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| Role Profile Title: | **WSH Coordinator (LEVEL B)** | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **WSH Coordinator** |
| Job Family : | **SHES Team**  | LAL Level: |  |
| Position Reports to: | **WSH Manager**  |
| BU / Project / Dept.: | **DTSS T09** |
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| **LEIGHTON ASIA**  |
| LEIGHTON ASIA, established in 1975, is a leading international construction company. Headquartered in Hong Kong, Leighton Asia delivers a portfolio of high-profile infrastructure projects throughout Asia. As a proven leader in the delivery of complex tunnel, rail and road networks, Leighton Asia also delivers turn-key renewable energy infrastructure including utility-scale wind, geothermal energy and waste-to-power installations. Its building projects range from schools, embassies and luxury high-rise residential towers, to large scale leisure complexes, a growing number of which are built to international green building and energy efficiency standards. Leighton Asia currently operates in Hong Kong, Indonesia, India, Macau, Malaysia, Philippines, Singapore, Thailand and Iraq. Leighton Asia is a member of the CIMIC Group. |
| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** |
| To address all safety and environmental issues in accordance with Leighton HSE Management System and local regulations with the objective of ensuring full compliance and continued improvement. |
| **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)** |
| * WSH Manager
* Construction Manager
* Project Director
* Project Manager
 | * Client representatives
* Sub-contractors
* Labour department and other government agencies
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| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* |
| **QUALIFICATIONS** | **EXPERIENCE** |
| * ‘O’ Levels or equivalent
* Safety Coordinator Course / Advanced Certificate in WSH Level B
* Experience in investigating and reporting safety incidents
 | * Total relevant experience: 3 years in construction industry
* Experience working with PUB & LTA clients
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| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioural Expectations for the descriptions of behavioural skills for the role)* Experience in monitoring safety procedures in infrastructure industry
* Knowledge of LCAL’s safety procedures and standards
* Knowledge of regulatory OH&S requirements in the country of operations
* Computer literacy – MS Office Suite
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| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* |
| **KEY ACCOUNTABILITIES** | **KEY TASKS & PERFORMANCE INDICATORS** |
| To ensure all works are carried out in accordance to PUB safety requirements and are in line with LCAL environmental, health and safety | ***Tasks:**** Issue safety violation / stop work order for non-compliance
* Conduct regular safety inspections of works done by sub-contractors
* Conduct safety audits on weekly basis

***Performance Indicators:**** Number of stop work order issued
* Nil NCR
* Safety audits
* Number of incidents
 |
| To assist in establishing a high level of safety awareness through training, communication and weekly briefings in order to raise awareness | ***Tasks:**** Assist with safety induction and training of all levels of employees
* Promote awareness of injury prevention and damage control to all levels of employees
* Promote the use of personal protection equipment

***Performance Indicators:**** Number of induction and training sessions conducted
* Level of safety at site
* Level of awareness at site
* Preventive measures in place
* Usage of PPE
 |
| To maintain good relationships with local authorities in order to ensure successful passing of inspections by local authorities on site and safety standards, and to address any safety concerns in a timely manner | ***Tasks:**** Maintain local contact with authorities, official and government bodies

***Performance Indicators:**** Authority complaints
* Notice of improvement (NOI)
* Notice of prohibition (NOP)
 |
| To execute work in accordance to the defined safety procedures and guidelines in order to ensure a safe work environment | ***Tasks:**** Participate in safety toolbox and environmental program

***Performance Indicators:**** Lost time due to injury / accidents
 |
| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: | Manickam Thirumurugan |  |  |