



وزارة الأشغال
Ministry of Works

Aug 2024

Safety Officers Responsibilities At Worksites

Prepared By: Abdulla Alfoulad

#فريق_البحرين
#TeamBahrain



1. Safety Legal Requirements in Kingdom of Bahrain

Ministerial Order No.(8) of 2013

Regulating Occupational Safety And Health In Establishments

**Safety Officer
Responsibilities**

Article 32

The duties of the occupational safety and health officer in the establishment shall be defined as follows:

1. Periodical inspection of all workplaces and ensuring the availability of methods of protection from employment risks and hazards.
2. Inspection of accidents and injuries, reviewing, analysing, registering and preparing reports about them containing the means and precautions ensuring the avoidance of their future recurrence.
3. Preparing statistics about employment injuries and serious accidents according to the work requirements and as required by the relevant authorities.
4. Choosing the appropriate kinds of personal protection equipment for the workers so as to ensure their protection from the work hazards.
5. Monitoring the availability of fire prevention facilities and fire-extinguishers.

1. Safety Legal Requirements in Kingdom of Bahrain

Ministerial Order No.(8) of 2013

Regulating Occupational Safety And Health In Establishments

**Safety Officer
Responsibilities**

Article 32

The duties of the occupational safety and health officer in the establishment shall be defined as follows:

6. Monitoring the periodical inspection of safety equipment and appliances and ensuring the recording of results in special registers.
7. Reviewing and analysing the workplaces and equipment used therein for determination of the risks arising therefrom and methods of protection therefrom.
8. Drawing up an annual plan for enhancing the workers' prevention awareness and enlightening them about the occupational hazards and methods of protection therefrom by holding seminars, delivering lectures, distribution of posters and preparation of occupational safety leaflets.
9. Preparing the agenda of the establishment's Occupational Safety and Health Committee.

2. Monthly HSE Reporting Requirements

 MONTHLY HSE INSPECTION REPORT										
Project Name:				Contractor/Consultant:						
MOW Project Manager:				Contractor Project Manager:						
Current PTW No.:				Approved Safety Officer:						
PTW Expiry Date:				Reporting Period:						
Contractor's Approved Safety Officer Use									MOW-SSS Use Only	
No.	Type	Category	Observation Details	Violation Picture (Dated)	Risk Rating	Actions Taken	Rectification Picture (Dated)	Rectification Date	SSS Representative Follow Up	Status
1	Unsafe Act	Materials Storage			Low					Open
2	Unsafe Condition	Excavation			Medium					Closed
3	Unsafe Condition	Confined Space			High					Closed
4	Unsafe Act	Environmental			Medium					Closed

IMPORTANT NOTES	According to the Risk Rating, actions need to be taken based on the following maximum target days:	1) High Risk: One Week Max	The monthly report to be sent to SSS before 5th of every month
		2) Medium Risk: 15 Days.	
		3) Low Risk: 25 to 30 Days.	

Contractors Representative Signature	Project / Site Manager Signature	SSS Representative Signature
--------------------------------------	----------------------------------	------------------------------

2. Monthly HSE Reporting Requirements

What to Send:-

- Monthly HSE Inspection Report
- Monthly HSE Statistics Report

Where to Send:-

- MOW Safety & Security Section
- Email: HRD-SSS@works.gov.bh

When to Send:-

- Before the 5th of Every Month

Important Notes

Email Title:-

Make sure to include the word (Monthly)

Avoid Sending Links:-

Kindly attach the reports directly in the email

3. Contractors Safety Officers Performance Analysis

SOC = Average per Quarter

$$\frac{\text{No. of Observation Rectified by Approved Safety Officer for the Project}}{(\text{Total Points Observed by Approved Safety Officer} + \text{Total Points Observed by SSS})} \times 100$$

$$\frac{50}{(50 + 20)} \times 100 = 71 \%$$

Targets	2023	2024	2025	2026	2027
Q1	25%	70%	100%	100%	100%
Q2	40%	80%	100%	100%	100%
Q3	50%	90%	100%	100%	100%
Q4	60%	100%	100%	100%	100%

Note : All Contractors Safety officers must score more than 75% every month

3. Contractors Safety Officers Performance Analysis

Actions are going to be taken against any safety officer that repeatedly fails to fulfill the required Performance Analysis results, as failure to meet the expectations reflects lack of commitment from the officer, hence, considered as signs of incompetency. Therefore, the following actions shall be taken.

1. First (1st Warning)

2. Second (2nd Warning)

3. Third (Revoke Approval) Shall no longer be eligible to work in MOW projects.

4. Approved MOW Safety Officers WhatsApp Community

The community is created to quickly share safety related announcements to all the Safety Officers that are approved to work in Ministry of Works projects, accordingly, in case your number is not added, kindly scan the code to join.

Approved MOWs' SOs

WhatsApp community

