



ROLES & RESPONSIBILITIES OF SAFETY DEPARTMENT SBG O&M

Approved By	Date	Signature
Safety Department Head SBG O&M		



SBG O & M SAFETY STAFF GENERAL DUTIES & RESPONSIBILITIES

1. Monthly safety inspections for all the fire & safety systems, area to check the readiness round the clock & submit the monthly report to the project manager & all the technical departments of SBG O&M such as mechanical, electrical, civil, housekeeping, electronics, etc.
2. Follow up all the safety matters & provide safety ergonomics for all the sub-contractors in the project site.
3. Follow up & close all the work orders submitted from Client through the Maximo system.
4. Follow up all the safety alerts & safety observation reports from Client & related to our SBG O&M departments (Mechanical, Electrical, Civil, etc...) until to close all the subjects.
5. Sharing technical team during conducting fire alarm testing to check the readiness of system & submit the report.
6. Cover the area during electrical shutdowns schedule & coordinate with all the concerned departments to avoid any incident.
7. Provide special team to cover occupational safety & unsafe work for all the residential & commercial floors.
8. Responsible to cover the entire PMI schedule for the fire extinguishers, F.H.C for the project & maintenance sites & submit to the project manager.
9. Assign emergency team to cover all the incidents & provide medical assistance with complete emergency equipment's to the visitors & pilgrims in the commercial center & our safety staff also if needed.
10. Our safety is also responsible for evacuation as per evacuation plan to evacuate all the project site floors in the safe area.
11. Create training programme & implemented for all the SBG O&M staff (Mechanical, Electrical. Civil etc...) which includes different on the job training subjects such as fire prevention & protection, emergency evacuation, manual & mechanical handling, ergonomics, PPE's, etc.... for the SBG O&M SBG O&M employees & new SBG O&M hired staff.
12. Also responsible for the crowd control during rush in the area in the commercial center.
13. Coordinate with all the SBG O&M technical departments to update monthly reports which sent before to them & each safety supervisor coordinate with the concerned department.
14. Make investigation for each incident & submit report & keep record of these incidents & make analysis in order to find the root cause of these incidents & to eliminate those incidents.
15. Sharing the Civil Defense activities on the site & complete all the requirements from Civil Defense.
16. Make evacuation drill sharing the client PMDC & Client to check the response our team & readiness in case of an emergency.



SBG O & M SAFETY DUTIES & RESPONSIBILITIES, AS PER JOB DESIGNATION

Safety Coordinator:

- Will coordinate with the concerned departments at SBG O&M project.
- Will Leads and Coordinate the maintenance, testing and inspection of fire protection equipment.
- Leads and Coordinates and participates in fire and life safety and general safety related investigations, complaints and/or problems; including building code compliance inspections and policy enforcement.
- Leads and Coordinates and participates in the operations and maintenance, renovation, and demolition plan review process.
- Is on call 24 hours a day for safety related issues.
- Will be communicating & coordinating with the Civil Defense in case of their visit to the SBG O&M project.
- Will Report to SBG O&M Safety Consultant.

Safety Chief:

- Coordinates the civil defense requirements and procedures.
- Leads and Coordinates the maintenance, testing and inspection of fire protection equipment.
- Leads and Coordinates and participates in fire and life safety and general safety related investigations, complaints and/or problems; including building code compliance inspections and policy enforcement.
- Leads and Coordinates and participates in the operations and maintenance, renovation, and demolition plan review process.
- Audits with the Chemical Safety/Hazardous procedures, and with annual/periodic inspections.
- Researches and reviews governmental procedures, and local regulatory rules, standards and Manual safety guidelines.
- Maintains records and related documents.
- Prepares with Fire Training Officer the topics of training according to work instructions prepared.
- Responds to emergency alarms and other emergencies/incidents.
- Is on call 24 hours a day for safety related issues.
- Prepares work schedule for all shifts including the routine, daily work.
- Reported to SBG O&M Safety Coordinator.

**Safety Administrator:**

- All admin work related to safety department.
- Preparing safety issues related mail between department and head office.
- Coordinating with different department in solving department problems.
- Revising the attendance of safety department personnel.
- Revising the clinic slips/ figure print/ Vocation/Final Exit/ Residence Permit for Safety department.

