

SAFETY MEMO

To : All GAM Personnel
Date : 19th April 2023
Reference : GAM-SMS/COM/23/005-M
Subject : **LEAVING THE OFFICE DURING FESTIVE SEASON.**



In conjunction with the Hari Raya Aidilfitri leave, we will leave our office for a period of time with low security and safety. It depends on each one of us to take action to ensure our belongings are safe and secured.

Herewith is the suggested checklist that perhaps may be helpful to ensure security and safety in our workplace before leaving for a long leave.

ITEM	CHECK BOX	ITEM	CHECK BOX
Documents kept secured in the lock shelves?		Keys in the bag?	
Do drawer's lock?		Other valuable items?	
Staff ID?		Table wiped and clean?	
PC switched off & Plug taken off?		Did the phone keep intact?	
Photostat machine switched off & Plug taken off?		The telephone charger switched off & Plug taken off?	
Water dispenser switched off & Plug taken off?		Rubbish bins are empty?	
Lights are turn off?		Air conditioner switched off?	
Door's lock?		Chairs properly push in?	
Car keys are secured?		Company car parked at the designated area and securely lock?	

Safety Department would like to take this opportunity to wish Selamat Hari Raya Aidilfitri, Maaf Zahir & Batin. Have a safe journey to every destination during this Hari Raya.

Thank you,

Wan Izahah Zameree Ishak
Safety & Health Manager

C.C – Managing Director
 Chief Operation Officer
 Quality Manager
 Executive Director

