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1.0 PURPOSE

The purpose of this procedure is to establish, implement and maintain a process for clearly defining the OSH roles, responsibilities and authorities in company in relation to its OSH Management System and a systematic process for communication of these requirements and actively participating in self-regulation of OSH. The OSH roles, responsibilities and authorities is defined in order to be incorporated into the existing Human Resources activities, such as job position/descriptions, performance agreements & assessment and/or duty statements, as appropriate.

2.0 SCOPE

This procedure outlines the OHS roles and responsibilities of companies internal & external stakeholders- employees, visitors and contractors, stakeholders, interested parties and everyone involved in all its facilities, work places and activities, in relation to the organization’s OHS Management System. This document is based on the requirements of ADOSH-SF version 4.0, Element 1- Roles, Responsibilities and Self-Regulation and Guidance Document – OSH Roles and Responsibilities, version 4.0.

3.0 DEFINITIONS


Competent: Having adequate and sufficient training, qualifications and/or experience (or a combination) to be capable of carrying out a task safely and efficiently.

Employer: Any natural or legal person employing one or more employees in return for any kind of wage. A person or entity engaged in business and who utilizes employees to conduct that business.


Entity: A business enterprise; a firm; an organization in private or government sectors where personnel are employed and whose objectives are to produce or market commodities or to provide services of any kind.

3.1 TECHNICAL MANAGER

- Understand OSH legal requirements & company OSHMS requirements and follow the requirements for every activities
- Plan, supervise, coordinate & oversee activities & works in such a way that eliminate or prevents & minimizes OSH Hazards & risks
- Maintain safe work place, tools, equipment, facilities and equipment;
- Maintain safe & healthy working conditions for all employees;
- Co-ordination with his team and workforce in complying with ADOSH requirements
- Keep close communication & coordination with the OSH Department;
- Make effort to achieve the established OSH objectives and goals

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- Incorporate safety procedures into routine tasks and see that they are adhered
- Conduct work area inspection to identify and correct any existing unsafe condition, document and co-ordinate the safety inspection activities and findings with the OSH Officer or OSH Manager
- Enforce compliance of all safety rules and regulations in the workplace.
- Conduct investigation of all accidents in his area of responsibility with the cooperation of the OSH Officer.
- Have thorough knowledge of safe work procedures, legislations applicable to the work being performed.
- Ensure there is an effective line of communication & consultation on OSH matters and maintain the same.
- Set a personal example for others to follow.
- Ensure planning and undertaking of activities integrating OSH requirements & in coordination with OSH team and preventing incidents/accidents
- Ensure compliance with OSH legislation & ensure work procedures according to the OSH legislation
- Consulting with employees in relation to identifying and managing hazards;
- Ensuring that identified hazards are integrated into Risk Management; the risks reviewed and appropriate controls implemented;
- Checking that Safe Work Procedures are readily available & accessible for each activity & work
- Reporting any observed unsafe acts, conditions or hazards, accidents, near misses and coordinate & ensure corrective actions ;
- Participating in identification and implementation of risk controls;
- Maintain compliance to the OSH policies and procedures and regular performance monitoring & review;
- Plan and implement operational controls
- Co-ordination & documentation required for OSHMS system
- Ensure all safe work arrangements; safe plant, machinery, equipment, vehicles, controls & safe work practices are available & maintained to prevent incidents & impacts
- Ensure department is equipped for emergency management & response
- Identifying & resolving any non-compliances in coordination with OSH team
- Conduct regular inspections of work areas under their responsibility in order to determine OSH risks, evaluate performance, implement corrective actions in coordination with OSH team
- Ensure that all employees under their responsibility, including sub-contractors are appropriately inducted & trained
- Ensure consultation with and active participation of subordinates and staffs;

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- Investigate reported incidents and report to OSH Management Representative all actions to prevent similar occurrences.
- Accountable for operation department OSH performance
- Monitor & report compliance & take corrective actions where required
- Coordination & liaison with third party auditors if required
- Ensure full compliance on the company’s developed OSH policies and OSHMS procedure
- Ensure appropriate control measures and other safe systems of work are implemented in a correct and timely manner, in line with company’s Risk Management Procedure.
- Ensure, so far as is reasonably practicable, the safe system of work, safe appliances and equipment, safe place of work & competent and safety conscious personnel
- Ensure, so far as is reasonably practicable, the safe use, handling storage, transportation and disposal of materials, substances and generated waste.
- Ensure such information, instruction, training (on the job training) and supervision to all employees in his department, as is appropriate to enable those personnel working safely
- Ensure “subcontractor” is communicated with, trained & consulted with & fully compliance on the company’s overall OSHMS.
- Involvement and participation on OSHMS documentation & development.
- Attend regular OSH committee meeting as a member of the committee and management review, in conduct of proper planning and implementation of appropriate control measures in regards of OSH related issues.
- Full participation on “Accident Investigation” to identify the root cause and not to blame anyone, in order to prevent future reoccurrence of incidents; ensure applicable control measures are applied in a correct and timely manner.
- Ensure incidents are notified, investigated & reported as applicable
- Ensure compliance with ADOSH & other regulatory requirement
- Assist in management review; coordinate, devise & implement necessary requirements arising from management review

