

Health, Safety, and Environmental Specialist

ROLE OVERVIEW

As Health Safety, and Environmental (HSE) Specialist, you work to identify, mitigate, and control HSE related risks to people, property, the environment and the organization through the daily administration and maintenance of the HSE program at a particular worksite.

To accomplish this, you will deploy a variety of strategies to ensure understanding of and compliance with applicable regulation, standards, industry best practices, organization policy and client expectations. You will act as the on-site technical expert for HSE related matters and should maintain an up-to-date knowledge of applicable regulatory requirements and be able to explain technical and legal information related to HSE to a variety of audiences using the most appropriate and effective means. This could include report writing, training delivery, presentation, and informal conversations.

To control hazards on the site and reduce risk to as low as reasonably achievable, you will collect and analyse data from various sources such as leading indicators, inspections, incident reports, and complaints, and create recommendations for decision makers on the site as well as, where appropriate, action plans to remediate non-compliances. In the event of an emergency, you will be expected to coordinate the emergency response plan, provide advice, as well as to conduct follow up investigations for incidents, performing root cause analysis and creating and tracking remedial actions plans to prevent future incidents from reoccurring.

An HSE specialist may work in a variety of industrial settings within the marine sector both on and offshore including processing plants, marine vessels, and marine platforms. You will liaise with workers and managers to promote HSE awareness, compliance, culture, and uphold the reputation of the organization's HSE program. An HSE specialist must use creative ways to motivate buy-in to the HSE program by diverse audiences and clearly communicate and uphold the HSE requirements.

STRATA LEVEL: 3A – Manager

Also Known as:

- Environmental Health Officer
- HSE Advisor

Education and Experience:

- Post-secondary education in Occupational Health and Safety, Environmental Science, or a related field.
- Certification by the Board of Canadian Registered Safety Professionals (BCRSP) as a Canadian Registered Safety Professionals may be considered an asset.
- Knowledge of and ability to read and interpret OHSA and its regulations, CSA standards and other legislative requirements.
- Experience with EHS system management and statistical analysis software is considered an asset.

Associated NOC(s):

- **2263** – Inspectors in public and environmental health and occupation health and safety

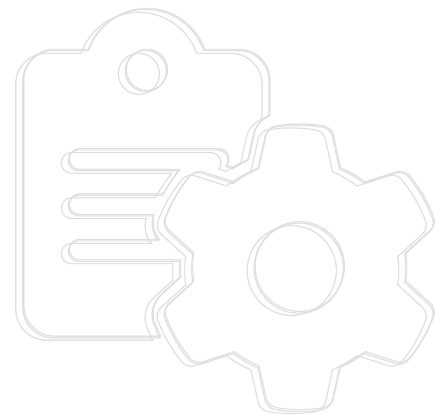


TECHNICAL

**Risk Management**

Identifies and analyzes hazards and risks associated with project tasks to develop policies and procedures to control hazards and mitigate risks.

- Identifies risk factors and organizational vulnerabilities to inform decision makers of potential project risks to support the development of programs and policies to mitigate risk.
- Communicates risk management policies, and procedures to colleagues and stakeholders to ensure accurate understanding of internal HSE policies to control risks.
- Develops, improves, and implements policies and procedure consistent with jurisdictional requirements to mitigate organizational risk factors.
- Develops appropriate guidance documents for colleagues and stakeholders to communicate HSE risk management policies and procedures.
- Identifies trends in organization's HSE data as well as opportunities for improvement, generating reports containing recommendations for preventative and/or corrective actions at the site level to address issues as they become known.
- Maintains a *directory* of the most frequent and top risks for the organization to develop long term plans to implement solutions and decrease risks.



PERSONAL AND PROFESSIONAL



Communication

Positively directs outcomes by delivering communication that results in a better understanding of goals and objectives and that capture interest and gain support for immediate action.

- Communicates with other team members to share information and resources to create opportunities and efficiencies.
- Motivates employees on site to discuss HSE compliance and engage with HSE material and programs in their work activities to improve behaviour and compliance.
- Uses visual aids, including charts, graphs, and power points to communicate HSE data and trends to inform senior decision making to improve organizational health and safety.
- Facilitate dialogue on HSE compliance to ensure employees are comfortable asking questions and ensure concerns are raised at the appropriate time.
- Maintains a positive feedback loop between employee questions and concerns and employer solutions to ensure adequate feedback is provided to address employee questions and concerns.
- Sits on HSE relevant committees and provides expert inputs on legalities, standards, and industry best practices.

