"> •Placing officers and security personnel at two main entrances: i) RPA building lobby; ii) Out-gate / In-Gate to the Operations area, to conduct body temperature checks on all staff, port users and all visitors. •Checks and recording of temperatures in the daily temperature record would be done by 1 officer only. If a person's temperature is above 37.5C, he/she is not allowed in the premises and is advised to go to a nearby clinic for medical examination. A list of names and identification for people with temperatures above 37.5C would be submitted to the SibU Division's Public Disaster Committee. •Only those whom have been fully vaccinated for COVID-19 with 2 doses are permitted to enter the premise
2. The use of face masks	<ul style="list-style-type: none"> • Facemasks are provided to the Authority's employees and the use of face masks by all employees and visitors is mandatory
3. Hand Sanitizers	<ul style="list-style-type: none"> • Hand sanitizers are placed at all strategic locations, including the RPA Building Lobby and the Out-gate / In-Gate to the Operations area

SCOPE

Includes operations, administration, human resources, finance and management of assets and facilities of Rajang Port

All vessel activities and cargo handling are carried out except cruise ship operations.

The Authority operates as an essential service sector, guided by the hours of operation from 7:30 am - 7:00 pm, and services required after 7:00 pm, upon applications, appointments and special arrangements.

STANDING INSTRUCTIONS

- Akta Pencegahan dan Pengawalan Penyakit Berjangkit Act, 1988
- The Port Authorities Ordinance, 1961
- RPA By Laws 1971
- RPA (Conditions of Business) By Laws 1971
- The Merchant Shipping Ordinance, 1960
- The Merchant Shipping Ordinance, 1952
- Occupational Safety and Health Act, 1994
- Custom Act, 1967
- ISPS Code 2004
- Police Act, 1967
- SOP yang dikeluarkan oleh KKM & MKN



SOP - RAJANG PORT AUTHORITY

Operation Hours	Up to 24 hrs(if necessary)	Customers' Hours	7.30 am – 7.00 p.m After 7:00 pm - on application and appointment	Staff capacity	Maintain the optimal and minimal staff strength as required
-----------------	-----------------------------	------------------	--	----------------	---

Port Operation/ Human Resource

SCOPE

Includes operations, administration, human resources, finance and management of assets and facilities of Rajang Port

All vessel activities and cargo handling are carried out except cruise ship operations.
The Authority operates as an essential service sector, guided by the hours of operation from 7:30 am - 7:00 pm, and services required after 7:00 pm, upon applications, appointments and special arrangements.

STANDING INSTRUCTIONS

- Akta Pencegahan dan Pengawalan Penyakit Berjangkit Act, 1988
- The Port Authorities Ordinance, 1961
- RPA By Laws 1971
- RPA (Conditions of Business) By Laws 1971
- The Merchant Shipping Ordinance, 1960
- The Merchant Shipping Ordinance, 1952
- Occupational Safety and Health Act, 1994
- Custom Act, 1967
- ISPS Code 2004
- Police Act, 1967
- SOP yang dikeluarkan oleh KKM & MKN

Action	Brief description
4. Social Distancing	<ul style="list-style-type: none"> • Maintain social distance of at least 1 meter at all times. • Seats placed to maintain social distancing in areas frequently visited by staff and customers • Employees' workplaces arranged with spread of at least 1 meter apart • Use of Elevator is limited to 4 people at a time • Markings (1 meter space) is made at all public and common places
5. Work from home	<ul style="list-style-type: none"> • Keeping the optimum and minimum number of employees required to work at a time (in rotation)
6. Staff movement	<ul style="list-style-type: none"> •Employees who have failed body temperature checks are required to have a health check at a nearby clinic. •Maintaining a Employee Movement Record •Employees who apply for leave are advised to stay home.
7. Contact detection	<ul style="list-style-type: none"> • Collaborate with the Ministry of Health Malaysia or the relevant authorities in the implementation and management of contact tracking



SOP - RAJANG PORT AUTHORITY

Operation Hours

Up to 24 hrs(if necessary)

Customers' Hours

7.30 am – 7.00 p.m
After 7:00 pm - on application and appointment

Staff capacity

Maintain the optimal and minimal staff strength as required

Port Operation/ Human Resource

SCOPE

Includes operations, administration, human resources, finance and management of assets and facilities of Rajang Port

All vessel activities and cargo handling are carried out except cruise ship operations.

The Authority operates as an essential service sector, guided by the hours of operation from 7:30 am - 7:00 pm, and services required after 7:00 pm, upon applications, appointments and special arrangements.

