

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD 0040-3
	ACTIVITY PROFILE: S.H.E OFFICER	REVISION No. 00
		WRITTEN BY: LS
		APPROVED AND DATED 24/03/2025

1.0 SCOPE

All functions, duties and responsibilities of the SHE OFFICER

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

SHE Officer

4.0 DEPARTMENT

SHERQ Department

5.0 REPORTS TO THE

SHERQ MANAGER

6.0 ORGANOGRAM

YES

7.0 EXPERIENCE /PRE-REQUISITE / REQUIREMENT (MIN)

- Grade 12,
- SAMTRAC / National Safety Management Diploma,
- 2-3years' relevant experience based on the SHE Management System – ISO14001/ISO45001 & Client SHE Specifications / requirements.
- Legal Liability,
- Fall Protection Plan, (including working at height)
- SHE Incident Investigation,
- Environmental Management certificate,
- Health, Safety, Environmental and Quality 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),
- Electrical knowledge and experience will be an advantage.
- Good Command over spoken and written English and experience dealing multi –cultural workforce.

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8.0 AUTHORITY

- The S.H.E Officer have the authority to report matters of concern to the relevant Management and to interact with employees on all levels to raise awareness levels. The Senior SHEQ Officer / Senior Service Manager must be informed on issues of concern.

9.0 RESPONSIBILITIES/ACCOUNTABILITIES

- 9.1 Support the organization in the development and maintenance of a SHE Management System, Site SHE Management Systems, including Hazard Identification and Risk Assessment, Environmental Impacts and Aspects Registers, Method Statement, Safe work procedures, Contract Quality Plans, SHEQ checklist, SHE Plans, Environmental Plans, Fall Protection Plans, etc.
- 9.2 Review of SHEQ document information such as Hazard Identification and Risk Assessment, Environmental Impacts and Aspects Registers, Method Statement, Safe work procedures, SHE checklist, SHE Plans, Environmental Plans, Fall Protection Plans, Organogram, process flows,
- 9.3 Developing new SHE procedures as per the client requirements/Specifications.
- 9.4 Updating of SHEQ files i.e Letter of Good Standing, Appointments, Competency Certificates, Notification of Construction Work, etc
- 9.5 Planning and conducting of SHEQ Audits, SHEQ Inspections, SHEQ Awareness, Toolbox talks, SHE investigations, etc.
- 9.6 Compiling of SHEQ audit reports, inspection reports, man job specification, training matrix, SHEQ monthly reports, etc
- 9.7.A Maintenance of SHEQ records such medical records, training records, approved fall protection plan, method statement, safe work procedure, SHE Plans, Environmental Plans, ITP's, Contract Plans, SHEQ Minutes of meeting, SHEQ monthly reports, SHEQ audits reports, inspection reports, Non-conformances, factory test reports, etc
- 9.8 Raising of Non-conformances, customer complaints, near misses and negative observation.
- 9.09 Following up on open customer complaints, SHEQ issues and SHEQ Incidents.
- 9.10 Ensure that correct personal protective equipment is ordered as per the client's specification.
- 9.11 Promote SHEQ culture and report unsafe act and conditions to the Senior SHEQ Officer/ Project Manager.
- 9.12 Evaluation and assessment of Supplier/Subcontractor on site,
- 9.13 Ensure that contractors comply with the SHEQ requirements.
- 9.14 Ensure that set objective and targets are met for SHEQ compliance.
- 9.15 Ensure that lifting equipment and Safety harness are always inspected on time.
- 9.16 Apply in-depth HSE knowledge to offer solutions and advice.
- 9.17 To assist in the delivery of improvement programs and ensure effective risk management thorough HSE excellence.
- 9.19 Following up on SHEQ issues and SHEQ Incidents.
- 9.20 He/She will be requested to carry out any work assigned by the SHERQ Manager.

10.0 SHERQ MANAGEMENT (ISO9001, ISO14001, ISO45001)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially in documentation control.
- Ensures compliance with all standards for Safety, Environmental, Work Procedures, Quality

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- Assurance and Quality Control systems as adopted by the High Voltage Division.

Accepted by:

Authorised by: