

## JOB DESCRIPTION

<b>Job Title: HSE Specialist</b>	<b>Report To: Project Manager</b>
<b>Location: Construction Site</b>	<b>Date: July 2020</b>
<b>Purpose of role:</b> <ul style="list-style-type: none"> <li>• Main personnel for Safety sector to ensure all the safety provisions from the beginning to completion of the projects are all in place and intact.</li> </ul>	
<b>Key Responsibilities:</b> <ol style="list-style-type: none"> <li><b>1. Post-construction</b> <ul style="list-style-type: none"> <li>• To understand project nature</li> <li>• To ensure the safety provisions are in place during tendering stage</li> </ul> </li> <li><b>2. During-construction</b> <ul style="list-style-type: none"> <li>• Familiarize the PM protocols and assist the full implementation. Understand, implement and make recommendations to the improvement of HSE tie-up to PM Manual</li> <li>• Review and ensure that all building services meet HSE requirements as well as local authority and regulations</li> <li>• Conduct regular site and safety audits and report on issues. Including everyday safety check particularly before major concrete casting</li> <li>• Coordinate with project manager for HSE issues for a remedial action</li> <li>• Full understanding on construction specifications and contracts obligations including all protections of all finishes and full housekeeping</li> <li>• Lead the full HSE house rules implementation</li> <li>• Full support on promoting and maintaining the harmonious working environment within the department and other departments</li> <li>• Full assistance on documentations/recording and other related matters with PM staff required by project manager</li> </ul> </li> <li><b>3. Post-construction</b> <ul style="list-style-type: none"> <li>• PM protocols full facilitation set by PM</li> <li>• To ensure the HSE still intact till the liability period</li> </ul> </li> </ol>	
<b>Competencies:</b> <ul style="list-style-type: none"> <li>• Proficiency in Health and Safety Environment knowledge</li> <li>• Strong leadership and motivational skill</li> <li>• Very good working attitude</li> <li>• Have an excellent communication skill and analysis skill</li> </ul>	
<b>Qualifications and Experiences:</b> <ul style="list-style-type: none"> <li>• College graduate with engineering background.</li> <li>• Minimum 3 to 4 years' experience in similar position.</li> <li>• Computer software literacy – MS Office and other relevant software applications.</li> <li>• Course achievement in Quality Control/Safety and management.</li> </ul>	