



Site Safety Supervisor

RESPONSIBILITIES:

1. Ensure that the provisions of Act and any regulations made thereunder are complied and promote the safe conduct of work generally within the worksite and premise as stipulate in FMA 1967 BOWEC Reg 25.
2. Inspect and rectifying any unsafe act and unsafe conditions at the construction site.
3. Correcting any unsafe act, unsafe condition and unsafe practices at the site.
4. Checking on sub-contractors' work to ensure compliance with the Act and the Regulations.
5. Liaise with contractor's safety supervisors appointed under Regulation 26 with respect to safety of work undertaken by sub-contractors. (if any)
6. To conduct a tool box talk before start any work task on site.
7. Prepare for daily inspection report, weekly report and monthly report.
8. Conducting a safety and health meeting on site project.
9. To present safety and health performance on safety meeting at HQ on monthly basis.
10. To assist review and revise any documentation related to safety and health at the site.
11. To assist safety and health team on implementation of safety and health management on site.
12. To make sure all rules and regulation to be complied on site.
13. To assist any matter that related with occupational safety and health.
14. To assist project team on site to make sure all the progress run smooth between safety and health and project.
15. To assist safety and health team on manufacturing factory and premise at HQ.

16. The above job description is by no mean exhaustive. Additional responsibilities may be given to you as and when it is deemed necessary.

EXPERIENCE / SKILLS REQUIRED:

1. A Minimum Diploma in Safety and Health or related certificate and registered under JKKP Malaysia.
2. Hold safety and health officer with background experience in construction and acting as safety supervisor at least 1 year.
3. At least 1 year experience working in mechanical background.
4. Able to write work report by using Microsoft Excel and Microsoft Word.
5. Able to work under pressure.
6. Able to work independently with minimum supervision and possess a high sense of responsibility

SPECIAL/UNIQUE ASPECTS:

1. Shall be able to travel to job site using own transport as requested by Safety Officer and Project Manager.
2. Possess accreditation OYK Site Safety Supervisor / Yellow book certified and register by DOSH.