



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Operation Safety Procedural Forms/Checklists – Job Description-Lead HSE Inspector

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COMPANY PROPRIETARY INFORMATION

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Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
0		HSE Working Group	Michael Ford <i>Michael Ford</i>	 Uwe Krueger	1 st May 2015



Job Description

1. JOB DETAILS:

POSITION TITLE:	LEAD HSE INSPECTOR
REPORTS TO:	SAFETY MANAGER
DEPARTMENT:	HSSELQ
GRADE:	
PREPARED / REVISED ON:	MAY 2015

2. JOB OBJECTIVE:

As Lusail HSE Representative to ensure Lusail site wide / QD local projects in line with Lusail Requirements, QCS latest version, relevant International Standards and Qatar Law. To lead, support and to promote a safe working environment. To coordinate with PMCM, Consultants, Contractors and Developers as necessary. To undertake HSE monitoring & supervision on a daily basis. To supervise all HSE inspectors and to guide the assigned workload. Supervision and monitoring covers most of the Contractor's working hours. Be on call 24/7 for accidents / incidents / emergency.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	HSE Inspector, Safety Officer
	Total:	

4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
To lead and to take an active role in construction & operation HSE management and ensure compliance with safety, health and environmental regulations	
Communicate and reporting safety performance to the line management	
To develop program for HSE monitoring and to undertake daily safety inspection and recommend necessary corrective actions to the PMCM / Supervising Consultants / Developers / Contractors	
Carry out accident investigation, confirm root cause and propose recommendations for improvement	
To supervise all HSE Inspectors. Assign workload as necessary	
To organize and to assign work program to all HSE Inspectors	
Review and approve key HSE documentation for project HSE management	
Conduct Lusail Safety induction and awareness training	



Track and monitor close out of safety violations	
Monitor the implementation of Lusail HSE Programs	
Promote HSE culture as a core value for Lusail and QD local projects and implement a zero accident tolerance strategy	
Monitor HSE performance of PMCM, Consultants, Developers and Contractors	
Produce inspection reports, accident / incident analysis trends as necessary	
Assist security in ensuring Lusail traffic rules are strictly adhered to	
Conduct random HSE inspections of batching plants and labour Camps and ensuring all relevant regulatory requirements are met	
Undertake ad hoc work as instructed by the Client from time to time Implement Payment Deduction procedure	
Input HSE performance into weekly HSE report	
Undertake ad hoc work as instructed by the Client from time to time	
To spend majority (approx.80%) of the time undertaking field inspection and follow up inspection	

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal: Supervising & Management Consultants, Contractor PM, CM, & HSE, Developer Contractors, Client HSE Management

External: Consultants, Suppliers, Manufacturers, Government bodies, Ministries, Training Bodies, Suppliers

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Skills: Computer literate; problem solving skills; people skills, presentation skills; able to work unsupervised; able to work as a team; able to prioritize work; good report writing skills; good communication skills. Must be assertive to ensure unsafe conditions and acts are resolved promptly.

Minimum Qualifications: OSHA 30 hrs. / NEBOSH International General Certificate; academic qualification in Diploma or Degree in Engineering or relevant technical professional qualification an advantage; but other; HSE related training desired; able to speak and write English and Arabic preferred.

Minimum Experience: 3 years related working experience in construction HSE especially in infrastructure projects; minimum 2 years working experience in GCC countries; experience in HSE management an advantage



7. NOTE:

- Incumbents should agree to work in all QDL areas: land and sea
- Incumbents should agree on 24 hours shift duty
- All job objectives and Key Accountabilities are the minimum requirements

8. APPROVALS:

Employee :

Signature

Date

Senior Dept. Manager:

Signature

Date

HSELQ Director:

Signature

Date

HR Manager:

Signature

Date