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| **POSITION TITLE** |
| **HSE OFFICER** |

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| **Reports to** *(who does this employee report to)* | HSE EngineerHSE Advisor |  | **Department** | HSE Department |

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| **Roles & Responsibilities***Details the job roles and responsibilities. Include the deliverables expected from the employee.* |
| * Identify hazards and ensure they are actioned as soon as reasonably practicable
* Record HSE observations and report them to their line manager
* Record Near Misses and report them to their line manager
* Be knowledgeable with the Emergency Response Procedure
* Ensure that all the firefighting equipment and emergency equipment are inspected
* Conduct or participate in the provision of toolbox talks
* Ensure the notice board information is updated
* Ensure work is implemented in adherence to the PTW system
* Be available on-site all the time while work activities are going on
* Be knowledgeable with the HSE Plan inclusive of relevant procedures and work instructions
* Promote environmental awareness
* Ensure the waste segregation and proper disposal of hazardous and non-hazardous waste
* Ensure electrical and mechanical tools are being inspected, safe to use and in good condition
* Be familiar with relevant HSE specifications
* Provide HSE training to site personnel (including subcontractors)
* Participate in HSE audits
* Ensure controls required by the HSE Plan are being followed
* Manage and maintain good relationships with all stakeholders
* Immediately stop any unsafe work practices which are likely to cause incident
* Report incidents to the project’s senior HSE responsible person
* Prepare and participate in incident investigations
* Issue disciplinary action recommendations in good judgement
* Participate in pre-task briefings and ensure they are being conducted by site foreman/supervisors
* Be familiar with work method statements and ensure work is being carried out accordingly
* Implementation of the company wide HSE Management System
* Monitor the availability and condition of Personal Protective Equipment (PPE)
* Participate in HSE site walks, inspections
* Ensure that all equipment, accessories & vehicles are tested, certified, registered and regularly inspected
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| **Educational Qualifications***Details the targeted educational qualifications the employee should have..*  |
| Bachelor’s Degree with 1-year experience orDiploma with 3 years of experience or Other related fields with 5 years of experienceMinimum 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.* |
| Must be knowledgeable in the principles of at least one management systemMinimum must have NEBOSH IGC or equivalent safety qualificationMust 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 an understanding of the fundamentals of report writing and accident investigation skills. |