

JOB DESCRIPTION



Revision Date:

Position Title	Protégé HSES Executive,	Job Grade	WAS Protégé
Department	SQA	Unit	HSES
A. JOB PURPOSE: (Helps to define purpose of job)			
<ul style="list-style-type: none"> To assist the management on HSES matters. Maintains functional reporting to HSES Manager and ultimately SQAGM on SMS matters. 			
B. JOB SUMMARY/KEY RESPONSIBILITIES: (Functions of positions – please provide 3 to 8 key accountabilities)			
<ul style="list-style-type: none"> Performs as part of SAG team member and secretariat to the SAG. (For HQ refer to SRT) Responsible on HSES / SMS related issues at Base level. Report the HSES / SMS performance and status to the HSES Manager. Perform the HIRAC / Risk Assessment exercises of activities, products and services. Monitor and communicate any changes or updates in the legal and/or other HSES / SMS related requirements at Base. Initiate recommendations on HSES / SMS related issue for continuous improvement. Monitor and execute the Base Safety & Quality Program and ensure activities executed Provide safety awareness trainings / briefings at Base level. Ensure the Drug & Alcohol Program is performed timely Manage Q Pulse / Safety Reporting / Audit Timely Monitor HSE / SMS / ERT / ECC training status Ensure Base HSE / SAG Meetings are conducted Monitor Scheduled Waste Management (DOE requirement) Monitor Audiometric testing program (Annual) Monitor compliance to DOSH requirement (e.g. NADOPOD, PMA/PMT) Perform Permit To Work and Review JHA/JSA as required Perform all additional functions as directed by HSESM/SQAD. 			
C. POSITION SPECIFICATIONS (Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)			
Academic qualifications & professional certificates	<i>Essential</i>	Degree in Occupational Safety & Health, or Environmental field of study.	
	<i>Preferred</i>		
Experience/exposure	<i>Essential</i>		
	<i>Preferred</i>		
D. COMPETENCIES			
Knowledge & skills required :	<i>General :</i>	Required language(s): English and Malay.	
	<i>Technical:</i>	Required skill(s): MS Excel, MS Office, MS PowerPoint, MS Word.	
Personal Attributes :	(e.g. Self-motivated, strong interpersonal, able to work independently, a team player) <ul style="list-style-type: none"> Good communication and organization skill and be able to work under pressure. Reliable and punctual. Good interpersonal and team player skills. Excellent to solve practical problems and carry out responsibilities under general supervision. 		



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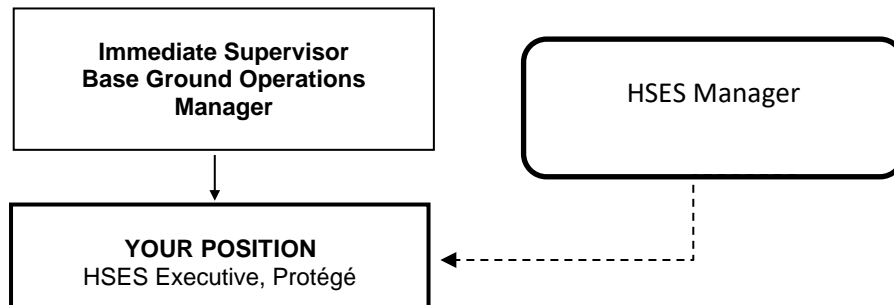
E. KEY CHALLENGES

F. DIMENSIONS / AUTHORITY LIMITS

(e.g.: CAPEX, OPEX, revenue / budget)

G. REPORTING STRUCTURE

(Direct report / superior / peers within Department)



Note: HSE Protégé operationally reports to Base Manager, functionally reports to HSESM