Safety Culture Promotion

Engages HSE program stakeholders to foster a positive safety culture within the organization to motivate voluntary and enthusiastic buy-in to the program at all levels of the organization.

- Maintains a positive and professional attitude in the workplace to encourage a good impression of the HSE program at all levels of the organization.
- Exemplifies safe workplace practices to uphold the practices of the HSE program to set an example for co-workers.
- Collaborates with all department teams to promote the HSE program and its value to the organization, its employees, and the environment to motivate buy-in to and compliance with the program.
- Uses creative efforts to engage employees with HSE materials to increase interest in and engagement with the program by employees.



- Promotes a culture of safety within the organization through dialogue with all levels of the organization, modeling safety compliant behaviour, information dissemination and timely action on HSE concerns.

Professional Ethics

Demonstrates honesty, responsibility, respect, integrity, and fairness in decision making to diminish risk, increase trust, and improve long term success.

- Accurately and honestly conveys potentially difficult and inconvenient information to ensure that risks, incidents, and other lagging indicators pertaining to HSE investigations are understood by the appropriate persons, including management.
- Respects confidentiality of all individuals and sensitive information related to HSE reports and incidents as appropriate to uphold privacy of the individuals involved.
- Establishes and promotes a culture of respect and ethics within the organization to ensure successful operations.
- Takes an unbiased stance to interpreting new information to solve a problem in an objective manner.
- Acts in a professional, objective, and unbiased manner while interacting with government officials to ensure accurate and trustworthy long-term communication.



LEGAL, REGULATORY, AND POLICY



HSE Compliance

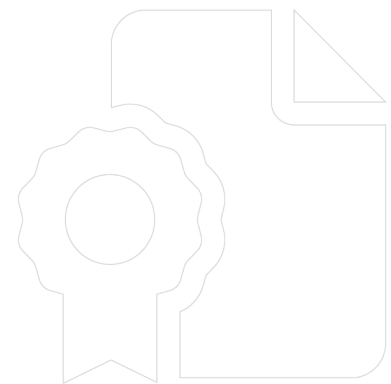
Carries out inspections, remedial action oversight, and reporting for the site to ensure that the operation complies with the regulatory requirements, internal policies, and procedures as well as client expectations.

- Observes and inspects workplace to ensure compliance with applicable regulations, internal policies and procedures and client expectations.
- Participates in the full process of opening and monitoring HSE files for non-compliances to ensure that the needed remedial action is taken to resolve issues.
- Records and tracks HSE successes and failures for statistical and reporting purposes and publishes important results, including performance against organizational key performance indicators, inform decision makers for the site.
- Produces quarterly and annual reports as needed to meet the requirement of the various jurisdictions in which the site is located.
- Implements regulatory monitoring applications to monitor regulatory changes to provide proactive compliance solutions.
- Supports the organization in meeting HSE regulatory reporting and permit requirements to avoid compliance related disruptions to the operation.
- Routinely solicits feedback from team members and stakeholders to improve communication strategies.

Regulatory Compliance

Adheres to specific regulations, codes, and legislation within a defined jurisdiction to ensure the health and safety of others.

- Maintains up to date knowledge of applicable regulations and best practices to inform management of changes to ensure inputs are based on up-to-date information.
- Complies with specific industry regulations within a defined jurisdiction to maintain a safe work environment.
- Establishes working relationships with regulatory officials to ensure organizational needs are considered for regulatory changes.
- Research and review current and/or pending legislation, codes, standards, and guidelines related to workplace HSE and works with

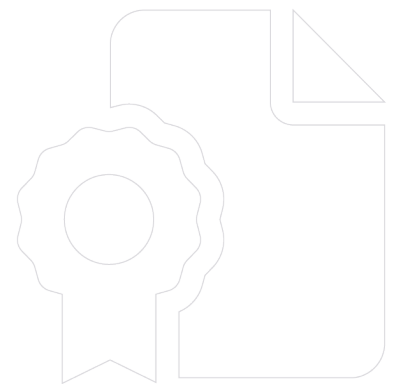


management to incorporate the latest developments into the HSE program.

Emergency Response

Provides advise and technical expertise during emergency situations to inform organizational leadership to the required response needed to protect life, the public, the environment, and the organization following a serious incident.

- Direct or take mitigating action as possible and appropriate to reduce harm, such as administering first aid or sectioning off access to the scene of an incident.
- Act as a leader in emergency situations to ensure proper execution of emergency procedures by all personnel.
- Ensure emergency services are contacted as appropriate to mobilize the required emergency response in as timely a fashion as possible.
- Communicate the occurrence of an incident to upper management, nearby workers, the public and/or relevant government agencies as appropriate.
- Follows best practices during emergency situations to ensure organization and individuals comply with applicable legislation and regulatory standards.
- Conducts periodic emergency response drills to ensure organization is prepared in an emergency situation.



