

Supervisor Duties (HSE Due Diligence)

At NCC T&D workplaces, all individuals, including subcontractors, have defined Health, Safety, and Environment (HSE) responsibilities and accountabilities as outlined in NCC T&D's Integrated Management System (IMS) and client-specific standards (e.g., Saudi Electricity Company (SEC) and Saudi Aramco (SA)). Supervisors, who work closely with employees, play a critical role in ensuring compliance and safeguarding workers. The key duties and responsibilities for supervisors at NCC T&D include but not limited to:

NCC T&D Project Leaders Key Responsibilities

NCC T&D Project Leaders must ensure supervisors are competent and fulfill their legal obligations. Supervisors must:

- Competency: Be trained and qualified to oversee HSE compliance.
- Enforce Safety Protocols:
 - Ensure workers use safe methods, procedures, and equipment approved by NCC T&D HSE and inline with client standards.
 - Ensure workers wear required PPE and follow safety protocols.
- Hazard Communication:
 - Inform workers of actual or potential dangers.
 - Provide written instructions on safety measures and procedures when required.
- Proactive Protection: Take all reasonable precautions to protect workers from harm.

Work Supervision Requirements

- A supervisor must be appointed to personally oversee the tasks and workers activities at all times.
- For low risks activities, a competent assistant supervisor can be designated. Effective communication with HSE team shall be established to ensure that the tasks carried the required PTW system, safety methodology and workers are equipped with the correct PPE's.

Weekly HSE Inspections and Compliance

Supervisors must conduct weekly inspections (or more frequently if needed) of:

- Machinery, equipment, and tools.
- Fire extinguishers, electrical installations, and communication systems.
- Sanitation facilities, temporary supports, and building structures.
- Entrances, exits, and emergency pathways.

All inspections must be performed by a competent person, and results must be documented.

Critical Inspection and Authorization Duties

Supervisors must authorize or designate a competent worker to:

- **Fall Protection Systems**
 - Inspect travel restraint systems, fall arrest systems, safety nets, and horizontal lifelines.
- **Fire Safety**
 - Inspect fire extinguishers and fire suppression systems.
- **Structural Safety**
 - Inspect formwork, falsework, and re-shoring before concrete placement.
 - Verify scaffold safety and certify load testing.
- **Equipment and Machinery**
 - Inspect vehicles, machines, and tools.
 - Inspect cranes, derricks, hoisting devices, cables, and chains.
 - Validity of 3rd party certifications.
- **High-Risk Operations**
 - Ensure competency of people involved on the tasks.
 - The applicable HSE procedures are implemented.
 - Oversee load hoisting operations and rigging inspections.
 - Inspect suspended work platforms, boatswain's chairs, and elevated platforms.
 - Ensure testing of explosives, blasting equipment, and rescue systems.

- **Electrical Safety**
 - Authorize entry to areas with exposed energized electrical parts.
 - Ensure competency of people involved on the tasks.
 - Relevant HSE process and PPEs are used by all workers.
- **Underground and Confined Spaces**
 - Sign off on rescue procedures for underground workers.
 - Inspect breathing apparatus and rescue equipment regularly.

Additional Responsibilities

- Communication Systems: Establish and maintain systems for all site operations.
- Hoist Safety: Determine maximum speed, passenger limits, and appoint trained attendants.
- First Aid: Ensure at least one competent first aid worker is available at worksite (50:1 ratio).

Key Takeaways

- Competency: Supervisors must be trained and qualified to enforce HSE standards.
- HSE Inspections: Weekly inspections of equipment, structures, and systems are mandatory.
- Authorization: Critical tasks (e.g., scaffold testing, crane operations) require oversight by engineers or competent workers.
- Compliance: All activities must align with NCC T&D HSE regulations and client-specific requirements (SEC/SA).

For more information, refer to NCC T&D's relevant IMS procedures or consult our HSE Department for expert guidance and training resources.