




Sterling Chemical Malta Ltd

BASIC DOCUMENTS: ROLES AND RESPONSIBILITIES

REVISION HISTORY


Revision Date	Revision Number	Sections affected	Change Description
21.02.2014	00		First issue

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Role	Environmental Management Representative	
Acronym	RSGA	
Is employed by	Top Management	
Minimum requirements		
Education	Experience	Skills and competences
Degree in science or high school diploma	Experience in management systems.	Organizational and managerial skills
Tasks		
<ul style="list-style-type: none">• He assures that the Environment Management and Health and Safety management System is defined, implemented and maintained in accordance with the standards UNI EN ISO 14001;• He assures that records relating to the Environment and Health and Safety management system are delivered to top management for a re-examination and used as a base for the improvement of the Environment and Safety management systems;• He checks all documents relating to the Environment;• He takes part in top management re-examinations;• He takes part in System Audit and operative internal Audit;• He checks the accuracy of procedures/operative instructions.		


Role	Responsible for Documents and Communications of the environmental management system	
Acronyms	RDOC	
Is employed by	RSGA	
Minimum requirements		
Education	Experience	Skills and competences
Degree in science or high school diploma	- At least one year of experience in the management of environmental tasks - Training courses in environment management system	- In-depth knowledge of the current legislation relating to the environment both at national and regional and local level - In-depth knowledge of computer systems - Organisational skills - Communication skills
Tasks		
<ul style="list-style-type: none">• He draws up the the environment management system documentation;• He assures the environment management system is properly implemented by all company operators;• He carries out operative internal Audits and organizes systems Audits within the company areas;• He plans and carries out training activities according to the training programs issued and is responsible for its registration;• He has the responsibility to manage the environment management system documents and to record it;• He collaborates with the RSGS to manage the integrated documents relative to the Environment and Health and Safety system;• He is responsible for managing internal and external communications related to environmental issues;• He manages the environmental records (reports, environmental analysis, etc.);• He makes sure the organization respects the environmental regulations;• He performs periodic system updates according to the new environmental regulations;• He monitors and supervises the management system;• He makes sure the staff and suppliers respect all procedures relating to the environment;• Provides to carry out corrective/preventive actions to analyse all the causes of a missed or meager implementation of the system requirements and monitors their implementation;• If necessary, he proposes to RSGA or directly to the Top management possible extraordinary re-examinations;		

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<ul style="list-style-type: none"> • He performs periodic monitoring of the system indicators; • He submits to the Top Management all data and information about the management system performance; • He manages all non-compliances, complaints and warnings relating to the environment. • In case RSGA is absent, he replaces RSGA in each task.


Role	Responsible for Safety management system	
Is employed by	Safety manager	
Minimum requirements		
Education	Experience	Skills and competences
- Degree in science or high school diploma	- At least one year of experience in the management of Health and Safety issues - Training courses in Health and Safety management system	- In-depth knowledge of the current legislation relating to the environment both at national, regional and local level - In-depth knowledge of computer systems - Organisational skills - Communication skills
Tasks		
<ul style="list-style-type: none">• He draws up the the Health and Safety management system documentation;• He assures the Health and Safety management system is properly implemented by all company operators;• He carries out operative internal Audits and organizes systems Audits within the company areas;• He plans and carries out training activities according to the training programs issued and is responsible for their registration;• He has the responsibility to manage the Health and safety management system documents and to record them;• He collaborates with RSGS to manage the integrated documents relative to the Environment and Health and Safety system;• He is responsible for managing internal and external communications related to Health and Safety issues;• He manages all Safety records (reports, Safety registers, control reports etc...);• He makes sure that health and safety requirements are respected by the organization;• He performs periodic system updates according to the new health and safety regulations;• He monitors and supervises the management system;• He makes sure the staff and suppliers respect all procedures relating to health and safety;• Provides to carry out corrective/preventive actions to analyse all the causes of a missed or meager implementation of the system requirements and monitors their implementation;• If necessary, he proposes to the Safety officer or directly to the Top management possible extraordinary re-examinations;• He performs a periodic monitoring of the system indicators;• He submits to the Top Management all data and information about the management system performance;• He manages all non-compliances, complaints and warnings relating to health and safety;		

Role	Fire officers	
Is employed by	Safety manager	
Minimum requirements		
Education	Experience	Skills and competences
- 8-hour training course required by the Ministerial Decree 10/03/98	- Not required	- Observation skills
Tasks		
<ul style="list-style-type: none">• They oversee fire system and first aid equipment;• They collaborate with the emergency team in order to ease workers evacuation.		

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Role	First-aid officers	
Is employed by	Safety manager	
Minimum requirements		
Education	Experience	Skills and competences
- Training course required by the regulation in force (Ministerial Decree 388/33): 12 hours. - A 4 hours update every three years.	- Not required	- Observation skills
Tasks		
<ul style="list-style-type: none">• They manage first-aid emergencies following what established by the Emergency Plan.		

Role	Supervisor	
Is employed by	Safety manager	
Minimum requirements		
Education	Experience	Skills and competences
<ul style="list-style-type: none">- A 4 hours basic training + a specific training (as a worker) + an 8 hours training (specific for supervisors).- At least 6 hours update every five years.	<ul style="list-style-type: none">- Responsible operators within the areas of competence.	<ul style="list-style-type: none">Organisational skillsKnowledge of computer systemsLeadership
Tasks		
<ul style="list-style-type: none">• He makes sure that workers comply with the law requirements as well as the company regulations regarding health and safety at work and the use of collective and individual protective equipment at them disposal. In case these regulations are not observed, they have to notify their superiors.• He makes sure that only workers who have received appropriate instructions access the areas in which they are exposed to a serious and specific risk;• He demands that measures for the control of risk situations in case of emergency are observed so that in the event of serious, imminent and unavoidable danger, workers can leave the workplace or the dangerous zone;• As soon as possible he notifies workers exposed to the risk of a serious and imminent danger of the risk itself explaining all precautions to be taken;• Except for a justifiable reason, he does not ask workers to resume their activities in a work situation where there is still a serious and immediate danger.• He immediately notify the Safety officer, the Employer or the manager of the lack of work equipment and individual protective equipment, as well as any other dangerous condition occurring during the working hours, of which it becomes aware thanks to the training received;• He (personally or by delegating a production supervisor) delivers or replaces the individual protective equipment, if workers request it, by recording the delivery in the form of Delivery Receipt DPI (MS_4.4.6-L1);• He authorizes internal and external maintenance operations within the department;• Personally, or by delegating a fire officer, he monthly oversees fire-fighting and first aid equipment within the departments.		

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Role	Top Management	
Minimum requirements		
Education	Experience	Skills and competences
- Internal training on safety management system procedures;	- Not required	- Organisational skills
Tasks		
He approves the procedures for the environmental management system and verifies that health and safety management system procedures are compatible with the company needs.		