

JOB DESCRIPTION

BASIC INFORMATION			
Role Title:	Safety Officer	Business :	
Department:	Safety	Age:	25- 35
Grade:	M1/M2	Designation:	Safety Officer

Qualifications	
Educational :	BE / Btech + PDIS
Professional :	Around 7 to 12 years of overall experience as Safety Officer at Oil and Gas Petroleum Company

ORGANIZATIONAL RELATIONSHIPS		
Reporting Matrix:	Reporting:	Safety Manager
Roles Reporting to this position:	Direct Reporting:	
	Indirect Reporting:	

ROLE
<ul style="list-style-type: none">• Has to ensure the effective HSEMS across the site• Ensure HIRA / JSA for each & every activity to be carried out by Site / Facility Team.• Conduct the Safety Training & Safety Motivational programme• Ensure Site SHE team/management to comply with the client's contractual requirements to get maximum feedback from customer for improvement• Preparing monthly HSE statistic report, presentation, audit and inspection report and proper circulation & documentation• Arranging safety meeting

MEASURES
<ul style="list-style-type: none">• Frequency of HSEMS• Frequency of maintaining the ISO EMS 14001:2004, BS OHSAS 18001:2007• Frequency of conducting HIRA and JSA for contract labour and employees• No of Safety training conducted for the employee/contract labours

AACOUNTABILITIES

- To conduct Site Inspection / Audit
- Regular site inspection will be helpful of getting observations and suggesting to execution departments about their UA/UC regularly would give fruitful results.
- Educating the workers and execution engineers in the on job trainings weekly and monthly regarding the points which has amended in the HIRA /JSA
- Taking Safety related initiative at the site
- Maintaining coordination with the client safety personnel

SKILLS

Behavioural Skills:

Interpersonal relations and relationship management skills
Strategic thinking and analytical skills
Result oriented and able to do detailed planning to achieve results
Should have good communication and presentation skills

Functional Skills:

Proven work experience as an Safety Personnel in Oil and Gas Petroleum Industries.
Should have NEBOSH, IOSH certification
Should able to handle safety at site
Should have Post Diploma in Industrial Safety