

3.4 RESPONSIBILITY AND AUTHORITY

Position: Project Director

Responsibility:

Responsible to WCT Berhad Board of Directors, the Project Director shall ensure that the project are adequately equipped to successfully implement the Project Safety Plan by:-

1. Demonstrate genuine interest in safety and health and accident prevention and showing support to the Project Site Management in the management of safety and health.
2. To allocate sufficient budget for the provision of safety and health training and equipment with the view of continuous improvement of safety and health matters.
3. Promote and maintain the Company's determination to continually improve safety and health performance.
4. To carry out periodical review of the safety and health management system and safety and health objectives and targets to keep abreast with changing requirements.

Position : Senior Project Manager

Responsibility:

1. Ensure commitments as to complete the project on time and to budget cost.
2. Preparation of Master Works Programme and other works schedule as well as resource plans prior and during contract period.
3. Liaison with authorities, client/consultants, turnkey contractors and sub-contractors for smooth and well-planned implementation of the project.
4. Organise the project team and assign responsibilities to down-line supporting personnel for the performance of work and various work activities.
5. Utilise and mobilize the required services of engineering personnel, procurement, construction plant, computer services and etc. for the project execution.
6. Monitor and coordinate the engineering and procurement activities. Conduct technical and contractual reviews to ensure that the work is being executed in accordance with Contractual requirement and the targeted completion of project is met.
7. Initiate necessary remedial actions to maintain the project to progress on schedule.
8. Negotiate and settle all contractual changes.
9. Conduct sub-contractor meeting, site safety meeting and attend consultant/client meeting.
10. Ensure quality of work is up to specified requirements.
11. Monitor closely the sub-contractor's resources (manpower, materials, machinery and equipment) to ensure optimum distribution of work.
12. Organise periodic meeting with sub-contractor and among the site personnel on works progress, technical matter, construction method etc to resolve problems effectively.
13. Create a safe and clean working environment through adherence to requirements of statutory agencies.

Position : Construction Manager

Responsibility :

Responsible to the Senior Project Manager, the Construction Manager has the overall responsibility to assist that the Project Safety Plan is successfully implemented by: -

1. To assist the Senior Project Manager in ensuring that the Project Safety Plan is communicated to all levels of personnel and sub-contractors in the project organization.
 2. To assist the Senior Project Manager in ensuring that all the programs drawn up in the Project Safety Plan are being correctly implemented.
 3. To assist the Senior Project Manager in ensuring that all works carried out adhere to safe work procedures and in accordance to legislative requirement.
 4. To chair the Site Safety and Health Committee Meeting in the absence of Senior Project Manager and ensure regular meetings of the committee to address all matters related to safety and health at the project site.
 5. To assist the Senior Project Manager in ensuring that planned safety and health inspections and audits are being carried out and deficiencies observed being addressed to rectify the situation.
 6. To assist the Senior Project Manager in ensuring that the project site are adequately equipped with necessary incident and fire emergency equipments should the need arises and Emergency Plan and Procedure are in place to mitigate any emergency situation arises at the project site.
 7. To assist the Senior Project Manager to periodically review the Safety and Health reports and site safety and health statistics compiled by the HSSSE Officer.
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Position : Health, Safety, Security and Environmental (HSSE) Officer

Responsibility :

Responsible to the Senior Project Manager, the HSSE Officer shall provide assistance to the Project Management for the successful implementation of the Project Safety Plan by: -

1. Advise the Senior Project Manager and the site management on all matters pertaining to Safety and Health at site and related legislative requirements.
2. Coordinate the implementation of the Project Safety Plan.
3. To perform the function of Secretary of the Safety and Health Committee, including meeting notices and agenda, preparation of minutes of meeting and facilitate the legislative requirement.
4. Assist Senior Project Manager on registration of new projects with JKKP and organize the implementation of Safety and Health programme at site.
5. To investigate any incident, near miss, dangerous occurrence, occupational poisoning or disease which has happened at the project site.
6. Coordinate and assist in the safety and health inspection of the workplace and prepare a report and recommendation to improve the situation at the project site.
7. Enforce site safety and health regulations at the project site.
8. Prepare and update company's Safety and Health regulations.
9. Inform and update all Senior Project Manager and management on the latest Safety and Health regulations

