

Organization :	QATPL	Department:	Technical	Date:	2026
Position:	Manager Health Environment Safety	Supervisor's Position:	GM Operations	Approval:	

PURPOSE

This position manages workplace safety, employee health and environment protection operations at QATPL; Monitors plant operations and identifies noncompliance with HSE standards; Recommends corrective actions to mitigate gaps in standards; Investigates and resolves critical safety incidents, recommends actions to avoid reoccurrence; Assesses safety risks of machine / equipment and devises controls to curtail safety incidents; Briefs contractors and staff on safety guidelines and prevailing HSE policies; Edifies workers on behavioral safety measures and trains employees on HSE standards; Ensures implementation of environment protection measures. These responsibilities are carried out **WITH** the objective to ensure workplace safety, protect employees' health and attain zero incidents in plant productive work environment, increase market share and satisfaction of consumers **WITHIN** the limits of organization's established SOPs, practices and policies, departmental objectives, quality assurance guidelines and HSE standards and directions/guidelines from Supervisors, legal and regulatory requirements.

Knowledge:	– Detailed knowledge of TPM (Total Productive Maintenance) – Thorough knowledge of HSE standards – Detailed knowledge of Local/International Government laws – In depth knowledge of Integrated Management Systems – Comprehensive knowledge of Safety Techniques – Complete knowledge of Risk Management Techniques – Sound Knowledge of safety equipment and job hazard assessment techniques – knowledge of Training and Development Processes – Comprehensive Knowledge of Legal Requirements in EHS – Extensive Knowledge of Internal Audit Procedures
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AREAS OF RESPONSIBILITY

1	Occupational Health
	– Formulates roadmap for attainment of defined HSE objectives and targets with the support of concerned stakeholders; Maintains and implements Health Safety and Environmental Management plan in close coordination with HSE department of EPC contractor – Develops Health Safety Management System (HSMS) Plan and defines guidelines for efficient implementation – Prepares HSE awareness and training material i.e. health and safety signs/messages/boards; Attains details of services/operations from external vendors/contractors; Evaluates skills and safety standards of contractors and grants work permit – Ensure compliance of HSE standards by QATPL and all contractors' staff; Validates arrangement of health and safety awareness sessions, tool box meetings, monthly health & safety meetings as per calendar in order to create awareness among employees/workers of all plants Identifies areas of improvement and safety gaps in plant during toolbox talks; Highlights findings with concerned stakeholders and outlines action plan to eliminate safety gaps; Supervises safety improvement initiatives – Ensures documentation of HSE training details and shares with Supervisor in monthly review meetings
2	Safety
	– Visits plant and oversees compliance with HSE guidelines/PPE standards; Identifies deviations in safety standards of production processes; Inspects functionality of machines and discusses safety concerns with machine operators – Monitors production operations, checks conformance with quality standards and specifications; Inspects energy consumptions in plant and identifies any leakages or wastages – Maintains checklist of quality parameters and identifies anomalies and assesses cause of issues/gaps; Shares audit analysis with team and emphasizes to attain safety targets – Outlines controls to curtail deviations from HSE standards and guides concerned personnel for implementation; Assesses safety risks of new machine installation; Identifies anomalies, shares with concerned team and guides for timely rectification – Review existing RAS, identifies gaps and initiates appropriate measures (where required); Discusses areas for improvement with related external stakeholders and formulates appropriate corrective action – Analyzes safety and security incidents in plants; Conducts root cause analysis on occurred incidents and devises recommendations for zero incident; Documents incident investigations findings and shares with Supervisor – Develops procedures and systems to address emergency situations arising out of natural and other causes – Deals with equipment suppliers and installers to resolve issues of operations and maintenance within and out of warranty periods – Orders, organizes, and maintains inventory of fuels, supplies, consumables and spares – Devises site-specific emergency response plan; Schedules and organizes safety drills at plant and documents performance of the drills; Verifies proper performance of firefighting equipment
3	Environment
	– Visits Production facility and outlines waste reduction targets and shares with teams; Devises wastage control measures and guides workers to minimize waste – Conducts different tests on noise and waste in plant; Brainstorms counter measures to eliminate anomalies and follows up for implementation – Highlights importance of environment protection to employees; Explains ISO standards to employees and addresses related queries – Monitors compliance with ISO standards; Seeks suggestions from staff on environmental protection and safety improvements
4	Legal

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| <ul style="list-style-type: none">– Ensures compliance with state, local and federal safety laws and validates proper maintenance of records as per the legal requirements– Prepares and enforces policies to establish a culture of health and safety; Evaluates practices, procedures and facilities to assess risk and adherence to the law– Attend daily/weekly/monthly HSE related meetings and represent QATPL; Verifies compliance with EIA (Environment Impact Assessment) guidelines and devises control mechanism to identify non compliance– Checks conformance with government regulations and ensures maintenance of ISO certifications– Plans bi-annual audits to ensure legal compliance, identifies loopholes and devises rectification measures accordingly; Formulates obligation chart to track legal obligations– Responds to any legal notices or concerns of legal / regulatory authorities; Maintains track of licensing expiry and renewal schedule and accordingly coordinates with the concerned stakeholders– Performs any other work assigned by the Management. |
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