

POWER TRANSFORMERS

<p>NOTES</p> <ol style="list-style-type: none"> 1 This document is effective upon receipt 2 Unauthorized copying of this document is prohibited 3 This document is private and confidential 4 Original is maintained by the General Manager 	<p>Document No. AP</p> <p>Revision 0</p> <p>Date 18/03/2025</p> <p>Page 1 of 2</p>
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ACTIVITY PROFILE – SHEQ OFFICER

1. POSITION

1.1 SHEQ Officer

2. RESPONSIBLE TO:

2.1 Site Services Manager

3. EXPERIENCE REQUIRED

- 3.1 Minimum of 3 years of related experience in Health, safety and environmental compliance in a transformer or manufacturing environment.
- 3.2 Comprehensive knowledge of OSHAct regulations and Environmental compliance requirements and standards.

4. EDUCATION REQUIREMENTS

4.1 National Diploma in Safety Management

5. AUTHORITY

- 5.1 To assist the Company in meeting the required HSE Legislations standards, practices, Government regulations and maintaining ISO 90001, ISO 14001, ISO 45001 accreditation.
- 5.2 The position works closely with the Sales department to ensure compliance with all regulations and policies.

6. RESPONSIBILITIES

- 6.1 To develop and maintain a full SHE system for all sales/site related activities.
- 6.2 To ensure all site SHE appointments are in place and up to date.
- 6.3 To perform other duties assigned as detailed in your legislative appointments.
- 6.4 To Compile and submission of SHEQ files as per client requirements (site work and tenders).
- 6.5 To ensure all legal appointments, medical and competency certification for site teams are updated and relevant.
- 6.6 To log and report all site incidents/accidents/near misses to the EHS controller.
- 6.7 To ensure all SHEQ documents are updated/completed and correctly stored.
- 6.8 To compile risk assessment and method statements for various site activities.
- 6.9 To issue completed handover documents to clients.



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- 6.10 To compile reports for site injury/accident investigation and ensure the root cause is determined and that corrective actions are developed and implemented to prevent recurrence of related exposure.
- 6.11 To maintain safety record and injury or accident statistical information relation to occupational illnesses and accidents on site.
- 6.12 To ensure that all planned site work is captured on the site schedule and updated regularly.
- 6.13 To ensure site teams submit site reports after each site visit.
- 6.14 To plan and coordinate site work i.e. Transport, erection and commissioning with relevant departments.
- 6.15 To compile requisitions for site works.
- 6.16 To conduct regular audits on sub-contractors SHEQ compliance.
- 6.17 To review of sub-contractors SHEQ files prior to submission to client.
- 6.18 To prepare SHEQ documents and files for tender submission as required.
- 6.19 To liaise and coordinate import and export documentation with clearing agents for cross border projects.
- 6.20 To liaise with EHS controller should any medical/training be required.
- 6.21 To attend site visits as and when necessary to ensure safety files are approved.

7. HUMAN RESOURCES MANAGEMENT

- 7.1 Comply with and assist in the development of the Company's Employment Equity and Skills Development Programs.
- 7.2 Training requirements for employees in the workforce to be instituted.
- 7.3 To promote good relationships within the work force and ensure that industrial relationships are in accordance with legal requirements as well as Company policy.

8. OCCUPATION HEALTH AND SAFETY REQUIREMENTS

- 8.1 To ensure the requirements of OSHAS 18001 and the Company Management System as defined in the Manual and Operating Instructions.

Print Employee Name:	
Employee Signature:	Date: