

HSE Coordinator

Responsibilities:

- Set up HSE standard and procedures for the company and when necessary, revise or modify such workplace
- Promote company safety, health and environment policy and Integrated Management System (IMS) policy to the workforce
- Carry out daily inspection and conduct checks on all work activities in the workplace and rectify all hazards spotted
- Record and report all accidents in the workplace and recommend preventive measures for recurrence
- Maintain HSE emergency response plan and conduct fire and evacuation drills regularly
- Carry out investigation and submit report to Client, Company Site Management and HQ (when industrial accident occurs)
- Maintain site HSE documentation as per Company HSE Management systems
- Conduct tool box meetings and facilities HSE training to educate the workforce on HSE information and education
- Perform ad hoc duties as requested and assigned by the Superior
- Develop and implement training plans and programs to train all operations personnel in soft and hard skills.
- Keep up-to-date on OSHA and other regulations.
- Ensure OSHA compliance - compliance with Federal, State, Local and Corporate requirements relating to training, recordkeeping, permits, reports, policy and procedures and other related compliance issues.
- Participates in accident investigations, problem resolution, and appropriate feedback within the teams and sites.
- Ensure the Industrial Hygiene plan is current and documented for each site.

Requirements:

- Prefer candidate with undergraduate degree in safety management / similar discipline or equivalent.
- Minimum 3 years relevant working experience
- Candidates with additional Safety Certificate, First Aid, Confined Space Assessor, Lift Supervisor would be an advantage
- Collaborative team player with excellent communication, influencing and leadership skills : ability to impart knowledge, delegate, train and empower in-country team.
- Well-developed communication skills and ability to liaise with various levels of management, clients and employees.
- High level of computer literacy and reporting capability.
- Well equipped with HSE knowledge and procedures preferred.
- Knowledge of OSHA rules and regulations and experience in Federal, State and Local Governmental Regulations, Investigations, Audits and legal reporting compliance is required
- Excellent written and oral communication skills, ability to problem solve, team build, coach and have ingenuity and initiative to coordinate problem resolution and execute requirements in team environments.
- Knowledge of personnel policies and procedures and experience in conducting training programs