Safety Training Specialist/Trainer:

- Monitor, supervise & provide high risk emergency training evolutions, including but not limited to: live fire training, high angle rope rescue training, confined space training, hazardous materials response training.
- Conducts long range training plans for the Department.
- Evaluates emergency operations and critiques to determine Department training requirements.
- Prepare all essential safety training topics.
- Conducts effective training courses and seminars to management, supervisory and front-line Safety Department personnel.
- Approves of and develops training plans and specialized emergency training curriculum for the Department.
- Maintains accurate and reliable training records documenting mandated training according to departmental and legal standards.
- Participates in the administration of testing procedures.
- Oversees evaluation of new and existing equipment and conducts research for developing concepts for the Safety Department.
- Participates in departmental, state, and national committees and organizations to ensure professional standards are known and adhered to by the department.
- Counsels employees on available training and educational opportunities.
- Oversees the maintenance of the training unit physical plant including structures, grounds and reserve department equipment.
- May attend additional training and obtain certifications or levels of competency as directed by the Safety coordinator.
- Report to Safety coordinator.



Safety Supervisor/Inspector:

- Responsible for the assigned shift, Check all the staff under control for uniform & outlook at the start of the shift and review the attendance and uniform.
- Make roll call and brief on shift matters.
- Report any abnormality regarding location to Safety coordinator.
- Visit the assigned area on interval basis, not less than 4 visits a shift.
- Make shift end report to safety coordinator in writing.
- Prepare monthly report of assigned area.
- Hand over the responsibility to next shift reliever.
- Report to the duty 15 minutes earlier for any meeting / briefing etc.
- Coordinate with all concern departments.
- Communicate with Project departments personnel and equipment needs, provide quarterly/mid-year/annual reports.
- Plan and lead daily safety meetings focusing on Project specific hazards and issues.
- Maintain and developed employee recognition program that encourages positive safety behavior.
- Monitor use, coordinate inspections, selection, effectiveness and cost of PPE used by field personnel.
- Conduct and/or arrange on project and off site health and safety training including OSHA required training, supervisory, site-specific training.
- Investigate accidents/incidents/near misses, prepare reports including action items to prevent future occurrence.
- Spend time conducting job site audits assuring proper safety, inspection method(s) and locations.
- Must coordinate activities with confidence and discretion concerning employee's medical fitness for duty, substance abuse test, exposure assessments and related personnel/medical information.
- Perform other duties as assigned.

Safety Warden:

- To carry out safety inspections in scheduled time.
- To respect the time of work and his appearance.
- To stay in his position until a relief warden arrives.
- To be aware of his complete duties.
- To pass on information that might be important for safety purposes to his supervisor immediately.
- To communicate with his supervisor at regular intervals about any safety issues.



- To show respect to client and customers.
- To be able to use the safety Tool Kit and the manual fire extinguishing.
- To monitor the operations and maintenance area in SBG O&M Project.
- Reported the shift activities to Shift Supervisor.
- Perform other duties as assigned.

SBG O&M Secretary:

- Preparing Data Base.
- Archiving all Data Files.
- Coordinating with different SBG O&M Departments in making Fire/ Safety Protection Systems Tests.
- Preparing Inspection lists and updating the data.
- Making the administration role.
- Contacting with PMDC & Client departments for reporting data.



SHIFTWISE DUTIES & RESPONSIBILITIES:

SHIFT A:

- Follow up & submit reports of all sub-contractor activities in podium.
- Monitor all the Renovation & work activities in all Podium levels and Electrical and Mechanical Substations.
- Safety Inspection of all Electrical & Mechanical Rooms-submit reports about safety condition of these rooms.
- Implement the preventive maintenance program for F.H.C more than & fire Extinguishers.
- Sending expired fire extinguishers and receiving refilled extinguishers from Supplier Company. And revised the protection system 38 Information Technology Rooms.
- Safety Inspection of all Hazardous areas in Podium Levels. Revise the main Pump stations and fire control rooms.
- Responsible for collecting all fire hose pipe to be tested in level 4 Mechanical area.
- Prepare inspection reports and describe the safety condition with exact location for all stores.
- Monitor all activities of Saudi Service Staff.
- Report the results of Monthly Inspections or any urgent Hazards Reports to Concerned Departments "Mechanical, Civil, FM-200, Housekeeping, Maintenance departments and make necessary follow-up to remove the defects or threats.

