



<b>LOCATION:</b>	Suriname
<b>JOB TITLE:</b>	HSSEQ OFFICER/ OPERATIONS ASSISTANT

**JOB SUMMARY:**

Carry out the day to day operations of HSSEQ department and contribute to the application of effective Health, Safety, Security, Environment and Quality management by providing technical support. Works directly with the Operations and HSE Manager focusing on shore base management.

**JOB DETAILS:**

**RESPONSIBILITIES:**

- Assist in compliance reviews, general risk assessments and other safety assessments to support Health, Safety, Security, Environment and Quality management.
- Maintain relevant HSSEQ logs and documentation.
- Assist in the compliance of applicable laws and regulations.
- Prepare applicable HSSEQ reports as necessary.
- Provide assistance and advice on HSSEQ issues to make recommendations to facility management.
- Participate in detailed incident investigations and Root Cause Analysis.
- Promote incident prevention for the benefit of employees and visitors.
- Assist in the preparation of training material and the provision of HSSEQ training to all relevant personnel.
- Observe HSSEQ regulations, wears all required safety equipment, encourages safe working practices, corrects obvious hazards immediately or reports them to the proper personnel.
- Ability to work with employees and achieve cultural change in the face of potential resistance.
- Maintain positive and proactive relations with managers and employees, as well as our customers and regulatory agencies.

**ASSIST OPERATIONS MANAGER WITH DAY TO DAY OPERATIONS.**

- Assist with expediting customs formalities.
- Assist with fueling of vessel.
- Request Mooring and Unmooring with linesmen.
- Ship chandlery requests.
- Arrange domestic and general waste transport with sub-contractors.
- Any other duties that may be required.

**Perform other work-related tasks as required as assigned**

- Comply with all RAMPS/EDO Company and HSE procedures and policies.
- Facility Specific Responsibilities (but not limited to):
- Conduct daily audits of the office and operations and provide required reports to management.
- Visit shore base facilities on a regular basis to establish HSE presence and provide support.
- Conduct daily and monthly HSE Meetings/Trainings and schedule as needed.
- Write, implement, and manage HSE Programs, Policies and Procedures.
- Ability to evaluate PPE and ensure proper use and maintenance of PPE.
- Have knowledge and enforce compliance of Regulatory requirements (i.e. OSHA, Cal OSHA, EPA, etc.) including company HSE policies and procedures.
- Ability to oversee Hazardous Waste Storage area and ensure regulatory agency compliance i.e. labelling, containment, proper disposal, documentation, etc.
- Perform Storm Water Discharge sampling and document events.

- Assist in emergency response and provide first aid treatment.
- Oversee Behavior Based / Observation Safety Programs.
- Assist in the development of Job Hazard Analysis (JHA).
- Follow Fall Protection program, inspect all fall protection equipment and maintain inspection records.
- Up to 20% travel to other RAMPS/EDO locations for meetings, training, inspections, etc.
- Ability to oversee Safety Incentive Programs.
- Assist in administering and maintaining compliance programs such as LOTO, Hazard Communication, and EAP.
- Hearing Conservation, Hot Work, Respiratory Protection, etc.
- Ensure all records are kept for all activities performed under the HSSEQ Umbrella.
- Perform additional duties as assigned by HSSEQ manager.
- Any other duties that may be required.

**EMERGENCY RESPONSE FUNCTIONS:**

**Safety Sensitive Duties:** Include but not limited to; directing and mustering employees in emergencies, passing out emergency kits, controlling and operating lifesaving equipment, controlling and operating firefighting equipment.

**SECURITY FUNCTIONS:**

- Reports any suspicious activity, behavior, cargo or security breaches to the vessel security officer.

**HSSEQ RESPONSIBILITIES:**

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

**EDUCATION REQUIREMENTS AND EXPERIENCE:**

- A Degree in Health, Safety and Environment
  - Minimum of 2 years' experience in the health and safety field
  - Experience in ISO certification exercise will be an asset
- Must be fluent in English.

**PERSON SPECIFICATION:**

- The incumbent must demonstrate the following skills: Team building, effective verbal and listening communications skills and computer skills. Excellent organizational skills.

**Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- Honesty and trustworthy
- Respect
- Cultural awareness and sensitivity
- Flexibility
- Sound work ethics

