

The Theme for April 2018 will be: SHEQ Responsibilities

Your Health and Safety

Our Environment

Quality Requirements

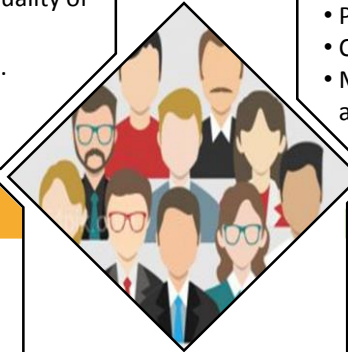
These are the Key Responsibilities for the following roles:

All Employees:

- Know, understand and comply with requirements of company policies / processes.
- Ensure that work undertaken does not adversely affect the H&S or wellbeing of themselves or others and is carried out to minimise adverse impacts on quality of the work or to the environment.
- Report all accidents, SHEQ incidents / issues, near misses and Improve Its.
- Use the correct equipment for the job that they are competent to use.
- Report any damaged or faulty plant and equipment or unsafe conditions.

Office / Site and Facility Manager's (Non-Construction requirements):

- Ensure that all necessary welfare provisions are provided and maintained.
- Ensure that adequate arrangements are made with regards to fire and first aid and that emergency procedures are in place, communicated and followed.
- Provide the necessary PPE to employees
- Carry out routine SHEQ inspections of the offices, works or construction sites.
- Make sure waste management arrangements are in compliance with legislation and company policy.



Construction Managers / Supervisors:

- Manage construction work to ensure that it meets the specified requirements, on time and within cost.
- Ensure all staff visitors under their control are fully inducted and made aware of any SHEQ issues and responsibilities.
- Ensure safe systems of work and RAMS have been carried out, communicated and are being adhered to.
- Employees and contractors are competent and trained.

W2E Shift Team Leaders / Ops and Technicians:

- Fully understand the SHEQ risks and ensure they are fully competent to implement SHEQ control measures during plant operation.
- Monitoring all power plant emissions to air, land and water.
- Ensuring all environmental monitoring equipment is fully operational and report any abnormalities without delay to the facility manager.
- Comply with work instructions, RAMS and any other documentation.

For full role responsibilities see:

HSGD36-01 All Employees
 HSGD36-02 Director
 HSGD36-04 Operations Director
 HSGD36-06 Health and Safety Managers
 HSGD36-07 Temporary Works Co-Ordinator
 HSGD36-09 Office Managers / Site and Plant Management (non-Construction)
 HSGD36-10 Construction Manager / Supervisors
 HSGD36-11 Estimators / Proposals Engineers / QS
 HSGD36-12 Procurement Managers / Supervisors
 HSGD36-13 Contractor Duties

HSGD36-14 Designer Duties
 HSGD36-15 Principal Designer Duties
 HSGD36-16 Client Duties
 HSGD36-17 Principal Contractor
 HSGD36-18 Temporary Works Supervisor
 HSGD36-19 Lifting Appointed Persons
 HSGD36-20 Crane Supervisor
 HSGD36-21 Lifting Equipment Operator
 HSGD36-22 Fire Warden / Marshal
 HSGD36-23 Operations and Project Managers
 HSGD36-24 Slinger

HSGD36-25 First Aider
 HSGD36-26 Signaller
 HSGD36-29 Managers
 HSGD36-32 Inspection, Test and Commissioning Engineers
 HSGD36-35 Operations and Project Managers (Asset Management)
 HSGD36-36 Waste to Energy Power Plant Shift Team Leaders / Plant Operators / Technicians / Operatives
 HSGD36-37 Waste to Energy Power Plant Manager
 HSGD36-39 Field Survey Staff (Leakage and Networks / Survey Services)