

HSEQ Roles and Responsibilities Chart

Contract Name and Contract Number:

Hoylandswaine YJ202044D

Designated Civils PM is Mark Nuttall

Designated Deputy Site Manager Reece Twigg

Designated Contracts Manager: Matt Ely

Designated Project Manager Jason Ross

ITEM	RESPONSIBLE PERSON	DEPUTY	IMS PROCEDURE	FREQUENCY
Construction plan (approvals / reviews)	Contracts Manager		CPR 321	2 monthly
Senior management inspection	Senior Manager		CPR 683	monthly
RA/MS authors	PM/SM	CM	CPR 621	As required
RA/MS approver	PM/CM	OM	CPR 621	As required
Close out of non-conformances (internal & external)	PM		CPR 684	As required
Confined space permit issuer	Competent person		CPR 633	As required
Construction plan (review / updates)	CM		CPR 321	Continuous
COSHH coordinator	SM		CPR 630	As required
Project HSE committee meeting	Stacey Dakin		CPR 623	Monthly
Day since last accident board	SM		CPR 620	Daily
Delivery collection coordinator	SM/GF		CPR 641	Daily
Electrical installation cert	N/A		CPR 628	As required
Emergency procedure	PM		CRP 131	continuous
Environmental consents	N/A		Raise with Env Adv	As required
Environmental file up dated	PM		CPR 321	continuous
Fire management arrangements maintained	SM		CPR 631	continuous
Fire safety coordinator	Competent person		CPR 631	continuous
First aid arrangements	PM/SM		CPR 620	continuous
Hole & void inspections	SM/GF		CPR 629	daily
Hot works permit issuer	OM/CM		CPR 638	As required
Hot Work Red Approver (YW sites only)	PM		CPR 638	A required
Hot Work Amber Approver (YW sites only)	SM		CPR 638	A required
HSE reporting board	SM		CPR 623	weekly
HSE return	SM		CPR 637	monthly
Induction's (Module A & BSIB)	SM		CPR 622	As required
Instrument calibration	Engineer		CPR 322	As required
Local 3 pillar meetings	SM/GF		CPR 623	weekly
Lifting appointed person	PM		CPR 626	As required
Lifting supervisor	GF		CPR 626	As required
Notice boards up to date	SM		CPR 620	weekly
Pat testing	N/A		CPR 628	monthly
Permit to pump	PM/SM		CPR 621	As required
Permits to break ground & cut	SM		CPR 632	As required
Quality file up dated	PM/SM		CPR 321	continuous
Safety file up dated	SM		CPR 321	continuous
Security arrangements	PM/SM		CPR 321	continuous
Waste duty of care (transfer notes, licenses, exemptions)	SM/GF		CPR 327	As required
Waste management plan	PM		CPR 327	Monthly
Weekly HSEQ inspection	SM		CPR 683	Weekly
Welfare arrangements	PM/SM		CPR 620	Daily
Accident book	SM		CPR 620	As required
Assembly points identified & maintained	SM		CPR 631	Weekly
Breakfast briefings	SM/GF		CPR623	Daily
Excavations (inc caissons/cofferdams) INSPECTIONS	TWS		CPR 324	Weekly
Excavator certificates (including Quick Hitches)	SM/GF		CPR 625	Weekly
Excavator inspections (check carried out by Operator)	Operator		CPR 625	Daily / weekly
Quick hitch attachment weekly checks	Operator		CPR 624	Weekly
First aid / eye wash	SM		CPR 620	Weekly
Gas detectors checks	SM		CPR 322	Daily
Lifting accessory inspections	GF lift supervisor		CPR 626	Daily / weekly
PPE	SM		CPR 605	Daily
PUWER inspections	SM/GF		CPR 625	Weekly
Safety equipment checks	GF		CPR 625	Daily
Safety equipment inspections	GF		CPR 625	Weekly
Scaffold inspections	N/A		CPR 629	Weekly
Service coordinator	SM		CPR 632	As required
Signing & guarding	SM		CPR 325	Daily
Site cleanliness & tidiness	SM		CPR 605	Daily
Temporary works coordinator	PM		CPR 528	As required
Temporary works supervisor	SM		CPR 528	As required
Tool box talks	SM/GF		CPR 623	Weekly
Commercial vehicle log books	Drivers		CPR 642	Weekly
HSEQ advisor inspection	HSEQ Advisor	N/A	CPR 683	Monthly
OTHER - Applicable to a specific site				
Add Information here!				