Company	CCM Polymers Sdn Bhd
Position Title	Executive Health, Safety & Environment
Position Owner	Muhammad Faris bin Mohamed Motari
Date	10th June 2024

Job Description

Position Title	Executive Health, Safety & Environment (G8)
Department / Unit	Health, Safety & Environment Department
Division	CCM Polymers
Company	CCM Polymers Sdn Bhd
Job Status (Permanent / Contract)	Permanent
Position Location	Bandar Baru Bangi

1.0. REPORTING STRUCTURE

1.1 Directly Reports to

Chief Executive Officer

1.2. Subordinate (s)

Direct reporting

- HSE Officer

Indirect reporting

2.0. JOB PURPOSE

Responsible for overseeing all aspects of health, safety and environmental compliance within the organization, by working closely with the company and Group level to ensure that all stakeholders are following proper procedures and protocols in accordance with Integrated Management System 14001:2015 and 45001:2018 at all times, and to ensure policies are updated in accordance to the latest legislation and applied based on operational needs.

3.0. KEY ACCOUNTABILITIES

Production and Process Roles.

1. Develop and maintain company HSE strategies, KPIs (Key Performance Indicators), budgets, and monitoring keys to ensure departmental strategies are aligned with company and Group strategy.
2. Provide necessary technical support to management and operation on Health & Safety related policies.
3. Coordinate overall HSE activities & projects for the short and long term.
4. Ensure to maintain strategies for overall manpower planning aimed to ensure sufficient resources to manage company HSE key responsible areas.
5. Ensure the development and implementation of training programs that cover HSE policies and procedures, as well as identifying and addressing gaps in employee knowledge and skills.
6. Ensure custodian including developing and driving of HSE-IMS overall documents (14001, 45001 & Social Compliance).
7. Lead timely implementation of ISO 14001 & ISO 45001 across both plants.

8. To investigate industrial accidents and propose remedial action for all Industrial accidents, near misses, occupational diseases, lost time injuries and accidents related to occupational safety, health, and environment.
9. Coordinate expansion plan related to incident improvement to both plants.
10. Custodian of HSE communications activities including bulletin, memorandum, notification, and others.
11. Lead HSE's function business-related risk activities including identifying, managing, and reviewing.
12. Perform periodical assurance activities including inspection, audit, and others to ensure HSE policies are established.
13. Ensure and support on planning & overseeing regulatory bodies visit, customer audit, and other relevant visits to ensure total compliance.
14. Ensure the development and delivery of HSE training programs, including hazard identification, emergency response, PPE (Personal Protective Equipment), and safe work practices, to increase employee awareness and compliance.
15. Ensure issuance of a permit to work (PTW), Confined Space and rectify job safety analysis before beginning non-routine works and high-risk activities in the plant are performed and ensure appropriate pre-work, during work, and post-work inspections are conducted.
16. Intervene, issue stop-work orders, and implement consequence management on violations and non-compliances by any employees, workers, contractors, suppliers, and visitors.
17. Work closely with respective departments and Group levels to ensure Occupational Safety, health, and Environment are managed.
18. Ensure proper housekeeping, cleanliness, and safe disposal of chemical and other waste.
19. To conduct safety induction for new employees and contractors.
20. Lead monthly reporting for monitoring and tracking Group Sustainability by reviewing the sustainability activities which encompass the Environmental, Social, and Governance pillars.
21. To perform tasks as and when necessary other than those specified as directed by the Chief Executive Officer and Group Manager.

4.0 PERSON SPECIFICATIONS

- Qualifications (Master/Degree)

  Master or higher qualification in Health, Safety & Environment related discipline

- Certification (Professional Membership, etc)

- Experience

  i Minimum 3 years of work experience preferably in the manufacturing industry.
  ii Some years of technical understanding and expertise relevant to the glove/chemical industry are added advantages.

- Technical Competencies

  i Excellent technical skills
  ii Experience in process manufacturing

- Behavioral Competencies

  i Good interpersonal & influencing skills.
  ii Analytical thinker

iii Strong leadership skills, ability to take control and motivate employees.
iv Ability to work under tight deadline & pressure, both internally and externally
v Acquired behavior of common ground and in line with Petirr

5.0 ORGANIZATION STRUCTURE

Refer to CCM Polymers Sdn. Bhd. Organization Chart

6.0 SIGN OFF

Job Holder:	Approved By:
	
.....	.....
Signature	Signature
Name : Muhammad Faris bin Mohamed Motari	Name: Mohd Yunus Mhd Yusop
Date : 10.06.2024	Designation: Group HSE Manager
	Date: 10/6/2024