

Job Description

Position Title	Site HSE Coach	Position Location	Offshore Site
Reports to	Operations HSE Superintendent	Position Number	TBC
Department	HSE&A	Leadership Level	Leading Self and Others

Position Overview

Reporting to the onshore Operations HSE Superintendent, with a matrix reporting line to the OIM the site HSE Coach will act as the focal point for Health, Safety and Environmental matters including compliance and assurance at site. They will function as a coach for the site personnel in expected behaviours, best practice sharing and adoption and in ensuring compliance with company and regulatory Health, safety and Environmental requirements.

Accountabilities

Summarised as, but not exclusive to the following areas and duties:

- Coaching and Training Site Personnel
- Regulatory Compliance Advice
- Risk Assessment and Control of Work Process
- Radiological Management and Compliance as site RPS
- Confined Space Entry Management
- Working at Height Management
- Monitoring and Assurance Programs
- Incident Investigation Process
- Occupational Health Management
- Leading Hazard Management Programs
- Safety and Environmental Representative Engagement
- Contractor Interface Management
- Continual Improvement Management
- Emergency Response
- Continual Improvement

Key Duties

General Duties

- Implementation of the Safety and Environmental Mgmt. System to ensure understanding of existing and emerging requirements.
- Provide assurance over activities which contribute towards safe, health and environmentally compliant results.
- Develop respectful and open working relationships, taking guidance from the HSE&A Function on priorities, intervention requirements and delivery at site including on-site coaching and training as required, being a highly visible presence at worksites.
- Compile and issue standard reports as required by the business; target effective use of data and challenge expansion of reporting requirements where data is already available. Publish on notice boards and discuss at relevant site meetings and morning calls.
- Provide site management of Synergi cases and actions in liaison with onshore support to ensure timely and suitable close out.
- Ensure all elements of the role – Health, Safety and Environmental – are part of the language at site.

Coaching and Training Site Personnel

- Working collaboratively with site teams to ensure HS&E information, advice, training and support is available on the job, during the planning process and in taking opportunities to improve understanding and buy in at any time.
- Exhibit safe behaviours and actively coach and mentor others to ensure expectations are understood and met, providing challenge where necessary to deliver a safe working and environmentally knowledgeable culture.
- Comply with procedures, holding others to account through engagement, work planning participation and monitoring.
- Deliver, and where appropriate develop training, induction and lessons learned material to ensure awareness and understanding and to maximize learning opportunities.
- Identify opportunities to further enhance a safe, learning culture at site, liaising with other EnQuest assets to share ideas.

Regulatory Compliance Advice

- Provide Regulatory advice, taking guidance from the HSE&A function as required. Making initial assessment of incident reportability and providing support for Regulatory interest points such as investigations, inspections and follow up activities.
- Maintain a thorough understanding of Safety Case, Performance Standards, Regulations, EQ procedures and industry practices.
- Ensure required certification and permitry is kept up to date on notice boards. Examples include RPS certification, OIM appointment and Environmental permits. Conduct checks to ensure changes are addressed in a timely manner.

Risk Assessment and Control of Work (CoW) Process

- Support Risk Assessment activities whether task based, SARA or ORA/WORA requirement and administer required record keeping and ongoing monitoring of the ORA process.
- Assist in management of the CoW system, including acting as a system administration expert and continual assurance of permit/risk assessment suitability.

Radiological Management and Compliance

- Radiological Protection Supervisor, responsible for managing radiological matters including monitoring, coaching and management of documentation on radiation checks, maintenance of RMDD system and location/status of fixed and portable sources.
- Provide oversight of radiological management activity undertaken by other parties to ensure compliance with requirements.

Confined Space Entry Management

- Assist development of risk assessment and rescue plans; ensure required Authorised Gas Tester competencies are in place

Working at Height Management

- Delivery of Working at Height training to site personnel and confirm suitable competencies are in place for 3rd party contractors.

Monitoring and Assurance Programs

- Ensure monitoring programs are progressed and that feedback on findings & actions is appropriate and escalated as necessary.
- Communicate learnings and manage the overall site assurance program requirements based on emerging issues.

