

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD 0024-1
	ACTIVITY PROFILE: S.H.E.R MANAGER (Safety, Health, Environmental & Risk)	REVISION No. 00
		WRITTEN BY CZ
		APPROVED AND DATED 19/03/2026

1. SCOPE

All functions, duties and responsibilities of the **S.H.E.R MANAGER**.

2. PURPOSE

To define the position of the incumbent.

3. POSITION

S.H.E.R MANAGER

4. DEPARTMENT

S.H.E.R.Q. Department

5. RESPONSIBLE TO

Divisional Chief Executive Office

6. ORGANOGRAM

Yes

7. QUALIFICATIONS/EXPERIENCE REQUISITES (MIN)

- National Diploma in Safety Management
- NEBOSH Certificate / Diploma in Environmental Management
- Certificates in Risk Management
- Supervisory/Management experience in SHER department
- 5 - 10 years of experience in SHE & Risk Management System development and implementation - ISO14001/ISO45001/ISO31000, including Client SHE Specifications / requirements.
- Knowledge of relevant SHER legislation and standards, including ISO standards like **ISO 14001** , **ISO 45001**, and **ISO 31000**.
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7.1 OTHER QUALIFICATIONS

- Legal Liability
- Fall Protection Plan
- SHE Incident Investigation
- Health, Safety, Environmental and Risk Auditing
- Other Legal Requirements – Legal Liability, General Health Safety, OHS Act, Planned Job Observation, Hazard Identification and Risk Assessment, Emergency Preparedness Coordinating training.
- Registered with the South African Council for the Project and Construction Management Professions (SACPCMP)

7.2 KNOWLEDGE & SKILLS

- Ability to interact with all Stakeholder
- Strong time management skills

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- Excellent communication skills & interpersonal skills
- Leadership Skills
- Project Finance / Budget Management
- Manufacturing/Electrical Industry environment (preferable)
- Technical Writing Skills
- Team Management
- Good Computer Literacy - Ms Office (Excel, PowerPoint, Word)
- Strong written English language skills
- Conflict Management

8. AUTHORITY

- To sign off relevant project and SHE&R documentation
- To authorise work plans, project scheduling and human resources requirement on a project

9. KEY PERFORMANCE INDICATORS

- Manage the development, implementation, and maintenance of the SHE & Risk Management System, ensuring compliance with all requirements.
- Ensure that mandatory SHER training is conducted periodically for all employees.
- Foster and promote a strong safety culture within the organization.
- Communicate all safety deviations, hazards, environmental impacts, and risks to relevant department managers and other stakeholders, including employees.
- Ensure legal and SHE&R compliance with all relevant and applicable legislation.
- Ensure adherence to the organization's Safety, Health, Environment, and Risk system.
- Perform hazard/aspect identification and risk/impact assessments for new equipment, products, processes, including structural departmental changes and new buildings.
- Ensure that all system documents are maintained and kept up to date.
- Coordinate occupational hygiene and environmental surveys across the business.
- Conduct annual internal audits and follow up on action plans to correct deviations.
- Plan, implement, manage, and maintain comprehensive environmental, safety, health and risk programs at premises or project site locations.
- Coordinate and manage annual review meetings.
- Provide guidance to project management teams on Safety, Health, Environment, and Risk, ensuring HVE comply with industry, local, government, and customer guidelines and regulations.
- Collaborate with management to develop an Emergency Action Plan and serve as the primary contact for project site injury and incident notifications, investigations, and case management. Maintain a written log of safety inspection activities, reports, and correspondence.
- Coordinate the implementation of the Corrective Action System.
- Coordinate and manage SHE&R Committee meetings, which must be held quarterly.
- Coordinate and manage divisional evacuation drills, which must occur twice a year.

9.1. OPERATIONAL RISK MANAGEMENT & BUSINESS PROCESS MANAGEMENT

- Performing a risk assessment: Analysing current risks and identifying potential risks that are affecting the company.
- Performing a risk evaluation: Evaluating the company's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements.
- Conducting policy and compliance audits, which will include liaising with internal and external auditors
- Carry out processes such as implementing quality controls, health and safety measures, and making business continuity plans to limit risks and prepare for if things go wrong.

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- Designing and implementing an overall risk management process for the organisation, which includes an analysis of the financial impact on the company when risks occur.
- Support with the implementation of compliance procedures.
- Guiding management in identifying control measures.
- Reporting and advising on remediation options to resolving issues of non-compliance.
- Assisting with ad hoc critical / significant risk investigations/projects.
- Ensure that the relevant tracking of risks, incidents, breaches and findings.
- Initiate, facilitate, and promote activities to create risk awareness within the organisation.

10. GOVERNANCE AND COMPLIANCE

- Ensuring adherence to all applicable laws and regulations (including financial, labour, environmental, safety, risk and security,) promoting ethical behaviour.
- Regulatory Compliance & Risk Management: Ensure activities comply with legislation, standards, and policies.
- Management of Business risk management and opportunities (SOWT analysis)
- Working with the Management Team to ensure sound corporate governance.
- Collaborate with the Company Representative to ensure full compliance with the Contractor/Supplier/Service Provider Performance Management policy & procedures.
- Promoting risk awareness to prepare the organisation for emerging risks & conduct risk assessments of the operational functions on an ongoing basis.
- Contribute leadership to subordinates in regulation, risk management, and governance trends.

11. FINANCIAL MANAGEMENT:

- Monthly accounts review and investigation of Income Statement including allocations and expenses incurred vs. budget.
- Promote Margin Improvement Opportunities and Cost Optimization Initiatives.
- Facilitate the financial decision making process at Senior Management level by interpreting operational requirements and integrating with discipline based financial needs to ensure the availability of financial resources.
- Review capital expenditure & forecasts to ensure alignment with business strategy & to optimise return on investment.
- Management of corrective actions with regards to cost controls.
- Ensure that the commercial agreements with the different contractor partners are in place and aligned to business objectives.
- Manage the annual budgeting process for the operation.

12. SHER MANAGEMENT (ISO14001, ISO45001 & ISO31000)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHER Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially in the area of documentation control.
- Understanding and Know-how of all the SHER aspects related to the project management.

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Accepted By:

Approved By:

Authorised by:

Employee

Line Manager

Divisional CEO