**ROLES RESPONSIBILITIES AND AUTHORITIES**

The Management of the company has defined the roles, responsibility, accountability and authorities of the personnel within the Occupational Health and Safety Management System and communicated the same within the company.

Specific responsibilities of the key functions have been defined in various procedures. The Organizational Chart (*extract*) for key functions is shown as an annexure of this manual. The roles, responsibility and authorities of different key personnel are demarcated keeping in view the main activity of each department and have been documented in this section.

In addition, they are also responsible for:

• Identifying Health and Safety related hazards encountered in their area of activity;

• Initiating action to prevent the occurrence of any non- conformity related to OH&S;

* Initiating, recommending or providing solutions through designated channels, verifying the effectiveness of solutions implemented, and

• Control of non-conforming products in their area of activity.

However specific responsibilities are defined in the applicable System Procedures, Safe Working Procedures, Legal Register, Emergency Response Manual etc.

**CHIEF EXECUTIVE OFFICER**:

* Establish overall direction
* Responsible for the overall performance monitoring of the company
* Laying down the company’s Policies including Health &Safety Policy
* Provides the required resources (human, monetary, plant & machinery) for the implementation of the OHSMS
* Makes provision for on the job training for employees as well as for the contractor (personnel)
* Timely implementation of Corrective & Preventive Actions
* Prevention of accidents & incidents with the adoption of safe work practices
* Preventive maintenance of machinery and equipment and continual improvements in plant and machinery performance and reduce their downtime
* Partake as the key member of the Management Review Committee
* Promote continual improvement

**PROJECT MANAGER:**

* Achieve Company safety targets and provide a visible management commitment to safety
* Ensure that a safe working environment is provided for all employees
* Conduct regular inspections of drill sites and facilities
* Ensure that new employees are made familiar with safety rules and requirements set down in Titan
* Drilling’s induction manual
* Ensure that all employees are familiar with the HSE system and relevant SWP’s for their role
* Ensure adherence to regulations where necessary, including site requirements, Titan Drilling requirements and legislative requirements
* Provide direction to SHE Officers work priorities

**HEAD of DEPARTMENTS / SUPERVISORS:**

* Responsible and accountable for Implementation of respective policies and procedures
* Coordinate the progress of the objectives set out
* Responsible for ensuring the prevention of incidents, adoption of safe work practices
* Overall maintenance of the plant, machinery and equipment in the area and better housekeeping
* Supervision of jobs and arrange for the participation of the subordinates in related activities.

**ALL STAFFS & WORKERS:**

**Conform to OHS requirements.**

* Shall not willfully interfere with or misuse any appliance, convenience or other thing provided in for the purposes of securing the health, safety and welfare of workers
* Shall not willfully and without reasonable cause do anything likely to endanger himself or others
* Shall not willfully neglect to make use of any appliance or other thing provided for the purposes of securing the Health and Safety of the workers therein
* Responsible for conservation of energy, oil, water, paper, air
* Responsible for reduction in wastes
* Accountable and responsible for safe usage of PPE’s
* Accountable for immediate reporting of incidents and participation in incident investigation, when called for Implement the Policies

**HOD (SAFETY):**

* Investigation and analysis of safety related events.
* Communicating details of Accident, Incidents and Near miss during Monthly Safety Meeting.
* Ensure that all Fire fighting arrangements like fire extinguishers and systems are in working condition.
* Coordinate for the conduct of Mock Drills and all emergencies.
* Ensuring legal compliance by getting pressure vessels, all lifting tools, tackles etc tested & certified
* In the absence of any responsible person, the person at next level in the hierarchy or a person specifically assigned by him shall hold the responsibility.
* Further the roles, responsibility and authority with respect to OHS Legal requirements are as per Annexure

**Management Representative**

The CEO of the company has appointed the Health and Safety Manager, who, irrespective of other responsibilities, have the responsibility and authority to:

* Ensure that Occupational Health and Safety Management System requirements are established, implemented and maintained in accordance with the requirements of ISO 45001;
* Ensure that reports on the performance of the OHSMS and audit reports are presented to the top management for review and as a basis for improvement of the OHSMS;
* Ensuring the promotion of awareness of safety & health requirements throughout the company by holding awareness programs, conducting meetings or displaying these requirements at appropriate locations
* Ensure that Internal Audits and Management Review meetings are conducted as per schedule;
* Ensure that the results of audits & Management Review are recorded, communicated, maintained and implemented;
* Ensure that corrective & preventive actions are taken in time for the effectiveness of the OHSMS;
* Liaison with external agencies on matters related to the OHSMS.