



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Operation Safety Procedural Forms/Checklists – Job Description-HSE Lead Auditor

Document No	<u>LUS-HSE-FM4-441-007.00</u>	Rev	<u>0</u>
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		Date	<u>01-May-2015</u>

COMPANY PROPRIETARY INFORMATION

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Job Description

1. JOB DETAILS:

POSITION TITLE:	HSE LEAD AUDITOR
REPORTS TO:	HSSELQ DIRECTOR
DEPARTMENT:	LUSAIL HSSELQ
GRADE:	10
PREPARED / REVISED ON:	MAY 2015

2. JOB OBJECTIVE:

Assess the project's HSE performance

Assess whether the organizations are meeting the standards as per the organizations policies and procedures.

Assess whether the organization is complying with the Health & Safety laws and regulations which affects H&S performance.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	
	Total:	

4. KEY ACCOUNTABILITIES:

Description	Key Result Areas	
<p>HSE Auditor Role:</p> <ul style="list-style-type: none"> • Audits and reviews the systems and controls established by the organization to ensure compliance with policies, procedures, laws, regulations and any other relevant regulatory requirements that could have a significant impact on the project. • Plans, executes HSE Audit Programme in accordance with the HSE Audit Procedure • Assesses and audits all aspects related to the level of compliance and adequacy of the HSEMS Processes. • Assesses and verifies No LTI record for Safety Award claim • Advise and enhance knowledge on HSE Audit process requirement in the company in all hierarchy levels to meet continuous improvement. • Coordinates and follows-up all external HSE audits conducted by Third parties and review the related progress reports. • Tracking and follow-up of HSE audit non-conformance and observations. • Develop and maintain HSE Audit procedures and protocol in coordination with other HSE personnel. 		



Other HSE functions:

- Manages HSE e-Learning project
- Participates in the development in Health, Safety & Environmental system and programs. Ensures continuous compliance with HSE regulations and standards.
- Participates in incident/accident investigation process. Follow-up corrective action.
- Prepares HSE Executive Reports for Building Projects
- Liaise Contract Packages HSE Executive Report with PMCM
- Prepares and coordinates schedule of site safety inspections
- Carry-out reviews and evaluation of contractor's safety statistical records.
- Administers department budget and organize workshop as necessary
- Prepares department reports and deliverables such as, department objectives, operational structure, and other reports as requested by the higher management.
- Provide other HSE Trainings as necessary
- Organize HSE awareness programs, safety award ceremony as necessary
- Administers HSE Bulletin and Safety Alert

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

- Reports directly to HSSELQ Director
- Liaise with Lusail departments, consultants, contractors and other local project under the management of LREDC
- Collaborates with QD Corporate HSE

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Professional Qualifications:

- Must have Bachelor's Degree
- OSHAS 18001:2007 Lead Auditor qualification
- ISO 14001:2004 Lead Auditor qualification
- ISO 9001: 2008 Lead Auditor qualification
- NEBOSH Occupational Health & Safety qualification and other HSE qualification
- Minimum 5-year experience in HSE
- Independent, resourceful, and must be a good team player
- Self-Motivated, excellent interpersonal and communication skills
- Excellent English language skills both spoken and written
- Strong interpersonal skills in order to work in a diverse and fast-paced environment
- Good knowledge in computer applications

Preferred Professional Affiliations:

- Institution of Occupational Safety and Health, UK
- International Institute of Risk and Safety Management, UK
- National Safety Council



7. QUALIFICATIONS, EXPERIENCE, & SKILLS (continued):

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8. COMPETENCIES:

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9. APPROVALS:

Employee :

_____	_____
Signature	Date

Senior Dept. Manager:

_____	_____
Signature	Date

HSELQ Director:

_____	_____
Signature	Date

HR Manager:

_____	_____
Signature	Date