1. **Responsibilities**

The EHS Coordinator is in particular obliged to:

1. Follow the applicable EHS laws and regulations and internal EHS documentation, knowledge of which is necessary to the performance of the duties (internal ECHO EHS system documentation is available on extranet website <https://extranet.echo.com.pl/bhp.aspx> ) in particular “ECHO EHS Requirements” and “Environmental, Health & Safety Manual”;
2. Ensure ongoing implementation of the ECHO Environmental and Health and Safety Management System on construction site;
3. Carry out the workplace conditions inspections and reviews of compliance with the law provisions in the scope of health, safety and fire protection on a regular basis for all parties involved in the construction site – own and trade contractors personnel, including the Peer Reviews to be carried out in cooperation with trade contractors once per week;
4. Informing the ECHO project supervision staff, with whom the EHS Coordinator cooperates about the reviews conclusions including proposals of corrective actions and preventive actions aimed to eliminate or mitigate identified hazards;
5. Instructing and advising on the organization the safe methods of work on workplaces, the impact of dangerous, harmful and nuisance factors on the human body and the principles of protecting against their negative effects;
6. Report and analyze an accidents and serious incidents to the Project Manager, Site Manager and local ECHO EHS Manager;
7. Participate in the work of teams to determine the causes of:
* accidents at work,
* fires,
* construction disasters,
* other random events or caused by the forces of nature.
1. Communicate on site and monitor implementation of corrective actions after receiving the IAN report,
2. Maintain ongoingly updating of ECHO EHS Info board on site,
3. Complete and archive all EHS documentation on site, including mainly:
* Work stations inspections,
* Risk Analysis and Method Statements,
* EHS Trainings and briefings records,
* Issued the post-inspections recommendations,
* Weekly EHS coordination meeting,
* Current reports of measurements and tests of factors harmful to health and the environment,
* and others according to ECHO EHS Management System requirements.
1. Report systematically and on time to the ECHO EHS Manager the conditions of work on the construction site, with particular reference to the feedback on actions taken: IAN information, ESSV visit and the Peer Review visit;
2. Analyze own staff on project and subcontractors accidents on the construction site in the aspect of strategic ECHO Investment S.A. goals determined by the Lost Time Accident Frequency Rate related to 1 million man-hours. Submit proposals for actions in case when achieving of these goals will be at risk. Immediately report incidents and accidents to ECHO Supervision staff on construction site and to the local ECHO EHS Manager;
3. Cooperate in the assessment of risk occurring at workplaces by:
* participation in risk assessment;
* verification of documented occupational risk assessment;
* verification of close workplaces supervision on site;
* enforcement of occupational risk assessment to be developed by trade contractors;
1. Carry out the EHS Induction Trainings for a guest and blue-collar employees on construction site and keep the records from those trainings;
2. Keep the records regarding workplace health and safety trainings, thematic trainings, workshops, occupational hazards, occupational risk assessment for workplaces at the construction site - this applies to construction workers employed by ECHO;
3. Enforce trade contractors to carry out EHS trainings for employees subordinate to them;
4. Participate in research and measurement of factors harmful to health or nuisance conditions occurring in the work environment carried out at the construction site by authorized external units;
5. Cooperate with the occupational health medicine service in the field of employee health prophylaxis, including keeping records of substances and mixtures classified as hazardous, and implement the COSHH standard and ensure ongoing updating of COSHH cards on site;
6. Cooperate at the developing and updating of Plan BIOZ and Environmental Protection;
7. Conduct prophylactic activities related to fire protection at the construction site and supervise the observance of regulations in this area, including mainly:
* control the condition of fire protection;
* analyze current needs in the field of fire-fighting equipment and supervise its efficiency, maintenance, reviews;
* control the marking of escape routes and other places of higher risk due to fire;
1. Send monthly EHS Reports to the local ECHO EHS Manager;
2. To collect information from contractors on the CO2 carbon footprint of vehicles supplying construction materials and vehicles of construction waste recipients.
3. Inputting data concerning CO2 carbon footprint information into the online form, and submit monthly reports to your local health, safety and environmental manager.
4. Prepare summaries necessary to prepare EHS Quarterly Reports and send them to the local ECHO EHS Manager;
5. Initiating and coordinating the Pre Start Meetings with trade contractors, before they start with works at the construction site;
6. Cooperate with external control bodies (e.g. National Labour Inspection);
7. Perform other tasks ordered by the Project Director or Project Manager or the Board.
8. **Entitlements**

The EHS Coordinator has the right to:

1. Perform inspections of work safety and health condition of the construction (project) regardless of the time of day and day of the week ;
2. Apply to the employees supervisors with recommendations for removing identified hazards and health and safety deficiencies;
3. Apply to the Site Manager to suspend the operation of a machine or other technical device in the immediate situation of direct threats to the health or life of employees;
4. Apply to the Site Manager for the immediate stop of forbidden works carried out by employees;
5. Remove from work persons who, by their behavior or way of doing work pose a threat to life and health of their own or other employees;
6. Apply to the Site Manager for immediate stop of work on the construction site, its part or other designated place, to perform work in the event of direct threats to the life and health of employees or other persons.