



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-FR-003

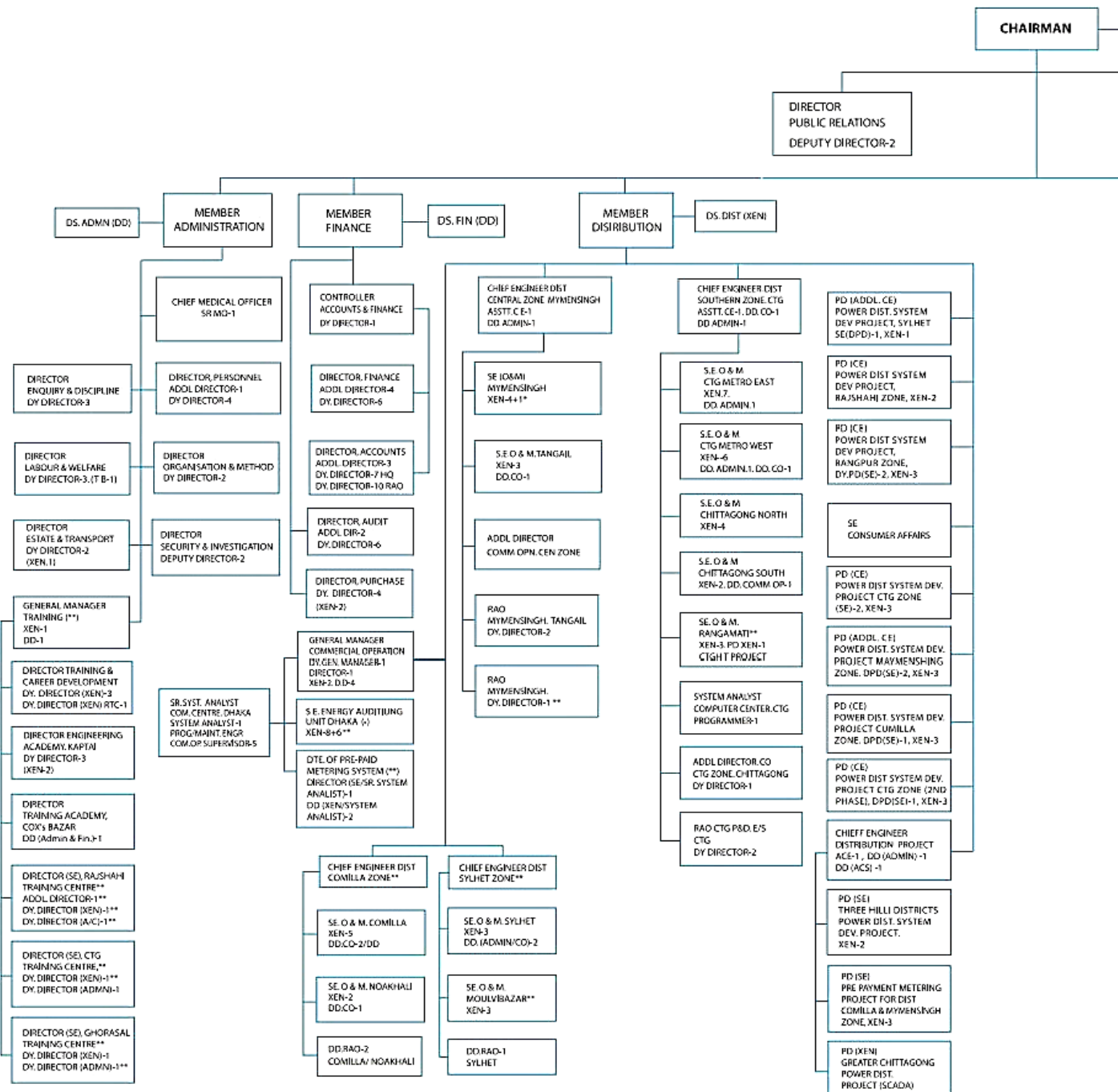
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Effective Date: 01-11-2021

