**POSITION TITLE**: Safety Supervisor  
**FUNCTION**: Support

**DIVISION/DEPARTMENT**: Safety  
**REPORT TO**: Safety manager

**SUBORDINATE**: -  
**Revision**: 02  
**Document No.**: JD-SE01-009

## PURPOSE (KEY OBJECTIVES)

To follow and control safety law, safety plan

## RESPONSIBILITIES

**Safety Plan**

1. To control and set up safety yearly plan for ABT concern the safety law and combine with customer by yearly

**Safety Procedure and Work instruction**

1. Survey work area include the ABT warehouse, customer warehouse and
2. Develop the safety work instruction and training
3. Set up racking standard
4. Review procedure and work instruction by yearly, when accident occur and have new activity, new working area
5. Coordinate with Customer safety representation for safety rule and safety instruction
   To inform and training to employee of each project

**Accident Management**

1. Develop the accident report
2. Accident investigation meeting and follow up the corrective action
3. Develop and information the line of accident report of ABT and customer
4. Summary and keep report all of accident of all site
5. Meeting with site manager to take the corrective action and advise the improvement
6. To report the accident and monthly report to Manager each site
7. Advise and consult all subordinate for the safety report and corrective action

**Safety Law**

1. Survey working area and identify activity is concern safety law and local law
2. Set up, Practice follow the safety law
3. Follow and update the safety law
4. Information the new safety law to all manager and subordinate

**Safety Training**

1. Survey activity and working area for set up the safety training
2. Plan for safety training and retraining include internal and outside training
3. Check and monitor safety training of all site which training by safety staff & officer

**Safety Patrol and inspection**

1. Develop the inspection sheet such as PPE using, Forklift behavior, Area risk check sheet, Crane, Barrier guard.
2. Daily safety patrol and report to manager is area responsibility.
3. Check and monitor subordinate for safety patrol.
4. Make and review Risk assessment and training to employees.

**Chemical control**

1. Survey and check data of oil and chemical using in warehouse
2. Contract MSDS of chemical with supplier
3. Translate MSDS to Thai language and training to employee
4. Prepare and set area for chemical keeping & Absorbent incase Oil leak.
5. Sending chemical report to Labour department

**Emergency**

1. Develop the emergency plan and review yearly.
2. Emergency training and evaluation after training.
3. Make and update the emergency line and emergency call.
4. Keep record and report emergency training to Labour department.
5. Coordinate supplier for electric system checking.

**Health**

1. Set up item for health checking for employee who work with risk area such as, Ear, eye
2. Make report of Result of Health checking only item concern safety sent to Labour Department.

**Safety Report**

1. Develop and sending report all concern safety law.

**Other**

1. ปฏิบัติงานด้านอื่น ๆ ตามที่ผู้บริหารมอบหมาย
2. ปฏิบัติตามระเบียบหรือปฎิบัติของบริษัทและกฎหมายตลาดเกียร์ โดยเคร่งครัด
3. ปฏิบัติตามข้อกำหนดของลูกค้าและข้อกำหนดมาตรฐานคุณภาพ ISO9001
4. ปฏิบัติตามนโยบายของบริษัทฯ ตลอดจนเข้าร่วมหรือสนับสนุนกิจกรรมหลักกิจต่าง ๆ ของบริษัทฯ จนบรรลุผลสำเร็จ และส่งเสริมคุณภาพ ความสุข 5t, KAIZEN เป็นต้น

**QUALIFICATIONS:**

- **EDUCATION:** Bachelor Degree in Occupational Health and Safety or Certified Safety Professional
- **EXPERIENCE:** 1-2 years experience in system
- **SKILL:** N/A
- **SPECIAL KNOWLEDGE:** Good communication and leadership skills, Good command of written and spoken English, Computer literate.
- **TRAINING NEEDS:** ISO9001 Requirement.
- **OTHER:** N/A

**ISSUED BY:**

**APPROVED BY:**

**CHECKED BY:**

**EFF. DATE:**

FR-HR01-002-00 Eff. Date 1 Jul’14