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## Join a successful growing worldwide business.

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



## Job Title      Regional QHSE Coordinator

Location	Siparia, Trinidad, WI
Contract	Full-time
Core Purpose	To assist in the development, implementation, and management of the Company's quality, health, and safety system. As a Regional QHSE Coordinator, you are expected to travel both regionally and internationally to perform duties that may be required by the Company from time to time. You are also responsible for culture changes to make sure the right ethics and mindset are adopted by all employees.
Key responsibilities and accountabilities:	<ul style="list-style-type: none"><li>• Management and maintenance of Company's Regional Quality, Health and Safety and Environmental Management Systems, ensuring all records are kept up to date. STOW documentation, etc.</li><li>• Implementation of programs to sustain a high level of awareness, knowledge, and preparedness across the company to create a culture that prioritises effective QHSE and balances overall associated costs.</li><li>• Ensure compliance with regional QHSE laws and regulations.</li><li>• Serve as an expert within the field of QHSE when called upon to address regulatory, agency compliance issues, third party safety &amp; liability consultants and subcontractor representatives.</li><li>• Assist with the development of annual QHSE budget recommendations and implementation.</li><li>• Produce Regional QHSE monthly reports and other reports as required; Analyse QHSE reports and trend for continuous improvement.</li><li>• Assist with the effective measurement, collection, and reporting of QHSE leading and lagging indicators.</li><li>• Audit Responsibilities – Assist with the establishment of an internal QHSE audit program, review audit findings and implement corrective actions for improvement.</li><li>• Actively Contribute to the safety and wellbeing of all staff</li><li>• Conducting hazard and risk assessments to identify and manage risks.</li><li>• Coordination of QHSE meetings</li><li>• Assist with the compilation of QHSE metrics.</li><li>• Perform QHSE investigations, inclusive of Accident Investigations and Reporting. Assure effectiveness of Feedback/Lessons Learned and Corrective/Preventive Action systems.</li><li>• Manage all SDSs and COSHH records.</li><li>• Management of QHSE training – Provide/ Organize training and development to ensure competency of QHSE Staff and workforce. Devise, supervise, and coordinate training programs or media which</li></ul>

	<p>will increase proficiency in safe practices and promote HSE behaviour and leadership.</p> <ul style="list-style-type: none"> <li>• Ensure that employees are provided with appropriate PPE and are trained in proper use of same</li> <li>• Management of environmental waste disposal/recycling</li> <li>• Assist with preparation for management reviews.</li> <li>• Manage QHSE Filing/ Records</li> <li>• Ordering QHSE supplies</li> <li>• Produce monthly KPI's.</li> <li>• Updating of QHSE notice boards.</li> <li>• Manage and maintain NCR's and observations.</li> <li>• Manage and maintain accident statistics.</li> <li>• Managing access control and contractor management databases on all sites</li> <li>• Travel regionally and internationally to perform duties that may be required by Company from time to time.</li> <li>• Convey a professional image of the company, at all times.</li> <li>• Develop self in accordance with changing responsibilities of the role.</li> <li>• Other reasonable duties required by the Line Manager or duly appointed personnel.</li> </ul>
QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG's QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> <li>• a proactive health and safety culture focused on the prevention of work-related injury or ill health and continual improvement in our processes / performance.</li> <li>• environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution.</li> <li>• a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.</li> </ul>
Skills and Experience:	<ul style="list-style-type: none"> <li>• Minimum 02 years QHSE work experience, preferably in QHSE environments in the oil and gas industry.</li> <li>• Good verbal and written communication skills</li> <li>• Ability to recognize and deal with potential issues before problems arise.</li> <li>• Ability to be punctual, maintain excellent attendance record, take instructions, and carry out instructions as closely as possible as initially instructed.</li> <li>• Must be computer literate. Able to work efficiently with Microsoft Office Suite, particularly Word and Excel.</li> </ul>

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Qualifications:

- Minimum degree in QHSE or commensurate experience required.
- Formal Accident/Incident Investigation training and other relevant QHSE scopes. E.g., Root Cause Analysis, Risk Assessment, OSHA etc.



## Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide competitive salaries and ongoing training and development opportunities to support your professional growth.

## Join a successful growing worldwide business.

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

## How to apply

To apply for this open vacancy, then please email us your cover letter and c.v. to [hr.trinidad@oegoffshore.com](mailto:hr.trinidad@oegoffshore.com)

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