3.2 MEP TEAM MANAGER

- Ensure planning and undertaking of periodic maintenance of all plant, machinery & vehicles
- Ensure compliance with OSH legal requirements & company OSHMS
- Ensure plant, machinery & vehicle installation, operation, maintenance & dismantling is carried out complying with all applicable laws & requirements without any health safety issues or environmental pollution
- Consulting with employees in relation to identifying and managing plant and equipment hazards;

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- Ensuring that identified plant and equipment hazards are integrated into Risk Management; the risks reviewed and appropriate controls implemented;
- Checking that Safe Work Procedures are available & followed for each item of plant and equipment;
- Ensuring periodic maintenance and required timely repairs of plant and the same recorded
- Reporting plant and equipment hazards;
- Participating in the identification and implementation of risk controls;
- Maintain compliance to the OSH policies and procedures and regular performance monitoring & review;
- Ensure Compliance with legal requirements
- Plan and implement operational controls
- Co-ordination & documentation required for OSHMS system
- Ensure all safe work arrangements; safe plant, machinery, equipment, vehicles, controls & safe work practices are available & maintained to Prevent incidents & their impacts
- Ensure department is equipped for emergency management & response
- Resolving any non-compliances
- Conduct regular inspections of work areas under their responsibility in order to determine OSH risks, evaluate performance, implement corrective actions;
- Ensure that all employees under their responsibility, including contractors are appropriately inducted & trained;
- Provide relevant OSH information and ensure training;
- Ensure consultation with and active participation of subordinates and staffs;
- Investigate reported incidents and report to OSH Management Representative all actions to prevent similar occurrences.
- Accountable for plant department OSH performance
- Monitor & report compliance & take corrective actions where required
- Coordination & liaison with third party auditors if required
- Ensure full compliance on the company's developed OSH policies and OSHMS procedure
- Ensure appropriate control measures and other safe systems of work are implemented in a correct and timely manner, in line with company's Risk Management Procedure.
- Ensure safe plant, equipment, machinery & vehicles acquisition, safe use and regular of the same
- Ensure, so far as is reasonably practicable, the safe system of work, safe appliances and , equipment, safe place of work & competent and safety conscious personnel
- Ensure, so far as is reasonably practicable, the safe use, handling storage, transportation and disposal of materials, substances and generated waste.

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- Ensure such information, instruction, training (on the job training) and supervision to all employees in his department, as is appropriate to enable those personnel
- Ensure “subcontractors” are communicated with, trained & consulted with & fully compliance on the company’s overall OSHMS.
- Involvement and participation on OSHMS documentation & development.
- Attend regular OSH committee meeting as a member of the committee and management review, in conduct of proper planning and implementation of appropriate control measures in regards of OSH related issues.
- Full participation on “Accident Investigation” to identify the root cause and not to blame anyone, in order to prevent future reoccurrence of incidents; ensure applicable control measures are applied in a correct and timely manner.
- Ensure incidents, near misses are notified, investigated & reported as applicable
- Ensure appropriate facilities for the welfare of employees are in place.
- Management of contractors & Ensure contractors arranged for work follow the OSHMS requirements
- Promote self-regulation policy within the workplace, encouraging employees to voluntarily discover, disclose & correct all identified hazards within their respective area.
- Ensure effective OSH communication & consultation
- Ensure all emergency management arrangements are implemented & maintained onsite
- Assist & support Monitoring of OSHMS performance & continually improving the same
- Attend regular OSH committee meeting as a member of the committee and management review, in conduct of proper planning and implementation of appropriate control measures in regards of OSH related issues.
- Plan Ahead & manage work in a way as to prevent & control health & safety risk to the maximum level possible
- Stop any unsafe acts or processes that seem dangerous or unhealthy
- Assisting & support OSHMS inspections, audits & all reporting requirements

3.3 ADMINISTRATION/FINANCE MANAGER


- Incorporating OSH responsibilities to position descriptions
- Assign accountability for OSH Update job requirements and job descriptions for all positions.
- Discussion of safety compliance as part of staff performance appraisal.
- Incorporating Key Performance Indicator into the performance review process
- Arrange for OSH training
- Allocate finance, human, training & technical resources in accordance with OSH management system

