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| **POSITION TITLE** |
| **HSE Manager** |

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| **Reports to** *(who does this employee report to)* | General Manager |  | **Department** | HSE Department |

| **Roles & Responsibilities**  *Details the job roles and responsibilities. Include the deliverables expected from the employee.* |
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| Monitor and control all HSE matters. Ensure compliance to HSE requirements i.e. legal requirements, contract specifications, plans and other relevant policies/guidelines/codes.   * Ensures effective communication of legal and other HSE requirements to internal and external stakeholders * Ensure that all relevant HSE policies, plans, standards, and guidelines are implemented and followed by all parties * Monitors HSE targets to ensure that they are being achieved * Ensure Emergency Response Plan is regularly updated, rehearsed and emergency evacuation drills are conducted * Supervise the regular inspection of firefighting, exit routes, assembly points and emergency response equipment * Immediately stop any unsafe work practices which are likely to cause harm/incident * Ensure that all equipment, accessories & vehicles are tested, certified, registered and regularly inspected * Ensure effective implementation and adherence to the PTW system * Ensure that all identified hazards are eliminated as soon as reasonably practicable * Ensure that all HSE observations and nonconformities are closed out as soon as reasonably practicable * Conduct incident investigations, identify root/contributory causes and prepare associated reports and action plans to eliminate/prevent recurrence * Report all incidents to the Reporting Manager in accordance with the company reporting procedure * Issue disciplinary action recommendations in good judgement * Prepare a monthly HSE performance report and send it to the head office HSE department within the first week of every month * Review work method statements and ensure the associated risk is identified and risk assessment is prepared accordingly * Identify training needs and arrange/provide HSE training to site personnel (including subcontractors when required) * Conduct weekly mass toolbox talks and ensure the correct and best practices information is delivered * Be the key focal point to all stakeholders for any HSE related matters * Ensure that near misses are being raised, recorded and reported * Monitor the quality and effectiveness of Near Miss reports * Participate in pre-task briefings and ensure they are being conducted by site foremen/supervisors * Monitor the quality and effectiveness of toolbox talks being conducted * Be available on-site at the start of the shift and whenever reasonably possible * Be well versed with the HSE Plan inclusive of relevant work instructions * Be well versed with the client / consultant HSE specifications * Ensure controls required by the HSE Plan are being implemented and followed * Monitor the quality and effectiveness of HSE trainings being conducted * Participate and conduct site HSE audits (including subcontractor audits) * Conduct regular HSE meetings and site HSE walks with the operations team * Manage and maintain a good relationship with all stakeholders * Implementation of the company wide HSE Management System * Ensure the availability of PPE at all times and the correct PPE is issued for use * Promote environmental awareness * Advise on methods to eliminate, minimize, reduce or protect against any adverse or negative effect on environment * Ensuring compliance with current legislation and standard in the segregation, handling, transportation and disposal of hazardous and nonhazardous waste |

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| **Educational Qualifications**  *Details the targeted educational qualifications the employee should have..* |
| Bachelor degree or NEBOSH Diploma in Occupational Health and Safety  Minimum must have NEBOSH IGC or equivalent safety qualification |

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| **Experience, Trainings and Other Requirements**  *Details the targeted years of experience and what trainings are expected of the employee. Additional requirements such as driver’s license or soft skills.* |
| * Have over 18 years of HSE Experience, 10 of which must have been in the region * Have 10 years of HSE experience in a leadership role * Have demonstrated capability in managing a workforce of up to 1000 employees * Have demonstrated capability in managing a team of over 10 HSE Engineers * Demonstrated capability in participating in HSEIA, HAZOPs, HAZIDs * Capable of independently preparing Management System Documents   Must have good command of written and spoken English and be able to communicate upstream as well as downstream. Confident to deal with clients and client representatives. Must have a deep understanding of report writing and accident investigation skills |