

**Position: HSE Supervisor****Responsibilities:**

- Support the HSE Manager and team with planning, coordinating and implementing of effective HSE policies, guidelines and procedures to ensure that the department objectives are met.
- Provide support to Project and Operation team in all aspects of safety, occupational health, safety and environmental issues.
- Support the HSE Manager in ensuring HSE compliance onshore and offshore and perform regular HSE audits in the areas of business and vessel operations.
- Attend pre-job, planning and client meetings as required on HSE related matters.
- Provide support to the dept on the implementation of Company-wide HSE initiatives eg. ISO 14001, OHSAS 18001, etc
- Assist with developing HSE plans that comply with Company policies and procedures as well as client requirements
- Ensure training, tool box meetings, and drills are implemented as part of the company's offshore training and HSE program, i.e. emergency response systems, etc.
- Investigate and complete the process for close out of all Accident Investigation Reports and prepare/submit lessons learned to the Regional HSE Manager for promulgation to the management
- Manage Safety Statistic reporting within Singapore. Track and provide regular HSE performance reporting to the Dept head.
- Provide HSE aspects of Company Bid Submissions as requested
- Assist in the development of project specific HSE procedures.
- Conduct HSE trainings and orientation to all new employees.
- Ensure all worksites are HSE compliant with Company policies and safety standards.
- Support offshore HSE personnels in the development of work site HSE campaigns and good practices.
- Assist in ad-hoc HSE tasks/projects as required.

**Requirements:**

- Min Diploma in Engineering, with specialization in QHSE or related discipline.
- Possess certification in NEBOSH
- Min 5 years relevant experience in Oil & Gas-Offshore Construction and Marine Industry.
- Knowledgeable in ISO 9001, ISO 14001 and OSHA 18001, ISM, ISPS standards and HSE management systems is highly preferred.
- Strong passion in HSE.
- Good MS Office skills particularly in Excel, Words and Power point.
- Able to work independently and meticulous.
- Must be willing to travel at short notice and go offshore.