



### 3.0 SAFETY ORGANIZATION AND RESPONSIBILITY

#### MANAGEMENT ORGANIZATION ON SITE

Project Director /Project Manager and Safety Officer

OPERATIONS	RESPONSIBILITY	REMARKS	
Overall Responsibility on Site	Project Manager		
Site Safety Plan	Safety officer		
Emergency Services Info.	Safety Officer		
Fire			Tel. 997
Police			Tel. 999
Ambulance			Tel. 998
First Aiders – Name / Locations	Safety Officer / Project Manager		
Posting of Statutory Notices	Safety Officer / Project Manager		
Fire Precautions / Certification Holder of Registers	Safety Officer		
Safety Inductions	Project Manager/ Safety Officer		
Tool Box Talks	Safety Officer		
Certification & Authorization of Operatives	Safety Officer		
Confined Spaces Competent Person	Safety Officer		
Temporary Works Co-ordination	Project Manager / Site Area Manager		
Method Statements	Project Manager / Site Area Manager		
Permit Systems	Safety Officer		
Hazardous Materials	Safety Officer		
Lifting Operations Co-coordinator	Project Manager		
Identification of Services Electric / Water / Telecom / Others	Project Manager		
Buyer / Stores Co-coordinator	Safety Officer		
Safety Equipment / PPE	Safety Officer		
Site Security	Safety Officer		
Flammable Gas Storage	Safety Officer		
Monthly Reports	Safety Officer		