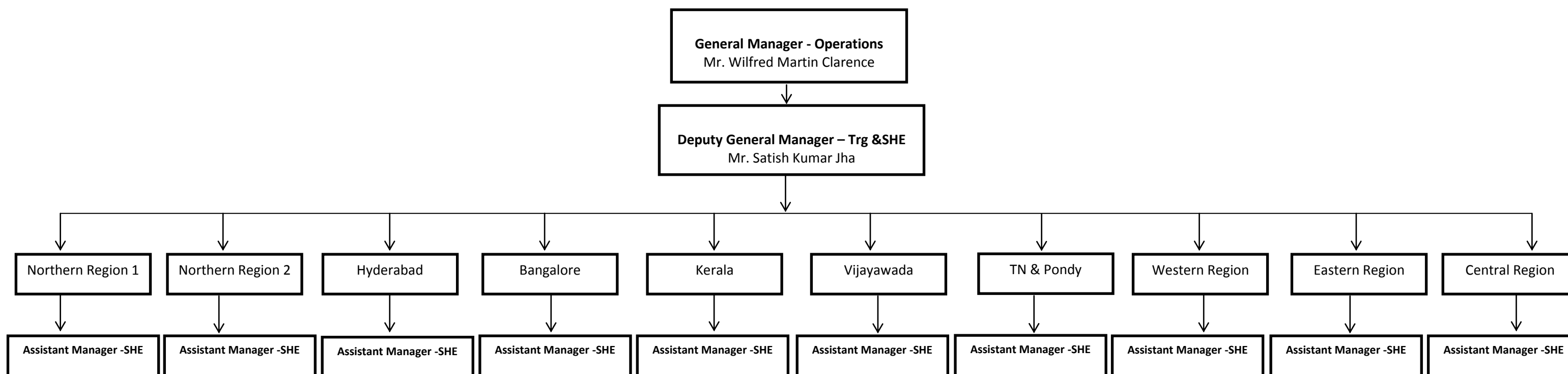


## Safety / Health & Environment Organization



<u>Responsibilities of DGM – Training &amp; SHE</u>	<u>Responsibilities of Assistant Manager - SHE</u>
<ul style="list-style-type: none"> <li>➤ Safety Management and implementation of Safety Policy.</li> <li>➤ To provide safety information and guidance to supervisor on proper Safety procedures, current and potential hazards and employee training requirements and devise SOP.</li> <li>➤ Develop EH&amp;S strategies and plans to meet company objectives</li> <li>➤ To ensure that the respective supervisor applies the approved method of work and safety control stipulated in the Risk Assessments during the execution of the work.</li> <li>➤ To suggest improvements or any safety requirements which need to be incorporated into the Method Statements and Risk Assessments.</li> <li>➤ Maintain Register of any failures or violations observed, and of remedial actions taken.</li> <li>➤ Conduct investigation of all fatal, lost-time accidents, significant first-aid cases, near-miss accident and damage to property or equipment.</li> <li>➤ Complete and analyze each accident Investigation Report / Analysis / Interpret / Report Findings</li> <li>➤ Conduct the safety Induction Programme for new employees and Independent Jobbers / Helpers.</li> <li>➤ To Establish PPE Culture and to guide and supervise branch safety officers.</li> <li>➤ Responsible for Safety Awareness / Education / Training / Engineering and achieve Zero Accidents</li> </ul>	<ul style="list-style-type: none"> <li>➤ To Encourage and Motivate and drive team for safe work practice</li> <li>➤ Prevent incidents / accidents at sites by implementing Environment, Health &amp; Safety management systems.</li> <li>➤ To Conduct safety inspection and report infractions to the respective Technicians, Supervisors, Managers and subsequently inspect to see that infractions are corrected.</li> <li>➤ Develop and practice for Zero accidents.</li> <li>➤ Safety Training</li> <li>➤ Imparting Safety Awareness among the employees</li> <li>➤ To Conduct Road Safety Day / Safety Day / Fire Safety Day celebrations towards awareness building.</li> <li>➤ To conduct regular field visit / reports</li> <li>➤ Accident Report / Analysis and accident prevention</li> <li>➤ To maintain records and register related to safety</li> <li>➤ To Maintain First Aid Box and impart basic first aid training for employees.</li> <li>➤ To conduct emergency mock drill and evacuation plan</li> <li>➤ To maintain required Fire Extinguishers and train the fire fighting personnel</li> </ul>

**Assistant Manager – SHE will administratively report to Branch Head and functionally report to Deputy General Manager – Training & Safety**