

Job Description

Role Profile Title:	Corporate Nurse	Job Code:	INF-HSSEN-005
Job Title: (for use when creating an individual job description)	Corporate Nurse		
Job Family :	Health, Safety & Environment	LAL Level:	2
Position Reports to:	Bernadette Sitjar		
BU / Project / Dept.:	Human Resources Department		

LEIGHTON ASIA

Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading constructor. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia is headquartered in Hong Kong.

PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)

The role is responsible for monitoring and implementation of the OH&S plan; compliance of the construction activity with safety standards and OH&S guidelines; conducting regular inspections of construction sites, reporting and resolving issues; identify and stop unsafe activities WITH THE OBJECTIVE OF ensuring compliance of the assigned project to LAIO's OH&S framework, regulatory requirements and contractual obligations while minimising health & safety related risks to the project team.

Key working relationships (Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)

PRIMARY AUDIENCE (Internal)	PRIMARY AUDIENCE (External)
<ul style="list-style-type: none"> • Site Physician • Safety Manager • Safety Officer • Construction teams including direct works team • Labours 	<ul style="list-style-type: none"> • Client representatives • Sub-contractors • Labor department and other government departments

Qualification, Experience and Skills (Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)

QUALIFICATIONS	EXPERIENCE
<ul style="list-style-type: none"> • Registered Nurse • First Aider Holder 	<ul style="list-style-type: none"> • Total relevant experience: ~ 3 years • Knowledge of LAIO's safety procedures and standards • Computer literacy – MS-Office suite

BEHAVIOURAL SKILLS

(Refer to Knowledge: Leadership Capabilities / Behavioural Expectations for the descriptions of behavioural skills for the role)

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Key Accountabilities *(List all areas of responsibilities, with key tasks and performance metrics defined)*

KEY ACCOUNTABILITIES	KEY TASKS & PERFORMANCE INDICATORS
Promote Safe and Healthy Environment	<p>Tasks:</p> <ul style="list-style-type: none"> • To provide appropriate first aid treatment for injured person • Give advice for referring the injured person to company doctor, specialist doctor or hospital for treatment • Record the details of injury and treatment to injured person on designated record book • Report any injury case he or she noticed to project safety department • Assist the Rehabilitation Administrator in regard of contact and update the information of the injured worker • Obtain treating doctor advices for the rehabilitation plan (if possible obtain sufficient information, medical certificate or report) • Contribute to design and implement of return-to-work plan • Coordinate the implementation of return-to-work program • Carry out regular visit and consultation to injured worker during the period of implementing return-to-work program • Immediately report any concern or problem in implementing return-to-work program to Person In-charge of the project and Rehabilitation Administrator • Monitor and evaluate the return-to-work plan to find out whether the injured worker's rehabilitation treatment is successful as expected, how satisfy the worker and supervisor with the process • Coordinate and monitor health related training and promotion programs for the project team and site operatives • Participate and support in the wider LCAL organisation on Health related matters at the request of the PSM and Rehab Administrator. • At all times perform the duties in accordance with the Leighton Asia Values

Agreed By (please sign when agreeing on this job description):

	Name	Signature	Date
Employee:			
Manager:			