

ACTOM POWER TRANSFORMERS PRETORIA	SUBJECT	DOCUMENT No. 1
	ACTIVITY PROFILE: HSE Coordinator	REVISION No. 00
		WRITTEN BY: PS
		APPROVED AND DATED: 2026/03/16

1.0 SCOPE

Covers all functions, duties, and responsibilities related to the HSE Coordinator role within the HSE Department.

2.0 PURPOSE

To responsible for providing comprehensive administrative, document control and coordination support to the Environmental, Health and Safety function to ensure the effective implementation and maintenance of the Company's Environmental, Health and Safety Management System.

3.0 POSITION

HSE Coordinator

4.0 DEPARTMENT

HSE

5.0 REPORTS TO THE

Senior HSE Officer

6.0 ORGANOGRAM

As per the approved company organogram

7.0 AUTHORITY

- The HSE Coordinator is authorised to coordinate and administer the day-to-day administrative activities of the Environmental, Health and Safety function, including maintaining departmental records, filing systems, statutory documentation, training records, legal compliance registers and other Environmental, Health and Safety documentation. Approve and control the issuing and movement of stock/materials in accordance with approved procedures, production requirements, and authorised requests.
- The HSE Coordinator is authorised to maintain, update, control and distribute Environmental, Health and Safety documentation in accordance with the Company's document control procedures and management system requirements.
- The HSE Coordinator is authorised to coordinate Environmental, Health and Safety meetings, training sessions, medical surveillance appointments, audits, inspections and other departmental activities by arranging schedules, issuing invitations, preparing documentation, recording minutes and monitoring the completion of assigned administrative actions.
- The HSE Coordinator is authorised to monitor administrative compliance with Environmental, Health and Safety document control requirements, identify incomplete or outstanding documentation, request supporting information from relevant departments and escalate non-compliance or missing records to the EHS Officer or Senior EHS Officer for further action.
- The HSE Coordinator is authorised to prepare purchase requisitions, maintain expenditure records and process approved Environmental, Health and Safety-related administrative transactions in accordance with Company procurement procedures.

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- The HSE Coordinator is expected to exercise sound judgement within established Company policies, administrative procedures and delegated authority. The incumbent may make routine administrative decisions relating to document control, scheduling, record management and departmental coordination.

8.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Administer and maintain the Environmental, Health and Safety documentation and document control system in accordance with Company procedures and ISO management system requirements.
- Maintain accurate and up-to-date statutory records, legal compliance registers, appointments, permits, licences and Environmental, Health and Safety documentation.
- Coordinate Environmental, Health and Safety inspections, audits, risk assessments, meetings and other compliance activities by preparing schedules, documentation and administrative support.
- Monitor and track the completion of corrective and preventive actions arising from inspections, audits, incidents and Performance Improvement Requests (PIRs), following up with responsible persons where required.
- Coordinate Environmental, Health and Safety induction programmes, training sessions, toolbox talks and awareness campaigns by scheduling sessions, preparing training material, issuing invitations and maintaining attendance records.
- Maintain the Environmental, Health and Safety training matrix and monitor training expiry dates, notifying management of upcoming renewals and outstanding training requirements.
- Prepare routine Environmental, Health and Safety reports, statistics, presentations and management information for submission to the Senior EHS Officer and SHEQ Manager.
- Record accurate minutes of Safety Committee meetings, Management Review Meetings and other Environmental, Health and Safety meetings, and monitor the implementation of agreed administrative actions.
- Ensure the confidentiality, integrity and security of Environmental, Health and Safety records, employee information and statutory documentation.
- Identify opportunities to improve administrative processes, document control systems and record management practices within the Environmental, Health and Safety function.

9.0 Qualifications & Experience

- Grade 12/ National Senior Certificate
- A Diploma or Certificate in Office Administration, Business Administration, Environmental, Health and Safety Administration, Safety Management, Environmental Management or related field.
- Document Control, Records Management, Quality Management Systems or Occupational Health and Safety will be advantageous.
- Minimum 2 - 3 years' experience in an administrative role within an Environmental, Health and Safety, SHEQ, Quality, Compliance or manufacturing environment is required.
- Working knowledge of Environmental, Health and Safety legislation statutory documentation requirements and ISO45001 & ISO14001.

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Authorised by:

Accepted by:

Name: Paballo Senyolo

Name: David Humphris

Designation: Human Capital Manager

Designation: Div Chief Operating Officer