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OSH ROLES AND RESPONSIBILITIES

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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# Purpose

### To define requirements for ensuring that individuals in the organization who are involved in implementing the occupational safety and health understand their roles and responsibilities.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization.

### Project Manager / Department Head is responsible for implementing this procedure.

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure.

# Procedure

## Top Management

### The Top Management is ultimately responsible for the occupational safety and health matters of the organization.

### The Top Management is ultimately responsible for the effective implementation of the occupational safety and health management system.

### This commitment shall be demonstrated in various ways including:

* Endorsing the Occupational Safety and Health Policy
* Reviewing Occupational Safety and Health performance data
* Setting Occupational Safety and Health objectives and ensuring that they are met
* Deploying the required resources to maintain the Occupational Safety and Health performance of the organization
* Assigning an Occupational Safety and Health Management Representative

## Occupational Safety and Health Management Representative

### The QHSE Manager is assigned as the Occupational Safety and Health Management Representative for this organization.

### The Occupational Safety and Health Management Representative shall submit a quarterly report showing key performance data to top management.

## OSH Resources

### The organization shall appoint qualified and competent OSH Practitioners.

### The organization shall appoint a minimum of one Grade A practitioner.

## OSH Roles and Responsibilities

### All employees who are involved in developing, implementing or maintaining the Occupational Safety and Health Management System shall have a job description reflecting their roles and responsibilities.

### Employees who interface with external stakeholders with regards to Occupational Safety and Health shall have this reflected in their job description.

## Roles & Responsibilities of OSH Committee

### OSH committee members shall meet once quarterly

### OSH committee members shall review workplace issues that affect the safety and health of anyone affected by the organization’s activities

### OSH committee members shall encourage dialogue and remove obstacles to participation from the other members

### OSH committee members shall ensure information relevant to the Occupational Safety and Health management system is made available

### OSH committee members shall ensure that items covered in the consultation procedure are covered in the committee meetings.

# Annexure

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| None | None |