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- Invest in qualified & competent personnel who can perform the assigned work safely & without health risk
- Include OSH roles and responsibilities in the documents to new employees at the time of joining
- Attend regular OSH committee meeting as a member of the committee and management review, in conduct of proper planning and implementation of appropriate control measures in regards of OSH related issues.
- Enforce and oblige personnel held accountable under his command responsibilities to comply with the agreed control measures.
- Recognize personnel who's actively abiding and promoting good health and safety standards within their workplace.
- Enforce action against personnel disobeying and ignoring OSH related matters that lead or might lead to injury or a person, damage to property, OSH prosecution, penalties, etc.
- Facilitate and organize OSH training;
- Provide information and statistics to assist in the calculation and analysis of key performance indicators;
- Participate in the development of OSH strategy and implementation plans; and
- Supports in implementation and awareness of OSH policies, objectives and procedures.
- Maintains staff by establishing a recruiting, testing, and interviewing program;
- Prepares employees for completing assignments safely by establishing and conducting orientation and training programs.
- Supports & monitor employee & workers welfare arrangements in worksite & accommodation camps
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.

3.4 PROJECT MANAGERS AND CONSTRUCTION MANAGERS

- Ensure planning and undertaking of periodic maintenance of all plant, machinery & vehicles
- Ensure compliance with OSH legal requirements & company OSHMS
- Ensure plant, machinery & vehicle installation, operation, maintenance & dismantling is carried out complying with all applicable laws & requirements without any health safety issues or environmental pollution
- Consulting with employees in relation to identifying and managing plant and equipment hazards;

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- Ensuring that identified plant and equipment hazards are integrated into Risk Management; the risks reviewed and appropriate controls implemented;
- Checking that Safe Work Procedures are available & followed for each item of plant and equipment;
- Ensuring periodic maintenance and required timely repairs of plant and the same recorded
- Reporting plant and equipment hazards;
- Participating in the identification and implementation of risk controls;
- Maintain compliance to the OSH policies and procedures and regular performance monitoring & review;
- Ensure Compliance with legal requirements
- Plan and implement operational controls
- Co-ordination & documentation required for OSHMS system
- Ensure all safe work arrangements; safe plant, machinery, equipment, vehicles, controls & safe work practices are available & maintained to Prevent incidents & their impacts
- Ensure department is equipped for emergency management & response
- Resolving any non-compliances
- Conduct regular inspections of work areas under their responsibility in order to determine OSH risks, evaluate performance, implement corrective actions;
- Ensure that all employees under their responsibility, including contractors are appropriately inducted & trained;
- Provide relevant OSH information and ensure training;
- Ensure consultation with and active participation of subordinates and staffs;
- Investigate reported incidents and report to OSH Management Representative all actions to prevent similar occurrences.
- Accountable for plant department OSH performance
- Monitor & report compliance & take corrective actions where required
- Coordination & liaison with third party auditors if required
- Ensure full compliance on the company's developed OSH policies and OSHMS procedure
- Ensure appropriate control measures and other safe systems of work are implemented in a correct and timely manner, in line with company's Risk Management Procedure.
- Ensure safe plant, equipment, machinery & vehicles acquisition, safe use and regular of the same
- Ensure, so far as is reasonably practicable, the safe system of work, safe appliances and equipment, safe place of work & competent and safety conscious personnel
- Ensure, so far as is reasonably practicable, the safe use, handling storage, transportation and disposal of materials, substances and generated waste.

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- Ensure such information, instruction, training (on the job training) and supervision to all employees in his department, as is appropriate to enable those personnel
- Ensure “subcontractors” are communicated with, trained & consulted with & fully compliance on the company’s overall OSHMS.
- Involvement and participation on OSHMS documentation & development.
- Attend regular OSH committee meeting as a member of the committee and management review, in conduct of proper planning and implementation of appropriate control measures in regards of OSH related issues.
- Full participation on “Accident Investigation” to identify the root cause and not to blame anyone, in order to prevent future reoccurrence of incidents; ensure applicable control measures are applied in a correct and timely manner.
- Ensure incidents, near misses are notified, investigated & reported as applicable
- Ensure appropriate facilities for the welfare of employees are in place.
- Empower employees to stop work or remove themselves from a work situation of immediate or imminent exposure to a hazard if they consider it constitutes a reasonable risk to the health and safety of themselves, their colleagues, the public and or the environment.
- Enforce and oblige personnel held accountable under his command responsibilities to comply with the agreed control measures.
- Corrective action for management review
- Ensure effective communication and consultations in concern department
- Ensure employees full compliance of personal protective clothing and equipment provided by the company, where the hazards cannot be otherwise prevented or controlled.
- Promote self-regulation policy within the workplace, encouraging employees under his command responsibilities to voluntarily discover, disclose & correct all identified hazards within their respective area.
- Recognize personnel whose actively abiding and promoting good health and safety standards within their workplace.
- Enforce action against personnel disobeying and ignoring OSH related matters that lead or might lead to injury or a person, damage to property, OSH prosecution, penalties, etc.
- Ensure compliance with ADOSH & other regulatory requirements
- Assist in management review; coordinate, devise & implement necessary requirements arising from management review

