

Job Description

Position Title	HSE Site Inspector
Department	Infrastructure Planning and Development - IPD
Reporting To	Project Manager
Type of Position	Contractual – 1 Year

POSITION DESCRIPTION

Monitor construction site activities to ensure compliance with HSE requirements, approved procedures, and safe working practices.

DUTIES AND RESPONSIBILITIES

- ✓ Conduct daily HSE inspections of all active work areas and identify unsafe acts, unsafe conditions and potential hazards.
- ✓ Verify that contractors and subcontractors comply with the approved:
 - HSE Plan
 - Risk Assessment / JSA
 - Method Statement
 - Permit-to-Work system
 - Emergency procedures
- ✓ Monitor mandatory PPE compliance and ensure workers use appropriate PPE for their activities.
- ✓ Inspect work at height, including scaffolding, ladders, working platforms, guardrails, lifelines, safety harnesses and fall-arrest systems.
- ✓ Inspect excavation and trenching activities, including access, barricading, shoring/sloping, edge protection and safe working conditions.
- ✓ Monitor lifting operations, including cranes, lifting accessories, lifting plans, exclusion zones and safe handling of suspended loads.
- ✓ Inspect temporary and permanent electrical installations, including distribution boards, cables, earthing, electrical tools and protection systems.
- ✓ Monitor confined-space activities, where applicable, including entry permits, gas testing, ventilation, standby personnel and rescue arrangements.
- ✓ Ensure proper site housekeeping, access routes, emergency exits, material stacking, waste disposal and removal of obstructions.
- ✓ Inspect construction equipment, machinery, tools and temporary facilities for visible safety deficiencies and valid inspection requirements.
- ✓ Conduct or participate in Toolbox Talks / TBTs and communicate specific hazards and control measures to workers.
- ✓ Immediately report serious hazards and, where necessary, stop unsafe work until adequate corrective measures are implemented.
- ✓ Issue and follow up Safety Observations / HSE Non-Conformance Reports (NCRs) and ensure corrective actions are closed within the required timeframe.
- ✓ Report and assist in investigation of:
 - Accidents
 - Near misses
 - Incidents
 - Property damage
 - Unsafe conditions

 Verified By (For HR Only)

 Line Manager (If Any)

 Head of the Department

- ✓ Maintain daily records of HSE inspections, observations, toolbox talks, incidents, corrective actions and photographs.
- ✓ Monitor implementation of emergency preparedness, including fire protection, emergency access, evacuation routes, first aid and emergency contact information.
- ✓ Monitor environmental requirements such as dust control, waste management, noise, chemical/fuel storage and spill prevention.
- ✓ Coordinate with construction supervisors, engineers, subcontractors and the HSE Manager to ensure timely rectification of safety deficiencies.

REQUIRED JOB SPECIFICATIONS

Key Qualifications & Experience:	✓ Bachelor's degree in HSE, Civil Engineering or related field. ✓ NEBOSH / IOSH / OSHA or equivalent certification preferred. ✓ Minimum 8–10 years of relevant HSE experience in construction projects, preferably involving building, civil, MEP and infrastructure works. ✓ First Aid certification
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1	Negotiations and Budgeting	High
2.	Conflict resolution	Medium
3.	Decision-making	High
4.	Organizational skills	High
5.	Time management skills	High
6.	Negotiations and Budgeting	High

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