

**INTERNAL JOB POSTING**

**Position Title:** Manager – HSE

**Reports To:** AGM – HSE

**Span of Control:** North India **Location:** Patiala, Lucknow, Sonepat, Gurugram, Noida

# EDUCATION QUALIFICATION

Diploma/Degree in occupational Health & Safety, Fire Safety or

Degree/Diploma/M Sc./B Sc./B. Tech. in Food Technology/Food Science along key competencies

# KEY COMPETENCIES

A competent professional with minimum 04 years of rich experience in EHS Management, Strategic Planning and Trainings

Accident/ incident investigation, reporting and root cause analysis

Instrumental in managing Unsafe Act & Unsafe conditions

Well versed with EHS in facility management, building management, food safety management

Certificate courses preferred ISO 45001, ISO 14001, ISO 22000, NEBOSH and FSSC

An innovative & creative professional with strong planning, communication, analytical & negotiation skills

Strong HSE Management Skills with expertise assessing Risks and further mitigating the same, achieving the set “ZERO accident” targets, plans and guidelines with a clear understanding within the team.

# KEY RESULT AREAS

# Conducted safety inspections, occupational health surveys, surveillance and field audits to ensure compliance

# Prepared daily, weekly and monthly status reports as per safety management guidelines and provided inputs during pre-qualifications & tender stages (including HSE budget)

# Impart training on safety policies, loss prevention principles, usage of fire protection systems and occupational health & emergency preparedness

# Ability to work with a variety of people and motivate them as to the importance of HSE

# Deliver safety Induction training, Tool Box Talk, firefighting training

# Conduct daily Tool Box talk with team

# Prepare HSE inspection Report.

# Prepares and Maintains (HIRA) Hazard identification and Risk Assessment Control sheet and safety management plan based on OHSAS-18001

# Prepare hazard analysis and ensure CCP, OPRP and PRP’s are implemented

# Identifies the unsafe act and unsafe conditions and reports them with corrective and preventive actions

# Coordination and follow up with client for client dependent safety actions. Escalate if necessary to the senior management

# Prepare the onsite emergency plan, business continuity plan, plans mock drill and reviews it periodically

# Prepares training calendar and implements the approved training calendar

# Prepare authorized first Aider, fire wardens, work at height accessors, confined space assessors and license holder electricians along coordination of partner agencies and if required, identify authorized agencies for the purpose

# Conduct safety committee meetings and records and circulate their minutes

# Attend monthly HSE meeting with Client & Consultant.

# Set up Lock out and Tag out system for all high risk activities

# Review and authorize work permits

# Be a part of crisis management team and handle situation and per country crisis management protocols. Ready to support organization under crisis management.

# Supervise & approve HSE arrangement for work at height, painting, confines space work, electrical works, hot works and other 16 life safety hazards as identified by organization etc.

# Promote waste management program to collect, store, transport & disposal as per law

# Inspect all tools & utensils at location for suitability like scaffolds, ladders, electrical devices, food thermometers, Portable tools (PAT), Electrical (ELCB), Earth moving equipment’s, vehicle inspection, working at height, scaffolding and check Journey Management Plan etc.

# Prepares safety statistics, accident analysis, MOP (Measurement of Performance), safety guidelines, safety procedures, safety checklist, safety manual, etc.

# Plans and monitor the third party/contractor works for safety risks and provide required work permits

# Plans and arranges the safety motivation programs such as safety contest, Safety day celebration, safety contest

# Monitors, advices and assists for the fulfillment of statutory requirements in the form of legal register and legal assessment

# Motivates to people for participation in accident prevention programs

# Advises storage, usage and handling of chemical and flammable materials

# Displays safety slogans, posters, warning signs, directional signs, prohibition signs and informatory signs etc.

# Coordination with operations team for periodic external food & water testing. Identify and review suitable laboratory in the region.