3.5 CAMP SUPERVISOR, EQUIPMENT SUPERVISOR, TRANSPORTING IN-CHARGE


- Understand OSH legal requirements & company OSHMS requirements and follow the requirements for every activity

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- Plan, supervise, coordinate & oversee activities & works in such a way that eliminate or prevents & minimizes OSH Hazards & risks
- Maintain safe work place, tools, equipment, facilities and equipment;
- Maintain safe & healthy working conditions for all employees;
- Co-ordination with his team and workforce in complying with ADOSH requirements
- Keep close communication & coordination with the OSH Department;
- Make effort to achieve the established OSH objectives and goals
- Incorporate safety procedures into routine tasks and see that they are adhered
- Conduct work area inspection to identify and correct any existing unsafe condition, document and co-ordinate the safety inspection activities and findings with the OSH Officer or OSH Manager
- Enforce compliance of all safety rules and regulations in the workplace.
- Conduct investigation of all accidents in his area of responsibility with the cooperation of the OSH Officer.
- Have through knowledge of safe work procedures, legislations applicable to the work being performed.
- Ensure there is an effective line of communication & consultation on OSH matters and maintain the same.
- Set a personal example for others to follow.
- Ensure planning and undertaking of activities integrating OSH requirements & in coordination with OSH team and preventing incidents/accidents
- Ensure compliance with OSH legislation & Ensure work procedures according to the OSH legislation
- Consulting with employees in relation to identifying and managing hazards;
- Ensuring that identified hazards are integrated into Risk Management; the risks reviewed and appropriate controls implemented;
- Checking that Safe Work Procedures are readily available & accessible for each activity & work
- Reporting any observed unsafe acts, conditions or hazards, accidents, near misses and coordinate & ensure corrective actions;
- Participating in identification and implementation of risk controls;
- Maintain compliance to the OSH policies and procedures and regular performance monitoring & review;
- Plan and implement operational controls
- Co-ordination & documentation required for OSHSMS system
- Ensure all safe work arrangements; safe plant, machinery, equipment, vehicles, controls & safe work practices are available & maintained to prevent incidents & impacts
- Ensure department is equipped for emergency management & response

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- Identifying & resolving any non-compliances in coordination with OSH team
- Conduct regular inspections of work areas under their responsibility in order to determine OSH risks, evaluate performance, implement corrective actions in coordination with OSH team
- Ensure that all employees under their responsibility, including sub-contractors are appropriately inducted & trained
- Ensure consultation with and active participation of subordinates and staffs;
- Investigate reported incidents and report to OSH Management Representative all actions to prevent similar occurrences.
- Accountable for operation department OSH performance
- Monitor & report compliance & take corrective actions where required
- Coordination & liaison with third party auditors if required
- Ensure full compliance on the company's developed OSH policies and OSHMS procedure
- Ensure appropriate control measures and other safe systems of work are implemented in a correct and timely manner, in line with company's Risk Management Procedure.
- Ensure, so far as is reasonably practicable, the safe system of work, safe appliances and equipment, safe place of work & competent and safety conscious personnel
- Ensure, so far as is reasonably practicable, the safe use, handling storage, transportation and disposal of materials, substances and generated waste.
- Ensure such information, instruction, training (on the job training) and supervision to all employees in his department, as is appropriate to enable those personnel working safely
- Ensure "subcontractor" is communicated with, trained & consulted with & fully compliance on the company's overall OSHMS.
- Involvement and participation on OSHMS documentation & development.
- Attend regular OSH committee meeting as a member of the committee and management review, in conduct of proper planning and implementation of appropriate control measures in regards of OSH related issues.
- Full participation on "Accident Investigation" to identify the root cause and not to blame anyone, in order to prevent future reoccurrence of incidents; ensure applicable control measures are applied in a correct and timely manner.
- Ensure incidents are notified, investigated & reported as applicable
- Ensure appropriate facilities for the welfare of employees are in place.
- Empower employees to stop work or remove themselves from a work situation of immediate or imminent exposure to a hazard if they consider it constitutes a reasonable risk to the health and safety of themselves, their colleagues, the public and or the environment.
- Enforce and oblige personnel held accountable under his command responsibilities to comply with the agreed control measures.
- Cooperate & coordinate with audit & inspection team

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- Ensure corrective & preventive action when required
- Ensure training, awareness & competency of his team
- Contribute ideas and suggestions for improvement of OSHSMS performance
- Ensure Document control & record retention
- Corrective action for management review
- Ensure employees full compliance of personal protective clothing and equipment provided by the company, where the hazards cannot be otherwise prevented or controlled.
- Promote self-regulation policy within the workplace, encouraging employees under his command responsibilities to voluntarily discover, disclose & correct all identified hazards within their respective area.
- Recognize & encourage personnel who actively abiding and promoting good health and safety standards within their workplace.
- Enforce action against personnel disobeying and ignoring OSH related matters
- Ensure compliance to ADOSH & other regulatory requirements
- Assist in management review; coordinate, devise & implement necessary requirements arising from management review