ORGANOGRAM AND TEAM STRUCTURE

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ORGANOGRAM



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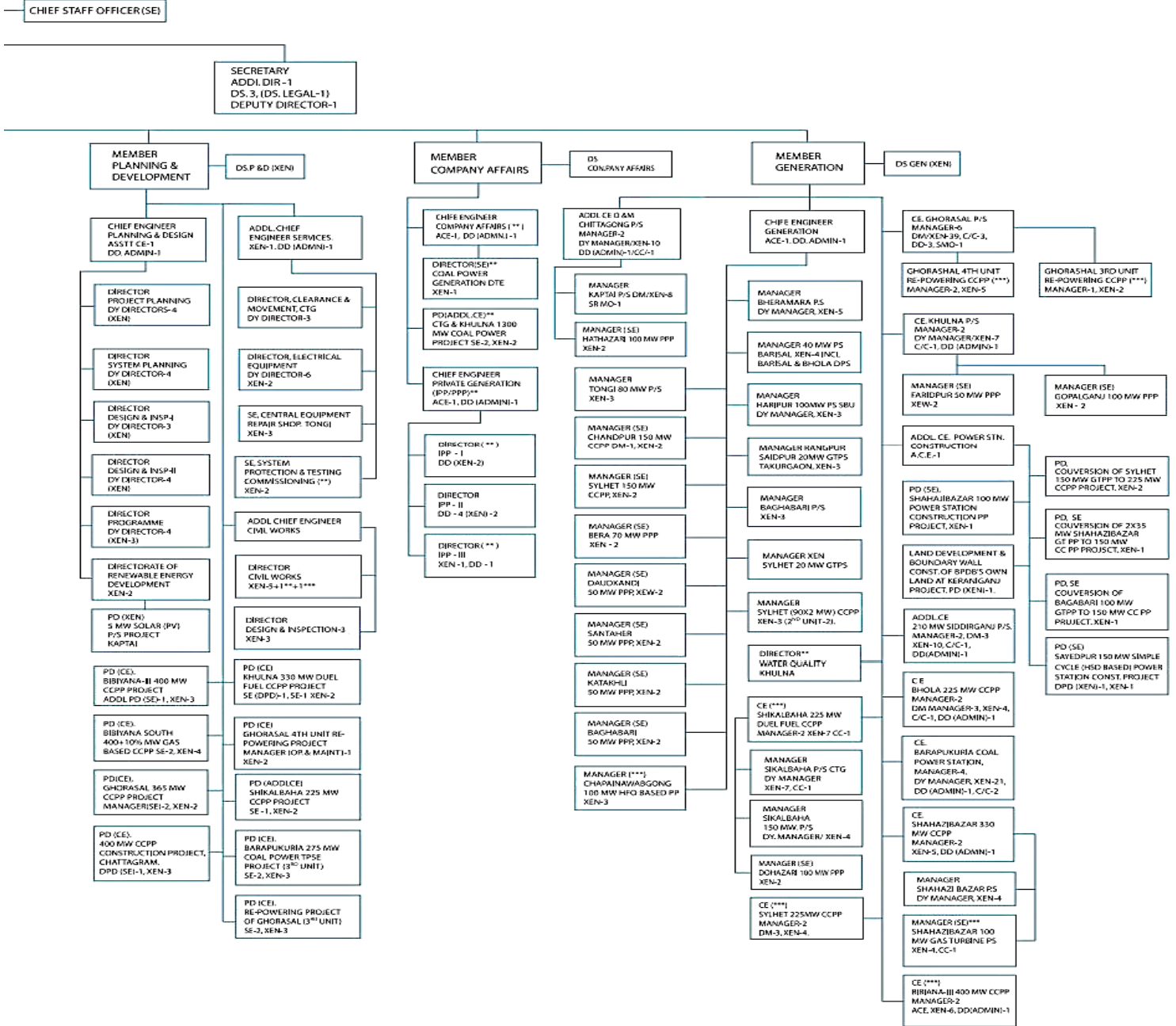
ORGANOGRAM AND TEAM STRUCTURE

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Team Members: Management Review Committee:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Job Description


Name : Mr. XXX
 Job Title : **Management Representative (MR)**
 Department & Section :
 Report To :

Key Accountabilities/Responsibility:

Clause: Resources, roles, responsibility and Authority Requires that:

- To make liaison between Management Review Committee, Teams and employees and sharing the responsibility of teams.
- Develop management review agenda and guiding the discussions through the agenda.
- To ensure the allocation of resources to implement ISO 45001:2018 standard
- Consolidation of relevant Information with the assist of concern team
- To assist OHSMS Review Committee to conduct any Hazard & Risk, incident and accident investigations and making corrective action
- To arrange and conduct training as a requirement of ISO 45001:2018 Standard
- To oversee the control of documentation and records and Implementation of the system
- To review of documents and records, forms and formats before implement at the factory
- To prepare Planning and to assist conducting of internal audits
- To monitor all the hazard, incident, accident including near miss are registered properly.
- To ensure follows up that corrective actions are implemented
- To assist OHSMS Committee on HIRA Analysis and inspect job site activities during particularly difficult or hazardous work situations;
- To assist OHSMS Committee to preparation and presentation accident, injury and ill health in the meetings;
- To ensure regular emergency response exercises and chemical spill drill including emergency evacuation drills is conducted to ensure the highest level of preparedness in any emergency. Maintains records of such drills,
- To providing recommendations for emergency response improvements;
- To supervises the regular inspection of emergency response equipment.
- To assist in developing and implementing field location emergency response procedures and evacuation plans

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- To ensure that operations employees, contractors and site visitors receive health & safety inductions for theatre operations;
- Any others duties required when necessary and report to ISO 45001:2018 Management Review Committee

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Team Members:

- 1.
- 2.
- 3.
- 4.
- 5.

