

EPMC MINUTES OF MEETING

REFERENCE NUMBER: EPMC_01/21	Ng Jia Wen	Seow Hooi Ling	Mah Shi Min	DATE : 05/01/2021 VENUE : SGI Meeting Room TIME : 3.30 p.m. – 4.30 p.m.
	APPROVED	CHECKED	PREPARED	

ATTENDANCE

Chairman : Mr. Ng Jia Wen
Members : Mr. Wong Sir Sheong,
Ms. Seow Hooi Ling,
Ms. Mah Shi Min
Mr. Loo Mun Fatt,
Mr. Ong Jo Flin,
Mr. Pung Gek Cheng

S/N	AGENDA, ITEM, DISCUSSION & PROBLEM	REMARKS, COMMENT, RESULTS & ACTION	PIC	DUE DATE
1.0	Training for Committees	Discuss and setup training date for EPMC committees' members - Prepare training material - training record	Ms. Seow Hooi Ling, Ms. Mah Shi Min, Mr. Loo Mun Fatt	11/01/21
2.0	Differentiate wastes type	Preparation of storage within production workplace and separate different wastes storage - Differentiate by labelling waste bin in production area (scheduled wastes, general wastes and recycle wastes) - To reduce the distance in transferring waste by allocate additional waste bin in the area, to prevent chemical spill and leakage during transition due to long distance	Ms. Mah Shi Min, Mr. Loo Mun Fatt	15/01/21
3.0	Hardcopy inventory record	Keep hardcopy record for each month generate scheduled wastes and transferring to restricted area. - Hardcopy record by production relevant staff, restricted area only available for representatives. - EPMC members reporting action done to competent person Meeting was adjourned at 4.30p.m	Mr. Loo Mun Fatt, Mr. Pung Gek Cheng, Mr. Ong Jo Flin	Each month end