

JOB DESCRIPTION

1. JOB DETAILS:

Company:	Dana Energy
Location:	Headquarter
Department:	Rig Leasing and Operation
Position Title:	HSE Specialist
Grade:	10
Reports to:	HSE Manager
Job Type:	Full Time

2. JOB PURPOSE:

The Safety Officer assists the rig management in ensuring that the health, safety and environmental (HSE) work on the unit complies with the applicable HSE rules and regulations. He heads campaigns, initiatives, audits, inspections and investigations concerning work safety, with particular emphasis on rules and regulations concerning emergency preparedness.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	▪ 0
	Indirect Reports:	▪ 0
	Total Reports:	▪ 0
Financial Accountabilities:		▪

4. KEY ACCOUNTABILITIES:

- Provide guidance to rig site HSE officers to ensure they perform their duties effectively and consistent with their job descriptions
- Liaise with and provide advice to the wells manager, drilling superintendents, drilling supervisors and contractors representatives with regards to HSE matters within the well operations
- Develop and coordinate the implementation of HSE audit programmes for the rig site operations
- Support accident prevention programs
- Specific areas of focus will be the higher risk aspects of the rig site activities, e.g., rigging and lifting

operations, dropped objects prevention, control of work and working at height

- Participate as required in accident/incident investigations and case management of wells related injuries/incidents
- Maintain accurate well operation accident/incident records and prepare reports to management on HSE Performance Review safety training and emergency preparedness of wells team personnel
- Participate in the Incident Management System and respond as needed at any time day or night to events in support of drilling operations
- Work to ensure consistency of approach and application of health and safety programs across the Wells and Operations Teams through close liaison with the central HSE team
- Provide HSE input into wells contracts and tender evaluation processes
- Develop and lead the implementation of HSE rig start up plans for new rigs being brought into the operations Participate in Wells related meetings, e.g. Drilling Supervisors meetings and Drilling Contractors and service company meetings Assess and support contractor HSE officers as needed

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

- Bachelor's degree, preferably in Occupational Health & Safety or equivalent HSE management or discipline or related degree with NEBOSH certification
- Certifications in HSE programs and controlling workplace hazards.
- A minimum 5 years of experience in previous HSE Positions
- Experience working as Drilling HSE officer
- Proven experience in Health, Safety, Environmental (HSE) disciplines
- Familiarity with applicable industry and government safety, health standards and regulations
- English technical language level is required
- Experienced with completing audits and inspections, and actively involved in past audits and inspections on a regular basis.
- Strong facilitation skills for use in leading team meetings, incident investigations, risk assessments, etc.
- Knowledge of ISO 14001, ISO 9001 and OHSAS 18001
- Proficient in use of Microsoft software including MS word, Excel and PowerPoint

Statements in this Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

6. Approvals:

Line Manager (Dept. Manager / Function Head):

Signature			Date	

Group Human Resources Director:

Signature			Date	