SHIFT B:

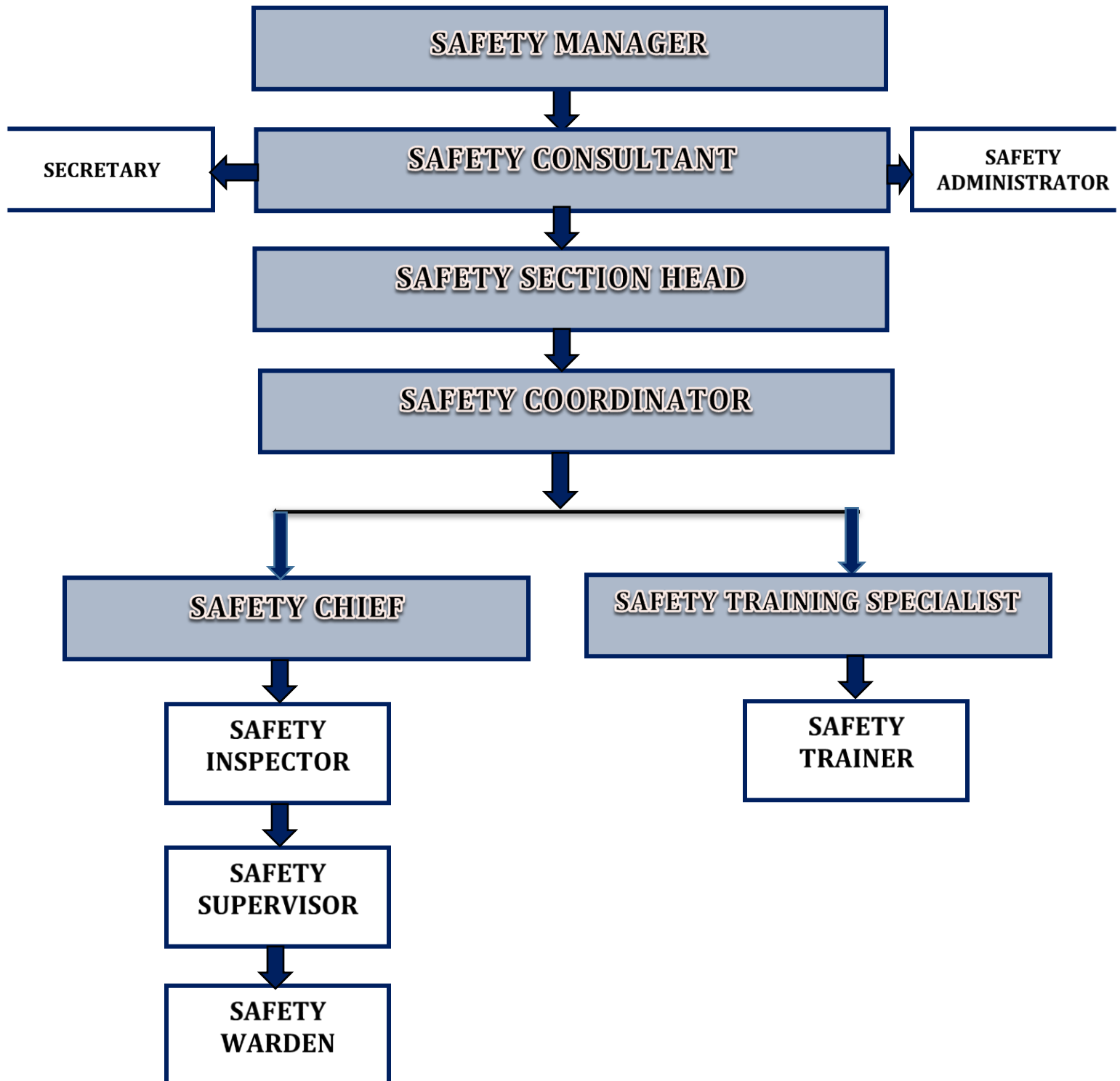
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SHIFT C:

- Night Shift will have to complete the pending Tasks & Assignments of Shift A & B if there are any.
- Safety Wardens in night shift will observe either corrective action plans have been implemented or not for any specific hazard.
- Safety C will also update the inspection reports prepared by Shift A & B.



SAFETY DEPARTMENT ORGANIZATIONAL CHART





SAFETY & SECURITY DEPARTMENT MANAGER

MR. AHMED ALASIRI

SAUDI BINLADIN GROUP
OPERATION & MAINTENANCE