Position : Engineers

Responsibility :

1. Cooperate with the Project Management to ensure successful implementation of the Project Safety Plan.
2. Ensure site activities under their charge at all times comply to acceptable safety and health standards and according to Project Safety Plan.
3. Take corrective actions to identify and eliminate hazardous work conditions and practices.
4. Ensure the project site is well organized and tidy to prevent incident.
5. Assist in the enforcement of site safety and health regulations.

Position : Coordinators ✓

Responsibility :

1. Cooperate with Project Management to ensure successful implementation of the Project Safety Plan.
2. Ensure adequate supervision of the works being carried out, with regard to safety and health requirements.
3. Comply with relevant Safe Work Procedures as drawn up in the Project Safety Plan.
4. Ensure that all workmen under their charge obeyed to site safety and health rules and regulations.
5. Ensure that effective measures are taken to prevent accident or fire incident.
6. Ensure that all facilities, tools and equipment are in operable and safe condition.
7. Assist in the reporting and investigation of accident/incident at the project site.
8. Enforce site safety and health regulations.

Position : Site Safety and Health Committee

Responsibility :

The site Safety and Health Committee members shall: -

1. Attend every safety and health committee meetings held at the project site.
2. Keep under review measures taken to ensure safety and health at the project site.
3. Investigate safety and health matters brought to the attention of the committee.
4. Assist to carry out safety and health audits and inspection.
5. Assist in the enforcement of site safety and health regulations.

Position : Security Personnel

Responsibility :

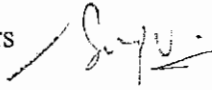
1. Ensure only authorized personnel are allowed into the worksite.
2. Direct visitors to the office/person visited.
3. Enforce site Personal Protective Equipment (PPE) requirements upon entry.
4. Maintain record of temporary workers register and visitor's register.
5. Assist Emergency Rescue Personnel as required during incident or emergency.
6. Report breach of security immediately to the project management.

Position : First Aid Trained Personnel

Responsibility :

1. Attend to incident emergency at the project site.
2. Render emergency first aid treatment to injured person.
3. Coordinate rescue/evacuation of injured personnel for further medical treatment.
4. Record and report treated first aid injury to project management as soon as practicable.

Position : Sub-contractors



Responsibility :

1. Adhere strictly to the approved Project Safety Plan.
2. Observe safety and health regulations and safe work procedures.
3. Extend full cooperation to the Project Management and HSSE Officer for the successful implementation of the Project Safety Plan.
4. Assist to identify the training needs in safety and health for their employees.
5. Attend all Safety and Health Committee meetings organized by the Project Management.
6. Provide and maintain personal protective equipments (PPE) and instruct employees in the safe usage of such equipments.
7. To ensure and comply with all legal requirements as per stated in the OSHA Act and FMA Act.
8. To coordinate the workers to work in a safe and health way.
9. To conduct Toolbox talk on weekly basis.
10. To ensure all machines are operated by competent operator and the machine has valid PMA/ PMT.

Position : Employees

Responsibility :

1. Responsible to take reasonable care of personal safety and health, as well as the safety and health of others who may be affected by the works being carried out.
2. Adhere to supervisor's instruction and comply with the site safety and health regulations, safe work procedures and practices and instructions.
3. Maintain tools and equipment provided in a safe operating condition and report any defects to immediate supervisor.
4. Report hazardous condition and incident/dangerous occurrence to supervisor immediately.
5. Wear and maintain Personal Protective Equipment (PPE) provided.