3.6 HSE IN-CHARGE /MANAGER

- Supporting the development of OHS policies and programs
- Ensure all workers are competent trained & aware on hazards & can perform work safely
- Ensure appropriate OHS resources considering scope of work and risks/hazards associated
- Ensure all relevant licenses, permits & NOC are obtained
- Communicate & coordinate with all departments on implementation of OSHSMS and safe work practices
- Plan Ahead & manage work in a way as to prevent & control health & safety risk to the maximum level possible
- Ensure all relevant OSH information is provided to all concerned
- Advising and instructing on various safety-related topics (noise levels, use of machinery etc.)
- Ensure all activities & works are carried out in a way as to prevent or minimize risk to OSH
- Ensure workplace OSH induction, training, OSH promotional activities, communication & consultation, Osh monitoring, Reporting OSH hazards & incidents
- Monitoring compliance to of regulatory & site OSH requirements
- Taking care of all identified hazards & non-compliances & coordinating all OSH aspects
- Periodically reporting OSH performance & compliance
- Visit job sites to conduct safety audits on work practices, personnel, equipment and materials
- Evaluate, assess and alter safety procedures and policies for the benefit of employees and clients

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- Analyze accident reports and evaluate injury case studies based on available facts
- Prepare and conduct or arrange safety training sessions for employees and subcontractors
- Ensure compliance with all applicable OSH laws, regulations, regulatory bodies and standards
- Lead injury and incident inquiries and evaluations
- Assist in compliance reviews, job hazard analyses, general risk assessments and other safety assessments
- Prepare & Maintain relevant OSH logs and documentation.
- Prepare applicable reports as necessary.
- Provide assistance and advice on HSE issues
- Participate in detailed incident investigations and Root Cause Analysis
- Promote incident prevention for the benefit of employees and visitors.
- Assist in the development and presentation of relevant HSE training & induction & ensure the implementation & maintenance
- Conducting risk assessment and devising & enforcing control and management measures
- Implement & ensure maintenance of effective OSH communication & consultation
- Ensure systematic approach to & effective management of subcontractor
- Review existing policies and measures and update according to legislation
- Initiate and organize OHS training of employees and executives & ensure employee competency & awareness
- Inspect premises and the work of personnel to identify issues or non-conformity
- Oversee installations, maintenance, disposal of substances etc.
- Stop any unsafe acts or processes that seem dangerous or unhealthy
- Report and investigate incidents/accidents, determine root causes; coordinate & ensure implementation of corrective & preventive actions
- Prepare & assist in OSHMS documentation, records & reports
- Promote self-regulation policy within the workplace, encouraging employees to voluntarily discover, disclose & correct all identified hazards within their respective area.
- Recognize & encourage personnel who actively abiding and promoting good health and safety standards within their workplace.
- Enforce action against personnel disobeying and ignoring OSH related matters
- Ensure TBT are conducted regularly
- Ensures that all plants, machinery & vehicles are inspected regularly & adequate and safe for use.
- Attend regular OSH committee meeting as a member of the committee and management review, in conduct of proper planning and implementation of appropriate control measures in regards of OSH related issues.
- Ensures safe work practices at the job site.

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- Enforces safety guidelines.
- Ensure all emergency requirements & arrangements onsite & ensure relevant trainings and carries out drills and exercises on how to manage emergency situations.
- Conducts investigations of all accidents and near-misses & reporting.
- Reports to concerned authorities as requested or mandated by regulations.
- Watches out for the safety of all workers and works to protect them
- Responds to employees' safety & welfare concerns.
- Arranges for OSHMS mandated testing and/or evaluations of the workplace by external agencies/consultants.
- Responsible for the Company's OSH development & implementation;
- OSHMS inspections, audits & all reporting requirements
- Communication with & reporting to SRA
- Liaise with Department Managers in implementation of OSH Management System and issue safety directives accordingly;
- Monitors OSH performance, reviews and advises on OSH policies, implementation and results of the OSH audits;
- Coordination and advice on ADOSH reporting requirements & ensure the reporting timely
- Makes sure OSH roles, responsibilities, policies, plans and objectives are communicated to all relevant personnel;
- Monitors OSH training requirements of personnel and coordinates in arranging internal and external training;
- Determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence;
- Keep up-to-date with recommended codes of practices and new safety literature; circulate information applicable to each level of employees.
- Provide safety instruction, prevent incidents, identify risk and apply preventive measures; and monitor the implementation, performance & maintenance of OSHMS
- Ensure compliance to ADOSH & other regulatory requirements
- Facilitate management review; coordinate, devise & implement necessary requirements arising from management review output