STANDING INSTRUCTIONS

- Akta Pencegahan dan Pengawalan Penyakit Berjangkit Act, 1988
- The Port Authorities Ordinance, 1961
- RPA By Laws 1971
- RPA (Conditions of Business) By Laws 1971
- The Merchant Shipping Ordinance, 1960
- The Merchant Shipping Ordinance, 1952
- Occupational Safety and Health Act, 1994
- Custom Act, 1967
- ISPS Code 2004
- Police Act, 1967
- SOP yang dikeluarkan oleh KKM & MKN

Tindakan	Penerangan Ringkas
8. Restrict vessel crew movement	<ul style="list-style-type: none"> • The movement of the vessl's crew will be monitored by the Port Health together with the coordinating task force/ team. • Vessel crews are not allowed out of port premises except in cases of emergency and with the approval from Port Health.
9. Deferment of meetings	<ul style="list-style-type: none"> • Defer meetings that are not urgent • For important meetings, use alternative communication method (virtual meetings, online) • If a meeting is conducted, it is mandatory for the members to wear face masks and use hand sanitizers frequently with all meetings limited to 6 members only
10. Dissemination of Information	<ul style="list-style-type: none"> • Disseminate to all employees and customers the current status and directives of KKPN & MKN with regards to COVID-19.



SOP - RAJANG PORT AUTHORITY

Operation Hours	Up to 24 hrs(if necessary)	Customers' Hours	7.30 am – 7.00 p.m After 7:00 pm - on application and appointment	Staff capacity	Maintain the optimal and minimal staff strength as required
-----------------	-----------------------------	------------------	--	----------------	---

Assets and facilities

Tindakan	Penerangan Ringkas
1. Disinfection of Cargo handling machines	<ul style="list-style-type: none"> Disinfection of cargo handling machineries and equipments at Rajang Port Authority are carried out periodically (Once a Week).
2. Usage of elevator	<ul style="list-style-type: none"> Markings are drawn to exercise social distancing in the elevator; limited to 4 people at a time Use of the stairs is also encouraged.
3. Sanitation on surfaces prone and exposed to spread of Covid-19	<ul style="list-style-type: none"> Surfaces prone and exposed to the spread of Covid-19 such as door knobs, elevator buttons, common area surfaces and etc are sanitised once every hour
4. Provision of Soap	<ul style="list-style-type: none"> Soaps for washing hands are provided and readily available in all washrooms located on every floor
5. Workplace sanitization	<ul style="list-style-type: none"> Sanitization of work place is being carried out on a periodic basis

SCOPE

Includes operations, administration, human resources, finance and management of assets and facilities of Rajang Port

All vessel activities and cargo handling are carried out except cruise ship operations.

The Authority operates as an essential service sector, guided by the hours of operation from 7:30 am - 7:00 pm, and services required after 7:00 pm, upon applications, appointments and special arrangements.

STANDING INSTRUCTIONS

- Akta Pencegahan dan Pengawalan Penyakit Berjangkit Act, 1988
- The Port Authorities Ordinance, 1961
- RPA By Laws 1971
- RPA (Conditions of Business) By Laws 1971
- The Merchant Shipping Ordinance, 1960
- The Merchant Shipping Ordinance, 1952
- Occupational Safety and Health Act, 1994
- Custom Act, 1967
- ISPS Code 2004
- Police Act, 1967
- SOP yang dikeluarkan oleh KKM & MKN



SOP - RAJANG PORT AUTHORITY

Operation Hours

Up to 24 hrs(if necessary)

Customers' Hours

7.30 am – 7.00 p.m
After 7:00 pm - on application and appointment

Staff capacity

Maintain the optimal and minimal staff strength as required

Finance

Action	Brief description
1. Digital payment	<ul style="list-style-type: none"> Digital payment to suppliers, contractors and others would be intensified
2. Digital receipt of payment	<ul style="list-style-type: none"> Receipt of payment in digital form from customers and others is also strongly advocated and being practised.

SCOPE

Includes operations, administration, human resources, finance and management of assets and facilities of Rajang Port

All vessel activities and cargo handling are carried out except cruise ship operations.

The Authority operates as an essential service sector, guided by the hours of operation from 7:30 am - 7:00 pm, and services required after 7:00 pm, upon applications, appointments and special arrangements.

STANDING INSTRUCTIONS

- Akta Pencegahan dan Pengawalan Penyakit Berjangkit Act, 1988
- The Port Authorities Ordinance, 1961
- RPA By Laws 1971
- RPA (Conditions of Business) By Laws 1971
- The Merchant Shipping Ordinance, 1960
- The Merchant Shipping Ordinance, 1952
- Occupational Safety and Health Act, 1994
- Custom Act, 1967
- ISPS Code 2004
- Police Act, 1967
- SOP yang dikeluarkan oleh KKM & MKN



SOP LEMBAGA PELABUHAN RAJANG

