

## Roles and Responsibilities Form

<b>Job Title</b>	<b>Waste Supervisor</b>
<b>Work Location</b>	<b>Sullom Voe Terminal</b>
<b>Line Manager</b>	<b>Managing Director</b>
<b>Purpose</b>	
<p>The purpose of this role is to support the Waste Controller to ensure the safe and efficient running of the Waste Management Contract at Sullom Voe Terminal (SVT), and ensure the health, safety and welfare of contract employees on site.</p>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Assist with ensuring all site Waste Management activities are completed in compliance with current and future legislation and prepare and maintain detailed auditable records for all contract activities.</li> <li>• Assist with maintenance of all contract procedures, Work Method Statements, COSHH Assessments and site waste education documents and ensure compliance.</li> <li>• Attend various meetings held by EnQuest and EMN, where required.</li> <li>• Ensure that the EnQuest Control of Work system is adhered to, where required</li> <li>• Assist with delivery of safety rollout/stand-downs to all contract employees as directed by EnQuest or EMN</li> <li>• Look for better ways of completing contract related tasks to eliminate HSE incidents and to implement efficiencies and cost savings.</li> <li>• Assist with compliance auditing/inspections for all contract activities</li> <li>• Assist with maintaining a register of site generated waste</li> <li>• Assist with waste testing (Waste Classification, NORM, WAC) to ensure compliance with our Duty of Care</li> <li>• Assist with the preparation and maintenance of auditable records for all Waste Management activities</li> <li>• Assist Waste Operator with sitewide tasks, where required</li> <li>• Understand and adhere to the company standards, policies, and procedures at all times</li> <li>• Always maintain company confidentiality</li> <li>• Report any accidents/incidents in the workplace to management immediately.</li> <li>• Establish and maintain effective working relationships with all colleagues, assisting as required</li> <li>• Any other duties as required by the company</li> </ul>	
<b>Skills, Knowledge, and Qualification Requirements</b>	
<ul style="list-style-type: none"> <li>• Proficient in MS Office packages</li> <li>• Full UK Driving Licence</li> <li>• Right to Work in the UK without restriction (no sponsorship available)</li> <li>• Basic Disclosure check</li> <li>• Experience in a similar role desirable, but not essential</li> </ul> <p><b>Desirable but not essential as training will be provided on the job:</b></p> <ul style="list-style-type: none"> <li>• SVT – Induction, Fire Training, CoMAH Awareness, and other training requested by the client</li> <li>• SVT - Control of Work Permit System (Procient)</li> <li>• Waste Management Awareness Training</li> <li>• Site (SVT) NORM Awareness and Meter User</li> </ul>	

HSE Training to be completed (tick as required)			
Health and Safety Awareness	✓	Personal Protective Equipment - PPE	✓
Environmental Awareness for employees	✓	Respiratory Protective Equipment Awareness	
Fire Safety Awareness	✓	Working at heights	
Fire Marshal Training		Fire Extinguisher Use	✓
COSHH Awareness for those responsible for completing COSHH Assessments		COSHH Awareness for employees	✓
DSE Display Screen Equipment	✓	Asbestos Awareness	
Hand Arm Vibration Syndrome Awareness		Lone Working	
Ladders and Stepladders		Risk Assessment Awareness	✓
Manual Handling	✓	Driving at Work Essentials	✓
<b>I hereby acknowledge that I have read and understood the contents of the document stated above.</b>			
<b>Employee Name</b>			
<b>Signature</b>			
<b>Date</b>			