

CIRCULAR NO: 114/2020

DATE: 15 June 2020

**WEEKLY REPORTING TO THE DEPARTMENT OF OCCUPATIONAL SAFETY & HEALTH
EFFECTIVE 10 JUNE 2020**

Reference is made to the [DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH'S \(DOSH\) FACEBOOK PAGE](#). With effective 10 June 2020, companies are required to submit a WEEKLY REPORT on the Prevention of Covid-19 Outbreak Programme at Workplace via <http://notification.miti.gov.my>.

The Weekly Report on Compliance to the Standard Operating Procedure (SOP) during the Recovery Movement Control Order (RMCO) should give a true depiction of the SOP compliance during the week.

The appointed co-ordinator at work is responsible to complete and submit the Report ONCE A WEEK. For example, only one report is required for work days from 10 June to 14 June 2020.

The Weekly Report to DOSH is COMPULSORY, and it is the responsibility of the employer to ensure that the Report is submitted, even if only one person is working in the office.

Members can refer to the following agencies on questions regarding the Weekly Report:

DOSH (on questions regarding Prevention of Covid-19 Outbreak Programme at Workplace and Weekly Report on Compliance to the SOP)

T: +603-8871 1247

E: projkkp@mohr.gov.my

MaRii (on technical issues with regards to CIMS 3.0)

T: +6038318 7742

E: cims@marii.my

Yours sincerely,

ST GIAM

Executive Director

stgiam@mpma.org.my

mpma.org.my

37, Jalan 20/14, Paramount Garden
46300 Petaling Jaya, Selangor Darul Ehsan
MALAYSIA

T 603 7876 3027
F 603 7876 8352