

MANAGER OF OCCUPATIONAL HEALTH & SAFETY AND ASSET MANAGEMENT

Applications are invited from interested and suitably qualified individuals for the position of Manager of **Occupational Health & Safety and Asset Management**, Providenciales.

Description

Plan, direct and oversees the activities of the Occupational, Health and Safety (OSH) Management programs of Pelican Energy TCI; to create a safe working Occupational focusing on reducing loss and liability towards its human resources.

Coordinate enterprise-wide Occupational Health and Safety strategies and response arrangements enabling and facilitating the identification of critical functions, events that could disrupt delivery of services, recovery priorities and critical resources required to maintain services. Manage the Asset Management system to ensure compliance to the 55001 standard.

Main Duties & Responsibilities

Key Responsibilities

- Supports the strategic planning efforts and provides operational leadership and direction of the department by administering Occupational, health and safety and Occupational initiatives and policies.
- Sustainability of the Environmental Health and Safety Management System and Asset Management system that is based on the ISO 14001 ISO 45001 and ISO 55001.
- Assure the continued improvement in implementing OHS programmes while maintaining compliance with all corporate and statutory regulations.
- Chair and provide staff support to assigned internal committees that help develop the OHS mission, policies and goals/ objectives.
- Provide overall support and management of the Pelican Energy TCI Management System to ensure that all activities within the specific management systems are conducted in a timely manner. Internal and External Audits, Review of all Risk Registry and Verification of Corrective action.

Specific Duties

- Oversee the department's daily operations, work plan; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Responsible for seeking vendors OHS supplies and authorizing procurement.
- Examine the company's sick loss reports through Human Resources Department to ensure loss are not due to non-compliance.
- Monitor relevant international associations, attend and participate in related professional meetings, and workshops keeping abreast of new trends and innovations in the field of Occupational, Health and Safety services.
- Develop an effective crisis management communication plan with readiness and response capabilities consistent with company disaster manual.
- Prepare and submit OSH related monthly and quarterly reports to the Director OSH.

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Main Duties & Responsibilities Cont'd

- In the event of incidents, conduct thorough investigations and timely reporting to management.
- Conduct periodic Safety Audits and Inspections to ensure compliance with OSH related regulations, industry best practices and corporate policies and procedures.
- Implement control measures to minimize Safety and Occupational Health hazards and Occupational risks.
- Ensure that proper documentation of incidents; establish proper record keeping and maintenance of OSH files.
- Promote OSH awareness through the Company's newsletters, website and other modes of communication.
- Ensure consultants and contractors comply with the Company's policies and procedures on OSH.
- Ensure that the Annual Audit Schedules are prepared for the Integrated ISO systems
- Work with systems owners to ensure that all non-conformances are corrected
- Provide support to the BCM and EMS systems
- Any other duties assigned by the Director People, Culture and EHS and Senior Vice President of Operations from time to time.

Academic/ Technical/ Management Experience and Qualifications:

- 4 yrs. BSc and Master's degree in the field of engineering, safety or Occupational or a related science; or
- Five or more years' experience in safety or Occupational areas with certification in Occupational Health and Safety and ISO 14001; 45001; 55001
- Experience in the management of ISO 14001:2015 and ISO 45001:2018 systems and programs.
- Computer literate, including Microsoft Office Suite program.
- Current and valid Turks & Caicos driver's license

Abilities, Skills, Experience, Aptitude & Judgement:

- Manage and direct a diverse and comprehensive Occupational service program
 - Plan, organize, direct and coordinate the work of staff.
 - Delegate authority and responsibility.
 - Analyze and assess programs, policies and operational needs and make appropriate changes. Applies practical and technical knowledge to complex issues and solves problems.
 - Ability to effectively communicate with management and staff to coordinate, implement, and maintain safety, training and Occupational programs and procedures.
 - Ability to interpret technical standards and legal requirements for safety, training and Occupational matters to ensure company compliance at all times.
 - Ability to meet strict deadlines without compromising quality.
- **Compensation is commensurate with experience and qualifications.**