3.7 HSE ENGINEER / OFFICER


- Understanding the ADOSH requirements & Implementing OSH requirements
- Ensure all workers are competent, trained & aware on hazards & can perform work safely
- Find gaps and Notify induction & other internal & external training requirements & arrange for the same

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- Prepare or arrange required induction, training & TBT materials & conduct regular induction & training or ensure the same
- Ensure daily TBT
- Ensure employees & workers are aware of their OSH roles and responsibilities and fulfill the same
- Ensure risk assessment & safe work practices are available and the risk controls & safe practices are followed
- Ensure appropriate OHS resources considering scope of work and risks/hazards associated
- Ensure all relevant licenses, permits
- & NOC are obtained
- Communicate & coordinate with all departments on implementation of OSHSMS and safe work practices
- Manage & monitor work in a way as to prevent & control health & safety risk to the maximum level possible
- Ensure all relevant OSH information & guidance is provided to all concerned
- Advising and instructing on various safety-related topics (noise levels, use of machinery etc.)
- Ensure all activities & works are carried out in a way as to prevent or minimize risk to OSH
- Coordinate & assist in OSH promotional activities, communication & consultation, OSH monitoring
- Reporting OSH hazards & incidents
- Monitoring compliance to of regulatory & site OSH requirements
- Taking care of all identified hazards & non-compliances & coordinating all OSH aspects
- Periodically reporting OSH performance & compliance
- Regular site visits & inspection on work practices, personnel, equipment and materials
- Ensure compliance with all applicable OSH laws, regulations, regulatory bodies and standards
- Assist in compliance reviews, job hazard analyses, general risk assessments and other safety assessments
- Prepare & Maintain relevant OSH logs and documentation.
- Prepare applicable reports as necessary.
- Provide assistance and advice on HSE issues
- Participate in detailed incident investigations and Root Cause Analysis
- Promote incident prevention for the benefit of employees and visitors.
- Conducting risk assessment and devising & enforcing risk control and management measures
- Ensure systematic approach to & effective management of subcontractor
- Inspect premises and the work of personnel to identify issues or non-conformity; report it & ensure corrective action
- Stop any unsafe acts or processes that seem dangerous or unhealthy

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- Report and investigate incidents/accidents, determine root causes; coordinate & ensure implementation of corrective & preventive actions
- Prepare & assist in OSHMS documentation, records & reports
- Promote self-regulation policy within the workplace, encouraging employees to voluntarily discover, disclose & correct all identified hazards within their respective area.
- Recognize & encourage personnel who actively abiding and promoting good health and safety standards within their workplace.
- Notify to Enforce action against personnel disobeying and ignoring OSH related matters
- Ensures that all plants, machinery & vehicles are inspected regularly & adequate and safe for use.
- Ensure safe work practices at the job site.
- Enforces safety guidelines.
- Ensure all emergency requirements & arrangements onsite & ensure relevant trainings and carries out drills and exercises on how to manage emergency situations.
- Conducts investigations of all accidents and near-misses & reporting.
- Watches out for the safety of all workers and works to protect them
- Responds to employees' safety & welfare concerns.
- Assistance & coordination for OSHMS mandated testing and/or evaluations of the workplace by external agencies/consultants.
- OSHMS inspections, audits & all reporting requirements
- Liaise with site management, HSE manager & workers in implementation of OSH Management System and issue safety directives accordingly;
- Monitors OSH performance & report to HSE manager
- Reports unsafe incidents, accidents, near misses or dangerous occurrence & assist in implementation of corrective action
- Keep up-to-date with recommended codes of practices and new safety literature; circulate information applicable to each level of employees.
- Provide safety instruction, prevent incidents, identify risk and apply preventive measures; and monitor the implementation, performance & maintenance of OSHMS
- Ensure compliance to ADOSH & other regulatory requirements
- Assist in management review; coordinate, devise & implement necessary requirements arising from management review output
- Authorized to stop activities which are not adhering to the Organization's Health and Safety Requirements.
- Report all OSH issues to OSH Manager
- Is accountable for ensuring safe work area, equipment, plants, vehicles and tools & safe work practices


