

**Position Title:** EHS Manager**Salary Grade:****Function:****Entity:** Otis Vietnam**Report to:****Location:** Ho Chi Minh Office**Person in charge:****Position Description**

- Direct reports: Managing Director
- Position sales (US\$): --M
- Unit sales (US\$): --M
- Staff supervised:
- Position budget (US\$): --M
- Number of location: 1

Basic Function

Under the administrative direction of MD, Otis Vietnam and the functional supervision of Regional EH&S Director, the incumbent of the position as EH&S Manager is responsible for:

- Ensuring that EH&S activities are in compliance with OTIS policy and VN law.
- Providing direction, consultation of Otis, regional EHS standard to related Department.
- Developing EH&S strategy to meet EH&S target in Otis Vietnam

Duties & Responsibilities

1. Reports to MD, Regional EHS director, and VN government officer timely and correctly for safety issues in Otis Vietnam
2. Organize EHS Committee (Rules and Procedures, Planning, Education and training, Inspection and Audit, Motor Vehicles) and ensure good activities with records for all committees. Update new Safety Policy as required.
3. Receiving FPA records and EHS activities from all Direct Reports as their JD's requirements and report to MD / Regional EHS / HR
4. Ensures that jobsites are safe and zero accidental based on Otis EH&S standards for preventive actions
5. Identifies all safety and environmental incidents and conducts/follows up corrective actions to analyze to prevent reoccurrence.
6. Updates all documentation/ procedure internally within Otis Vietnam, and externally for government agencies relating to safety, health and the environment and provides information to the related department
7. Prepares/Plans EHS budgets for Otis Vietnam and coordinate with Finance team to achieve EH&S company target.
8. Develops training programmes for management team and employees on evacuation, new policy, programme as well as government regulation and conducts trainings to related employees on a regular basis



Effective Date:

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- 9. Co-operate with Field Department provide training for Sub-con mechanics for safety policy/requirements and inspection / audit at the site to ensure the compliance with Otis requirement.
- 10. Conducts announce/unannounce FP audit monthly to prevent incidents/accidents. Report and follow Corrective Action of finding issues with Field team.
- 11. Share Otis world wide Learn & Live alert to all employees to increase safety behaviour for mechanics, also reduce the risks and hazards at job-sites
- 12. Issue citations to whom violated company safety policies and procedures, recognition to whom has good EHS practice for monthly, quarterly.
- 13. Co-operate with FOD team check and confirm the job-site status then submit workpermit installation work to Managing Director.
- 14. Analysis sub-con performance in safety activities and submit the proposal for re-new installation contract.
- 15. Perform other duties may be assigned from MD, Regional EHS Director.

Qualifications

- University graduates in engineering or business, has at least 3 years experience in Quality and Safety, Health Environment at same level
- Fluency in both oral and written English.
- Knowledge in Safety & Quality for Elevators, Escalators industries is preferred.
- Good interpersonal and communication ability required.

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____