

	SIAB (M) SDN BHD	DOC. REF. : SIAB/QESHM/SEC2.3
	QESH MANUAL	REV. No. : 0
	JOB RESPONSIBILITY & AUTHORITY	ISSUE DATE : 1 JANUARY 2019
		PAGE : 13 OF 35
		CONTROLLED DOCUMENT

SITE SUPERVISOR / PROJECT EXECUTIVE / ASST. PROJECT EXECUTIVE

Duties and Responsibilities:

1. Assist the Project Engineer to supervise all construction works on the project.
2. Implement all policies, activities, procedures, instructions as relevant and required by the QESH management system.
3. Comply with client and applicable legal and other requirements.
4. Implement plan actions from risks and opportunities assessment.
5. Take responsibility for prevention of work-related injury and ill health.
6. Supervise, monitor and control daily works at the project site and adhere to document control procedure.
7. Coordinate and monitor subcontractor's activities at project site.
8. Maintain good house-keeping and implement safety practices.
9. Ensure that all works carried out are in accordance to the drawings, specifications, construction plan, procedures, work instructions, etc.
10. Carry out inspection and tests as per Inspection and Test Plans and use all quality control mechanisms in the QESH management system. Results of such to conform to specifications.
11. Undertake any and all other duties and responsibilities as so instructed by the superior.

Accountability:

12. Accountable for the quality, safety, health and environmental management and performance at the project site.

Authority:

NA