



# Lusail Real Estate Development Company

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

### Lusail Operation Safety Procedural Forms/Checklists – Job Description-Occupational Health Advisor

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Document No LUS-HSE-FM4-441-011.00 Rev 0

Uncontrolled Copy  Controlled Copy  Date 01-May-2015

#### COMPANY PROPRIETARY INFORMATION

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## Job Description

### 1. JOB DETAILS:

<b>POSITION TITLE:</b>	<b>OCCUPATIONAL HEALTH ADVISOR</b>
<b>REPORTS TO:</b>	<b>SR. HSE MANAGER</b>
<b>DEPARTMENT:</b>	<b>LUSAIL HSSELQ</b>
<b>GRADE:</b>	
<b>PREPARED / REVISED ON:</b>	<b>MAY 2015</b>

### 2. JOB OBJECTIVE:

Develop and implement robust health surveillance, health education program, occupation health fitness program, health promotion initiatives, and their policy and procedures for Lusail. Conduct occupational health audits on contractors in Lusail.

### 3. JOB DIMENSIONS:

<b>Number of Staff Supervised:</b>	<b>Direct Reports:</b>	OCCUPATIONAL HEALTH SUPERVISORS
	<b>Total:</b>	<b>Up to 3</b>

### 4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
<ul style="list-style-type: none"> <li>• Develops and administers occupational health surveillance program</li> <li>• Administers employee medical reports, screening reports and fitness to work status.</li> <li>• Ensures proper reporting and recording of infectious diseases.</li> <li>• Design, develops and delivers health promotion initiatives.</li> <li>• Develops and implements Return to Work policy, procedure and strategy for Lusail</li> <li>• Provides occupational health medical assessment/consultation and medical referrals.</li> <li>• Offers occupational health teaching and counseling</li> <li>• Performs periodic health, hygiene and facility audits for Lusail sites, to include galley &amp; accommodations.</li> <li>• Provides leadership for first aid provision and program for Lusail.</li> <li>• Develops and implements Occupational Health policy for Lusail.</li> <li>• Administers programs designed to reduce work related hazards &amp; risks i.e. hearing protection, respiratory protection, ergonomics, travel health and immunizations.</li> <li>• Provides medical alert information</li> <li>• Designs and provides briefing/training as necessary on matters relating to occupational health.</li> <li>• Provides basic medical support and screening to Lusail employees.</li> <li>• Manages a basic medical clinic for Lusail employees</li> <li>• Provides an occupational health fitness program for Lusail employees.</li> </ul>	



#### 5. COMMUNICATIONS & WORKING RELATIONSHIPS:

**Internal:** All Lusail& QD departments, PMCMs, Consultants

**External:** Training Bodies, Government Agencies / Bodies esp. Supreme Health Council and Hospitals and Clinics, Contractors

#### 6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Nursing background with diploma or equivalent in occupational health management

Minimum 10 years' experience in Occupational Health Management in the medical profession/construction industry.

#### 7. NOTE:

- Incumbents should agree to work in all QDL areas: land and sea
- Incumbents should agree on 24 hours shift duty
- All job objectives and Key Accountabilities are the minimum requirements

#### 8. APPROVALS:

**Employee :**

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Signature

\_\_\_\_\_

Date

**Senior Dept. Manager:**

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Signature

\_\_\_\_\_

Date

**HSSELQ Director:**

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Signature

\_\_\_\_\_

Date

**HR Manager:**

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Signature

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Date