

JOB DESCRIPTION

(Annexure "A")

SENIOR SHEQ OFFICER

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POSITION REQUIREMENTS:

JOB FUNCTION: The Senior SHEQ Officer oversees the safety, health, environment and quality assurance side of the business. He/she supervises and co-ordinates ISO management systems to ensure compliance to the requirements of the relevant management systems. Furthermore, he/she is to lead, develop, and maintain factory and Sites' SHEQ management programmes and systems, in written format and recording, and through face-to-face contact communication and team briefing, and to support line management in delivering factory and site SHEQ objectives. By developing and maintaining specific rules they help prevent worker accidents and assist businesses in complying with government regulations.

QUALIFICATION: Grade 12 with a SHEQ Qualification (SAMTRAC or National Diploma in Safety)
Risk Management (Hazard identification) + Legal Liability
Incident Investigations and Root Cause Analysis
Quality Assurance and control qualification
Internal Audit Qualification

EXPERIENCE: 5 Years or more comprehensive experience in the implementation and evaluation of SHEQ systems
Internal Auditor experience will be highly advantageous
Experience in evaluation, monitoring and management of systems that are certified to ISO 9001, ISO 14001 and ISO 45001
Ability to develop key risk indicators that inform on the state of health of key systems and areas
Experience in procedure development and process management
Computer literacy as an advanced user as well as good administrative and analytical skills is required
Knowledge of IsoMetrix (Implementation and Maintenance)

SKILLS: Self-motivated, disciplined, strong individual with leadership ability, initiative, organisational and interpersonal skills
Ability to manage a diverse workforce
Strong managerial and communication skills are essential, with the proven ability to manage, control and develop all aspects of a business unit
A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the business
Must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences
Able to demonstrate results delivery
Sharing ability at all levels
Visible SHEQ values improvement drive
Accuracy and attention to detail and embracing and driving change
Effective verbal and written communication skills
Planning and organising skills

The ability to interact with people at all levels within & external to the Company
The ability to self-prioritise workload

TRAINING: ISO Management Systems Implementation (ISO 9001/ISO 14001/ ISO 45001)
SHE and Quality Management Systems Internal Auditing
SHE(Q) Software Management System Training, i.e. IsoMetrix
Incident Investigations
Non-Conformance Root Cause Analysis Training
Hazard Identification and Risk Assessments
Aspect Identification and Impact Assessments
Legal Liability Training
Hearing Conservation (Noise Induced Hearing Loss) Awareness Training
Ergonomics Training

This document defines your duties, responsibilities and authorities as **Senior SHEQ Officer** at LH Marthinusen.

REPORTS TO: LH Marthinusen SHEQ Manager

OTHER SIGNIFICANT RELATIONSHIPS: Executive Management
General Managers
Workshop Managers
Foremen / Chargehands
SHEQ Department Staff
Customer SHEQ Representatives
External Auditors
SHE Committee Members
Employees

DUTIES, RESPONSIBILITIES AND AUTHORITIES:

1. Duties and Responsibilities

- 1.1 Implement and maintain the requirements of the ISO Standards that LH Marthinusen Denver adhere to (ISO 9001, ISO 14001 and ISO 45001).
- 1.2 Determines the strategic direction and work priorities (in conjunction with line management) for the continuous improvement of the LHM Marthinusen SHEQ management programme and systems.
- 1.3 Advises management and assists with the implementation of existing or new SHEQ-related legislation.
- 1.4 To properly investigate and report all section 24 and 25 accidents as required by the OHS Act and ensure all documentation required is sent to the Department of Labour in the required timeframe.
- 1.5 To properly investigate and report all Section 20 National Waste Act and all Section 30 National Environmental Management Act incidents in a timely manner as per the provisions made in the relevant Act's.
- 1.6 To develop a SHEQ communication strategy for all LH Marthinusen business units and levels of staff, to include written information, toolbox talks (Green Area meetings) and management briefs.
- 1.7 Responsibility of the LH Marthinusen preparations for annual SHEQ certification audits.
- 1.8 To assist in retaining all current mark scheme accreditations, and work towards the attainment of new quality accreditations where necessary.
- 1.9 Provides support and advise to workshop management in incident investigation and reporting (including dangerous occurrences and occupational diseases).
- 1.10 Facilitates to update all risk assessment e.g. baseline, process, fire, health (medical), ergonomics as a final authority where a specialist response is required in relation to risk assessments performed by others on site.

- 1.11 Arrange occupational health and safety related surveys e.g. noise, lighting, exposure to chemical substances and make associated recommendations.
- 1.12 Arrange and chair SHEQ Management review and SHE Committee meetings in the absence of the SHEQ Manager.
- 1.13 Ensuring that corrective actions are taken on all non-conformities and that all non-conformities are closed out.
- 1.14 Assist with internal audits at the other LH Marthinusen business units.
- 1.15 Providing adequate communication regarding SHEQ standards and SHEQ related laws in the company.
- 1.16 Bringing any changes affecting the SHEQ management in the company to the attention of the relevant people.
- 1.17 Supporting the continual improvement of SHEQ issues and the SHEQ system as a whole
- 1.18 Work closely with Health and Safety and Environmental representatives.

2. Commercial, Sales, Marketing and Purchasing

- 2.1 Ensure that the Business Marketing Manager is made aware and complies with the requirements of ISO 9001 which relates to Customer Focus and Customer Satisfaction.

3. Finance and Human Resources

- 3.1 Liaison with Human Resources Department for initiating and co-ordinating SHEQ related training programmes when necessary.
- 3.2 Ensure compliance with all relevant policies and procedures as determined by the HR department.

4. SHEQ (ISO 9001, ISO 14001 & ISO 45001)

- 4.1 See duties and responsibilities above.

5. Authorities

- 5.1 Prevent any machinery, tools and other equipment from being used if found to be outside the acceptable specified limits (i.e. unsafe).
- 5.2 Approve all SHEQ related purchase requisitions.
- 5.3 Prepare and/or approve all SHEQ Integrated Management System procedures.
- 5.4 Evaluate, approve and close all internal non-conformities (Internal audit findings).
- 5.5 Evaluate and close all external audit findings, before returning it to the relevant Certification Body within the required timeframe.

The Company may also call upon you from time to time to assist with other tasks which might not be specified above

	NAME	SIGNATURE	DATE
SHEQ MANAGER:	George McKeever		
DIVISIONAL CEO:	David Sullivan		
DIVISIONAL HC MANAGER:	Charmaine Hall		

NAME, SURNAME & EMPLOYEE NUMBER	SIGNATURE	DATE