



# Lusail Real Estate Development Company

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

### Lusail Operation Safety Procedural Forms/Checklists – Job Description-Safety Officer

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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:

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



## Job Description

### 1. JOB DETAILS:

<b>POSITION TITLE:</b>	<b>SAFETY OFFICER</b>
<b>REPORTS TO:</b>	<b>SAFETY MANAGER</b>
<b>DEPARTMENT:</b>	<b>LUSAIL HSSELQ</b>
<b>GRADE:</b>	
<b>PREPARED / REVISED ON:</b>	<b>MAY 2015</b>

### 2. JOB OBJECTIVE:

- To ensure statutory safety standards are adhered to. To support and to promote Lusail project safety initiatives. To co-ordinate and to provide safety expertise to consultants, contractors and developers as required.

### 3. JOB DIMENSIONS:

<b>Number of Staff Supervised:</b>	<b>Direct Reports:</b>	<b>LEAD SAFETY OFFICER</b>
	<b>Total:</b>	

### 4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
<ul style="list-style-type: none"> <li>Take an active role in site safety management and ensure compliance with safety, health and environmental regulations</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>To work closely with safety personnel from contractors, supervising consultants and developers</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Communicate and reporting safety performance to the line management</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Undertake daily safety inspection and recommend necessary corrective actions to the supervising consultants, developers and / or developers' contractors to prevent accidents / incidents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Carry out accident investigation</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Undertake planned &amp; random safety audits and recommend improvements</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Attend relevant safety meetings</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Review HSE plans, method statements, JSEA etc. and recommend improvements</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Conduct safety orientation, safety induction as necessary</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Must be able to work unsupervised</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Able to work as a team</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



**5. COMMUNICATIONS & WORKING RELATIONSHIPS:**

**Internal:** Project Managers, Senior HSE Mangers, Line Managers, Team Members

**External:** Supervising Consultants, Contractors, Developers

**6. QUALIFICATIONS, EXPERIENCE, & SKILLS:**

**Minimum Qualifications:** OHSA 10 – 30 hrs, NEBOSH General Certificate with preferred education background in Civil / Mechanical / Electrical / Marine Engineering etc Other safety related training desired.

**Minimum Experience:** 4 years working experience in engineering construction infrastructure projects; must have a minimum 2 years working experience in GCC countries

**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 :**

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Signature

\_\_\_\_\_

Date

**Senior Dept. Manager:**

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Signature

\_\_\_\_\_

Date

**HSSELQ Director:**

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Signature

\_\_\_\_\_

Date

**HR Manager:**

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Signature

\_\_\_\_\_

Date