Job Description

Job Title : OHSMS Documentation Development Team
 Department & Section : All Department & Section
 Report To : Management Representative (MR)
 Location : _____

Key Accountabilities/Responsibility:

- a. Develop documents as per ISO 45001:2018.
- b. Review amendment documents if required.
- c. Communicate with advisory team and Management Representative (MR) and other relevant team.
- d. Communicate Management Representative (MR) and other relevant team.
- e. Carry out any other job assigned by the Management Representative (MR)


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INITIAL AUDIT TEAM:

- 1.

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Job Description

Job Title : OHSMS Internal Audit Team
 Department & Section : All Department & Section
 Report To : Management Representative (MR)
 Location : _____

Key Accountabilities/Responsibility:

- a. Prepare schedule when to perform the internal audit.
- b. Perform audit as per plan.
- c. Submit report including CAP to the MR and review committee.
- d. Conduct follow up audit.
- e. Review document on operational control and record.
- f. Communicate Management Representative (MR) and other relevant team.
- g. Carry out any other job assigned by the Management Representative (MR)


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- 5.

Job Description

Job Title : OHSMS Monitoring Team
 Department & Section : All Department & Section
 Report To : Management Representative (MR)
 Location : _____

Key Accountabilities/Responsibility:

- a. Develop checklist for monitoring.
- b. Prepare schedule when to perform the monitoring.
- c. Perform monitoring activities as schedule.
- d. Update progress to the review Committee.
- e. Communicate Management Representative (MR) and other relevant team.
- f. Carry out any other job assigned by the Management Representative (MR)


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Team Members (Site Specific):

- 1.
- 2.
- 3.

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Job Description

Job Title : OHSMS Emergency Response Team
 Department & Section : Site Specific
 Report To : Management Representative (MR)
 Location : _____

Key Accountabilities/Responsibility:

- a. Identify the emergencies.
- b. Develop procedures.
- c. Train the people.
- d. Develop action plan to response the emergencies
- e. Conduct chemical spill drill including fire drill.
- f. Help the victim of injury to take to hospital.
- g. Ensure logistics/PPE
- h. Develop communication materials.
- i. Ensure team members to respond to the emergencies.
- j. Communicate Management Representative (MR) and other relevant team.
- k. Carry out any other job assigned by the Management Representative (MR)


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Job Description

Job Title : Risk Assessment Team
 Department & Section : All Department & Section
 Report To : Management Representative (MR)
 Location : _____

Key Accountabilities/Responsibility:

- Conduct Site Specific HIRA and share that HIRA to MR as well as concern dept. head& workers.
- Implement the findings as per HAZARD/ RISK and control measures.
- Ensure legal requirements at floor/Process.
- Communicate Management Representative (MR) and other relevant team.
- Carry out any other job assigned by the Management Representative (MR)


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Job Description

Job Title : Training and Development Team
 Department & Section : All Department & Section
 Report To : Management Representative (MR)
 Location : _____

Key Accountabilities/Responsibility:

- Prepare training plan for the workers as well as other employees
- Prepare training module on OHS and submit to MR for approval
- Conduct training as per schedule
- Ensure all employees received training on OHS
- Conduct training evaluation and analyzed for effectiveness of the OHS training
- Conduct refresher training for the RA Team and as well as for other teams.
- Communicate Management Representative (MR) and other relevant team.
- Carry out any other job assigned by the Management Representative (MR)


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Job Description

Job Title : Incident Reporting and Recording Team
 Department & Section : All Department & Section
 Report To : Management Representative (MR)
 Location : _____

Key Accountabilities/Responsibility:

- Conduct meeting regularly with concern dept./section head on injury and disease
- Conduct awareness on accident & injury and disease among workers
- Collect all incident data on injury and diseases
- Record the data on the injury and diseases
- Report to MR on the injury and diseases
- Write the collected data on the display board for view.
- Communicate Management Representative (MR) and other relevant team.
- Carry out any other job assigned by the Management Representative (MR)

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