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3.8 PROJECT ENGINEERS, SITE ENGINEERS, SUPERVISORS, FOREMAN

- Arrange for & maintain a safe work place without any health hazards as far as reasonably practicable
- Incorporate safety procedures into routine tasks and see that they adhered to
- Engage in & encourage self-regulation
- Aware of own & team’s OSH roles & responsibilities & communicate & ensure the same
- Conduct & record pre- job safety toolbox talks.
- Conduct daily work site inspection to identify and correct any existing unsafe condition, co-ordinate the safety inspection activities and findings with the job site EHS Officer or safety manager.
- Effective engagement in OHS communication & consultation
- Ensure Compliance with OHS requirements
- Stop & correct unsafe acts & practices
- Coordinate, communicate & cooperate with superior & site OHS personnel on OSH matters
- Ensure OSH resources are available or else notify & ensure the same
- Report unsafe conditions, hazards, risks, near misses, accidents & incidents & implement measures to prevent recurrence
- Ensure safe work practices at the job site
- Notify any gaps in inspections, training or induction to superiors or OSH personnel
- Any gaps in OSH requirements with respect to human, plant, machinery, vehicle or work practices to be notified & rectified
- Implement and observe the company safety requirements within his scope of work.
- Directly responsible maintaining safe working conditions, practices and the safety of personnel under his supervision in coordination with site /work place engineer.
- Enforce compliance of all safety rules and regulations in the workplace.
- Coordinate with OHS personnel & help in investigation of all accidents in his area of responsibility.
- Ensure the team is trained competent & aware of OSH requirements & coordinate with OSH personnel on the same
- Ensure emergency arrangement are available in the work area & be trained & aware of his responsibilities in the event of an emergency
- Ensure him & team participate in trainings, induction, emergency drills etc.

3.9 ALL DEPT. & EMPLOYEES


- Aware of their roles & responsibilities in OSH management system & fulfill it

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- Take reasonable care of own health and safety.
- Take reasonable care of the health and safety of people and the environment, that may be affected by their acts or omission at work;
- Understand & Cooperate with full compliance with company’s developed OSHMS policies, OSHMS procedures & works instructions or action taken by management to protect employees or to comply with OSH requirements
- Report to immediate supervisor any situation which they have reason to believe could present a hazard and which they cannot themselves correct;
- Report all OSH incidents, near misses, dangerous occurrences, unsafe act & conditions;
- Report all hazards & engage in communication & consultation
- Not intentionally or recklessly interfere with or misuse anything provided (e.g. plant & machineries, PPE, etc.) at the workplace in the interest of health, safety and welfare Participate in conduct of OSH related planning and implementation in order to achieve the company’s OSH objectives, targets & program.
- Handling, storage & disposal of hazardous materials as per MSDS
- Attend OSH training, safety Induction, on the job training, daily tool box talks, etc.
- Use the correct tools for the right job. Use proper personal protective equipment provided by the company.
- Keep tools and equipment in good condition; inspect tools, plants, machineries and equipment for defect before use and report defects immediately to the supervisor.
- Follow all posted warning signs and safety instructions.
- Understand & be aware of OSH risks of the assigned work & ensure competence & necessary arrangements to perform the work safely.
- Follow instruction from supervisors. If in doubt, ask questions. Never commence work without ensuring that work can be done safely. strictly observe “permit to work system”, CoP, method statement & risk assessment
- Know emergency procedures (Siren Codes, Assembly point etc.)
- Report hazardous or unsafe conditions to their superintendent.
- Perform the job without endangering him or co-workmen.
- Report all OSH matters to their Line Manager
- Cooperate with their employer with respect to any instruction regarding OSH requirements.
- Cooperate & assist in monitoring, investigation, compliance & management review process.

3.10 PURCHASE AND STOREKEEPER


- Aware of their roles & responsibilities in OSH management & fulfill the requirements

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- Ensure all applicable operations & activities under their control shall have risk identified, assessed, managed and control measures devised
- Manage subcontractors & suppliers in their control to follow company OSHMS requirement
- Ensure effective OSHMS communication throughout the team & to other divisions
- Ensure Participation in OSH consultation
- Ensure team attends all required OSH training, are aware of the OSH risks & fulfill their part in company OSHMS and are competent to safely perform the task assigned
- Ensure adequate & appropriate emergency response arrangements are made available & the team is trained on emergency preparedness & response and participates in drills & exercise
- Ensure that the store layout provided; storing & stacking arrangement is done safely in consultation with OSH representative.
- Activities & operations like loading, unloading etc. shall follow PTW system & respective CoP's as applicable
- Materials purchased & transportation shall comply with safety norms as far as reasonably practical.
- Arranging & recording MSDS of all hazardous materials
- Handling, storage & disposal of hazardous materials as per MSDS especially potentially dangerous ones within their control.
- Involvement & cooperation in OSHMS documentation as required
- Report non-conformance, near miss, hazards, unsafe act, unsafe condition, accidents, dangerous occurrences etc.
- Stop any activities which can affect health & safety adversely
- Ensure all personnel safety equipment stocked/issued is within the safe working life period.
- OSH related requirements like PPE, emergency response equipment etc. are made available in required quantity & specification
- Ensure that power tools and equipment is in safe working condition when issued
- Cooperate & assist in monitoring, investigation, reporting, compliance & management review process.

