



Lusail Real Estate Development Company

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

Lusail Operation Safety Procedural Forms/Checklists – Job Description-Trainee Safety Officer

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COMPANY PROPRIETARY INFORMATION

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Job Description

1. JOB DETAILS:

POSITION TITLE:	TRAINEE SAFETY OFFICER
REPORTS TO:	FIRE PREVENTION MANAGER
DEPARTMENT:	HSSELQ
GRADE:	
PREPARED / REVISED ON:	MAY 2015

2. JOB OBJECTIVE:

To ensure statutory minimum safety, health and environmental standards in the office environment are met. To support and to promote a safe working environment for QD / Lusail employees in Lusail site office buildings. To coordinate with QD General Services, EMS the maintenance contractors to ensure various inspection and testing programs are implemented and maintained.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	None
	Total:	0

4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
Under supervision and jointly with another safety officer carry out construction safety relating to Developers projects within Lusail site and ensuring compliance with all necessary safety, health and environmental regulations	
Under supervision and undertake scheduled safety inspections jointly with another safety officer in the office buildings	
As a member of the investigation team carry out joint accident / incident investigation	
Under supervision carry out joint follow up office safety inspection to ensure previous reports are closed out	
Undergo all safety training course / briefings as indicated in the Trainee Safety Officer's training program	



5. COMMUNICATIONS & WORKING RELATIONSHIPS:
Internal: All departments Lusail and QD
External: Training Bodies

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:
Minimum Qualifications: High School Education
Minimum Experience: None
Computer literate; problem solving skills; people skills, must be able to speak and write simple English

7. NOTE:
<ul style="list-style-type: none"> • 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 :
<p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">Date</p>
Senior Dept. Manager:
<p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">Date</p>
HSSELQ Director:
<p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">Date</p>
HR Manager:
<p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">Date</p>