



Lusail Real Estate Development Company

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

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

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COMPANY PROPRIETARY INFORMATION

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Job Description

1. JOB DETAILS:

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

2. JOB OBJECTIVE:

As focal point for operational matters, program maintenance and development. Provide professional HSE advice and monitoring, guidance and assistance in support of the LUSAIL Development Project and Facilities Maintenance. Undertake technical evaluation for contracts. Deal with HSE Technical support and administration. Monitor QD local projects.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	N/A
	Total:	

4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
<ul style="list-style-type: none"> Plans, implements and coordinates programs to reduce and eliminate injuries, illnesses, accident deaths, environmental damage. Ensures compliance with all regulations. Oversees and conducts incident investigations. Liaison with contractor representatives, company HSE personnel and training bodies Undertake Technical Evaluation Review of new CP for Lusail and QD Projects (CAC) and to verify any technical evaluation conducted by PMCM's for all Lusail CP's. Assists Security and Fire Team for all types of Emergency and Drills within QD/Lusail Office Building Complex. Creates weekly HSE Operation Report Provides guidance to QPMC management (Lusail Jetty) of HSE Practices and Procedures on their line of operation. Review, monitors, and evaluates HSE programs for Legtaifiya Lagoon Facilities Management. Maintains records, reports, and documents required to meet corporate and regulatory requirements. Assists and participate in events management As a focal point and liaise with QD General Services Department for any unsafe acts/conditions that may arise within QD/Lusail Office Building Complex. 	



- Assists and participate in periodic HSE Audits.
- Helps develop training program for all Lusail employees using E-Learning.
- Provide technical support in HSE to administrative personnel
- Assists in processing in submitted Performance Deduction Scheme

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal: HSELQ department; QD General Services; other departments in Lusail and QD

External: Training Bodies; Suppliers

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

NEBOSH IGC
 5 years in construction HSE
 Preferably degree equivalent in academic qualification
 Other appropriate HSE training
 3 years minimum GCC working experience
 Computer literate
 Good spoken and written English
 Familiar with computer data bases

7. NOTE:

- Incumbents should agree to work in all QDL areas: land and sea
- Incumbents should agree for any transfer: department and work location
- All job objectives and Key Accountabilities are the minimum requirements

8. APPROVALS:

Employee :

Signature _____
Date

Senior Dept. Manager:

Signature _____
Date



HSEELQ Director:	
_____	_____
Signature	Date
HR Manager:	
_____	_____
Signature	Date