3.11 SUB-CONTRACTORS


- Fully understand the contract terms & conditions with respect to OSH matter & adhere to it
- Strictly comply with company's OSHMS, OSH Management Plan and safety procedures
- Aware of their roles & responsibilities in OSH management & fulfill the requirements
- Ensure all applicable operations & activities under their control shall have risk identified, assessed, managed and control measures devised

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- Manage subcontractors & suppliers in their control to follow company OSHMS requirement
- Ensure effective OSHMS communication throughout the team & to other divisions
- Ensure Participation in OSH consultation
- Ensure team attends all required OSH training, are aware of the OSH risks & fulfill their part in company OSHMS and are competent to safely perform the task assigned
- Ensure adequate & appropriate emergency response arrangements are made available & the team is trained on emergency preparedness & response and participates in drills & exercise
- Understand & be aware of OSH risks of the assigned work; ensure competence & necessary arrangements to perform the work safely in consultation with OSH representative.
- Activities & operations like loading, unloading etc. shall follow PTW system & respective CoP's as applicable
- Handling, storage & disposal of hazardous materials as per MSDS especially potentially dangerous ones within their control.
- Involvement & cooperation in OSHSMS documentation as required
- Report non-conformance, near miss, hazards, unsafe act, unsafe condition, accidents, dangerous occurrences etc.
- Stop any activities which can affect health & safety adversely.
- Ensure OSH related requirements like PPE, emergency response equipment etc. are available in required quantity & specification
- Ensure that power tools, plant, equipment & machinery is in safe working condition
- Cooperate & assist in monitoring, investigation, reporting, compliance & management review process.
- Reports all accidents / incidents and dangerous occurrences in accordance with the SRA requirement and submit accident investigation report as applicable
- Attends OSH Committee Meeting

3.12 Visitors

- Visitors shall follow the conditions specified in the (permit to enter).
- Follow the prescribed routes free from danger
- No visitor shall tamper or operate any machinery/Equipment.
- Undergo induction and trainings as applicable
- Follow site OSH rules & regulations
- Visitors shall wear the minimum requirements of personal protective equipment applicable for the area.
- Be in the accompaniment of escort & to report all OSH matters to his/her escort
- Take care of their own health and safety

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3.13 COMMUNICATING ROLES AND RESPONSIBILITIES

- At the time of joining, HR Department shall give the documented OSH roles and responsibilities also to new employees.
- According to specific work related roles and responsibilities as defined under OSH plan and method statement, risk assessment and distributed /explained to employees before starting the work as per requirement of work place and ADOSH SF.
- They will also be given briefing of their roles & responsibilities with respect to OSH management during induction training, tool box talks, internal & external trainings- OSHMS specific trainings, task specific & subject specific trainings.

3.14 MEASURING CONFORMANCE TO OSH ROLES AND RESPONSIBILITIES


The management shall measure the conformance of the employees' defined OSH roles & responsibilities through OSH Performance Evaluation to evaluate the employee performance as per their defined OSH roles and responsibilities.

3.15 FORMATION OF OSH MANAGEMENT COMMITTEE

- The Top Management shall ensure that an OSH Management Committee is established and maintained for all staff to put forward OSH issues & receive feedback
- The appointed members of OSH Management Committee shall be as follows:
 - A Member of Top Management (Chaired By General Manager)
 - OSH representative
 - Operation manager
 - Technical Manager
 - Maintenance Manager
 - Project Managers & construction managers
 - HSE Manager
 - Admin Manager
 - Relevant Subcontractors

3.16 OSH MANAGEMENT COMMITTEE ROLES, RESPONSIBILITIES AND FUNCTIONS

- Meet at least 4times a year, review OSH issues & conditions in work place which may affect safety & health of personnel
- Communication between workers and management on broad health and safety issues
- Promote coordination between management & employees in achieving & maintaining safe & healthy working conditions

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- To exercise other OSH duties & function as preferred by the top management
- Act as a forum for Receiving OSH issues & concerns ; providing solutions & feedback
- Record & document OSH committee meetings

3.17 OSH MANAGEMENT COMMITTEE OPERATIONAL PROTOCOLS

- Meet at least 4times a year, review OSH issues & conditions in work place which may affect safety & health of personnel
- Communication between workers and management on broad health and safety issues
- Promote coordination between management & employees in achieving & maintaining safe & healthy working conditions
- To exercise other OSH duties & function as preferred by the top management
- Act as a forum for Receiving OSH issues & concerns; providing solutions & feedback
- Record & document OSH committee meetings

4.0 SELF-REGULATION

Where internal audits, inspection or reports reveal non-compliance, it shall be corrected in an appropriate manner within a reasonable time frame.

Where it is proactively identified that compliance is not reasonably practical to achieve, the company shall reach an agreement with SRA on corrective actions & timeframe for implementation.

5.0 REFERENCES

- ADOSH-SF version 4.0, Element 1- Roles, Responsibilities & Self-Regulation
- ADOSH-SF version 4.0, Guidance Document - OSH Roles & Responsibilities

6.0 RECORDS

- Organization chart
- Employee evaluation form