



## **PTW COORDINATOR**

**Location: Negeri Sembilan**

**Nationality: Local**

**Type: Contract**

**Post: 1**

### **Responsibilities:**

- Prepare PTW documents as per consortium procedures
- Photocopy PTW, filling and keying in PTW logbook
- Close PTW request and update in PTW logbook
- Log Out Tag Out (LOTO) system, prepare key for panel isolation and de isolation
- Prepare LOTO tagging, pad lock and other LOTO requirement.
- Attending meeting in case PTW Manager absent
- Check whether all PTW requirement compliance
- Monitor PTW room, arranging and housekeeping of PTW room/materials
- Prepare signage, barricades and other PTW materials at site
- Require experience in site safety. (normally standby in PTW office, need to go site for work if requested)

### **Requirements:**

- 3 to 5 years with EHS/Safety background in PTW