Incident Investigation Process

- Communicate incident/near miss detail promptly to the business, creating Synergi cases with initial detail with 24hrs of event.
- Provide assurance that incidents, near misses and non-compliances are investigated thoroughly by responsible parties, aligned to procedural expectations and delivered in a timely manner. This may include leading investigations where appropriate.
- Ensure resultant actions are SMART and that subsequent closure is appropriate to address the requirements of the action.
- Ensure lessons learned are communicated to the business, developing Safety Alerts and Lessons Learned from incidents at site.

Occupational Health Management

- Involved with Occ Health Management, working closely with the site Medical support to ensure adherence to all EnQuest requirements either directly or by providing assurance of compliance by involved parties.
- Maintain knowledge of Occ. Health topic areas to provide appropriate advice and intervention during coaching opportunities.

Leading Hazard Management Programs

- Take the lead in the roll out and management of Hazard Management programs e.g. COSHH, DROPS, DROPS, Asbestos, H2S, Noise, and Fatigue including working with key involved parties e.g. the site Medical support on OH matters.

Safety and Environmental Representative Engagement

- Support involvement of Safety and Environmental Representatives in activities at site, and ensure they have access to the right people, information and facilities to conduct their roles including scheduling regular meetings and follow up on reported actions.
- Assist development of individuals in these roles by mentoring them, through available training and providing exposure to issues.

Contractor Interface Management

- Interface with contractors and service providers at site on HSE matters, including reporting performance or compliance issues to HSE&A Function such as competency or equipment shortfalls where HSEC has had to intervene and/or take remedial action.
- Focal point for PUWER assessments at site, including review of submitted documentation to demonstrate suitability prior to use.

Emergency Response

- Plan, organise and administer site emergency response exercises including providing feedback on outcomes and identifying potential improvements or further training requirements. Ensure appropriate site based training for ERT and Helideck is completed.
- Ensure safety and emergency equipment is maintained at site including management of associated Station Bills to ensure they reflect current platform layout, detail and equipment location.
- Provision of training to appropriate level in the deployment of the DONUT system and of related emergency equipment on site.
- Member of site Emergency Response Team in the required role, including development as Emergency Deputy OIM.

Continual Improvement

- Record and manage records of HS&E performance; ensure performance is displayed and discussed at appropriate site forums
- Maintain a close working relationship with onshore H&S and Env. Advisors, including periodic check-ins and sharing handover topics to ensure all shifts are fully aware of priorities.
- Ensure HS&E records are maintained and effective shift handovers carried out to ensure information is available across shifts.

Education Attainment & Accreditation

- NEBOSH National Diploma in Occupational Health and Safety or equivalent, or considerable technical experience in a similar role.
- Member of IOSH to Technician Level or above.
- Environmental qualification desirable (e.g. Associate membership of Institute Environmental Management and Assessment)

Professional Skills & Experience

- Basic/Further Offshore Safety Induction and Emergency Training (BOSIET/FOET)
- Previous experience as a site based HSE Advisor or Coach in the oil and gas industry
- Radiation Protection Supervisor qualification
- Understanding of UK regulatory regime from a Health, Safety and Environmental perspective.
- Working knowledge of offshore including oil & gas processing, water treatment, utilities, logistics/marine and drilling/well operations
- Strong appreciation of both Major Accident Hazards (Causation and Prevention) and Environmental Consequence.
- OIM Legislation course (or suitable alternative) desirable
- OPITO Emergency Response Team Leader desirable
- Supervisory Management skills and experience desirable
- Previous coaching experience or qualification desirable

Interpersonal Skills & Qualities

- A collaborative style with an ability to build relationships and coach others in required behaviours and compliance requirements.
- Strong ability and desire to bring tasks to a suitable completion.
- Excellent time management, prioritisation and organisational skills.
- Excellent communicator (written and verbal) and comfortable dealing with and presenting to different levels in the organisation.
- Work proactively, able to seek out sustainable solutions to challenges which may arise and share them across the business.
- Ability to challenge the status quo and influence others, enabling change and continual improvement.