ENVIRONMENTAL



HSE System Coordination

Coordinates the HSE program by administering, monitoring, analysing, and reporting to reduce risk by preventing and/or remediating non-conformities and by informing and guiding decision makers on how to control hazards on the site.

- Manages the site's HSE data, including documents, records, and statistics, to ensure ease of access and comprehension by relevant individuals including managers, decision makers, and external auditors for the purpose of demonstrating due diligence and/or making informed choices related to HSE on the site.
- Participates in and/or leads HSE activities on site, including inspections, training, investigations, and reporting to ensure compliance with all company policy, applicable regulations, standards, and best practices by in all areas and by all personnel on the site.
- Assesses HSE non-conformities and coordinates with personnel on site to develop remedial action plans to address the non-conformities to achieve compliance and reduce risk to people, equipment, environment, and organization.
- Reports, tracks, and verifies remedial actions to ensure follow through on remedial action plans by the relevant person or party.
- Analyses information generated by the HSE program including non-compliance reports, remedial actions plan, HSE incidents, and site performance against Key Performance Indicators (KPIs) to identify opportunities for improvement.
- Report findings from HSE information analysis and recommendations for hazard control to guide the choices and actions of all decision makers on site towards reducing risk to as low as reasonably achievable.
- Acts as a resource for workers and management with questions related to HSE to support the application of regulations, standards, and industry best practices within the organization's operations.

HSE Program Development

Develops a plan of action and aspects of an organization's health, safety, and environmental program to define the scope, risk, objectives, and critical success factors to provide guidance in creating effective programs to ensure compliance with applicable regulations, HSE policies and procedures, and client expectations.



- Works with leadership at a set frequency to develop and deliver HSE training and/or onboarding that is compliant with relevant regulations and laws for onboarding of all employees, contractors, and site visitors.
- Assists with the development and maintenance of HSE program documents including manuals, procedures, work instructions, and forms/templates to keep them up to date and relevant.
- Provides technical input to the development of an HSE program that conforms to federal and provincial regulations and guidelines as well as industry best practices and standards to inform and guide the organization's HSE goals and strategy for the site.
- Establish organizational HSE targets to monitor personnel commitment to improving environmental, health, and safety practices in the workplace to provide periodic feedback.
- Works with local cultural, environmental, and indigenous groups to improve an organizations commitment to the local community and integrate local knowledge into program development.

HSE Program Monitoring

Monitors the health, safety, and environmental aspects of program activities to ensure compliance with applicable regulations, internal HSE policies and procedures, and client expectations to improve the day-to-day functions within an organization's programs.

- Observes project teams and audits on working crews to ensure consistency in work practices and compliance.
- Audits the HSE program for regulatory compliance, conformity to industry best practices, strengths and deficiencies, and reports results and recommendations to the management team to promote continual improvement.
- Determines and takes appropriate remedial action as needed, which can range from informal conversations to recommending disciplinary action.
- Resolves conflicts and complaints related to the HSE program as appropriate, documenting work refusals, when necessary, to ensure concerns are adequately addressed and the reputation and credibility of the HSE program are upheld.
- Stops and corrects observable unsafe work practices to avoid HSE incidents.
- Supports employee claims of workplace risks to ensure non-compliance in environment or equipment is accurately identified and reported to ensure follow up actions are proposed and implemented.



HSE Investigations

Conducts investigations related to Health, Safety, and the Environment such as incidents, near misses, complaints, and work refusals with the intention of identifying root causes and designing and implementing remedial action.

- Conducts investigations related to HSE compliance to determine the root cause of incidents to improve workplace safety and mitigate HSE risk factors.
- Proposes and follows up on actionable strategies to address the causes of near misses and workplace incidents to improve workplace safety.
- Gathers and preserves evidence related to a workplace HSE claim to ensure proper documentation to complete an accurate, equitable, and transparent assessment.
- Documents employee compensation claims for employees impacted by workplace incidents to ensure employees are compensated and appropriate actions are taken to mitigate risks and cause of incident.
- Audits and verifies remedial action plan progress to ensure appropriate actions are taken to prevent future incidents and bring the organization into compliance with legal requirements, internal policy, and industry best practices.
- Selects and verifies the organization's program for personal protection equipment (PPE) to ensure PPE is best suited to job site conditions and tasks to protect workers in the line of duty.

