

Health Safety & Environmental (HSE) Coordinator

JOB SUMMARY

Under the supervision of the Safety Security Health & Environmental Manager, the HSE Coordinator is responsible for implementing and monitoring site-specific health, safety and environmental operations and tasks at the assigned job site. The HSE Coordinator is the primary contact for employees and supervisors concerning safety-related matters and is responsible for the application of the PRL Health, Safety, & Environmental (HSE) programs. This includes but is not limited to: risk management activities, industrial hygiene, applicable report writing, industrial HSE compliance auditing, emergency response, HSE training, HSE program development, incident investigation and data trending and analysis. The HSE Coordinator provides resources and information to PRL employees and management as needed.

REQUIRED QUALIFICATIONS

- Associate Degree in Occupational Safety and Health or a related field from an accredited institution AND two years full time safety and/or occupational health operations. An additional four years of relevant experience may be substituted for the degree requirements.
- Minimum 4 years North Slope experience, trucking or air transportation operations or combination of prior experience that would provide the knowledge, skills and abilities to perform this job.
- Have or obtain prior to beginning work, a current valid Alaska Driver License.

DESIRED QUALIFICATIONS

- Current CSP/ASP, CHST or OHST certifications
- Current 40 hour HAZWOPER with supervisor training
- Marine safety experience
- First Aid/CPR
- Documented qualifications in the following areas: fall protection, spill response and cleanup, maritime safety, shipping of hazardous materials/wastes, facility or industrial security

ESSENTIAL FUNCTIONS

- Understands and uses personal protective equipment, safe work practices, environmental stewardship practices and team work.
- Conducts regular inspections, safety audits and hazard assessments of work locations, work groups, projects and individuals at the assigned job location
- Identifies hazards and potential risks and assist operations staff with eliminating or mitigating those hazards
- Advises jobsite managers on HSE-related matters
- Conducts first level investigations of worksite accidents, injuries, prepares reports and assists with employee medical needs as required
- Serves as core member of PRL's emergency response team at the work site
- Responds to and conducts small quantity spill containment and cleanup
- Provides training and mentoring in HSE related topics to PRL staff

- Supervises other Safety or Environmental technicians assigned to a work site

CORE COMPETENCIES

- Identifies and appropriately complete open tasks within PRL's policies and standards
- Understands, embraces and integrates PRL corporate HSE values into everyday duties and responsibilities
- Promotes a safe work environment for co-workers and clients through a personal commitment to work safe
- Ability to effectively communicate HSE requirements and values to all levels of employees and client representatives.

JOB SPECIFIC COMPETENCIES

- Ability to implement the principles and practices of occupational safety and health including industrial hygiene and environmental protection programs.
- Understanding of OSHA general industry and/or construction standards, EPA regulations and related state statutes/regulations or local ordinances.
- Ability to provide employee training using multiple delivery methods and media.
- Ability to conduct a "root cause" analysis.
- Ability to communicate effectively through oral and written communication to individuals and groups of various sizes who possess a wide range of language skills.
- Ability to interact effectively with individuals in a wide range of situations, circumstances and settings as well as the ability to work effectively with a diverse workforce to achieve stated HSE objectives.
- Ability to operate a computer effectively and the ability to use Microsoft Office products and other software applications effectively to manage information.
- Ability to act appropriately in emergency situations.
- Ability to pass pre-employment drug screening, health screening and background check to PRL standards.
- Ability to interpret and effectively communicate technical documents such as Job Safety Analysis to workers, visitors and any other appropriate personnel.

WORKING ENVIRONMENT

The majority of the work is performed in various field locations on the North Slope of Alaska. The employee may be exposed to severe weather conditions such as blizzards, cold, wind, wildlife, hazardous chemicals, crude and refined crude products. Work will involve travel in small fixed wing aircraft, helicopters, commercial aircraft, boats and various types of trucks and other ground transportation. The employee is expected to be capable of working a rotational schedule of 2 weeks on/2 weeks off with 12 hour shifts. The employee must be capable of lifting or moving up to 75lbs, repetitive kneeling, standing and sitting, have day and night vision and hearing necessary to accomplish the assigned tasks of this job. Employee will be required to pass a pre-employment drug and alcohol test pre-employment physical.

To apply for the position please send a current resume to:

Kevin Koechlein, SSHE Manager

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