



JOB DESCRIPTION



HSE Manager

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| Job Title | HSE Manager | Location | Lagos, Nigeria |
| Reports to | Elcrest MD | Position Type | Full Time |

Job Purpose

- Manage the Elcrest Health, Safety and Environment (HSE) Department
- Be responsible for the management, implementation, operation, monitoring and review of the NPDC/Elcrest JV HSE management system, with the goal of achieving work activities without incident, harm to personnel or damage to property or the environment
- Provide functional HSE support to all management, supervision and work personnel

Tasks and Responsibilities

- Implement and monitor the HSE Management System, Plans and Safe Work Procedures.
- Promote the HSE Management System by personal example and leadership.
- Promote a strong awareness and personal responsibility for HSE with all management and supervisory personnel.
- Review Company activities and ensure compliance with HSE Policies, HSE Plans and Procedures.
- Ensure that Contractor HSE activities comply with Company & Contractor HSE Policies & Plans, conform to the terms & conditions of the Contract and meet local statutory HSE regulations.
- Liaise with and Coordinate HSE activities with NPDC HSE Department.
- Ensure that all Hazards and Risks associated with Company and Contractor work activities have been identified, assessed and actions implemented to eliminate or reduce these to ALARP.
- Review the daily, weekly and monthly HSE site reports and statistics.
- Compile and publish HSE statistics and communicate to all management and personnel
- Ensure that emergency preparedness and response plans are developed, documented, implemented and tested.
- Ensure that effective medical, first aid, occupational health facilities, resources, equipment and consumables are provided and maintained at all offices and work sites.
- Implement and execute HSE training plan for Company HSE and other personnel.
- Lead risk assessments and studies and ensure results are addressed as work is executed.
- Develop specific safety procedures with the Site Team to address identified risks and challenges.
- Organise and facilitate training, drills and exercises for emergency preparedness and response.
- Ensure that Company HSE performance requirements are included in all contract documents.
- Ensure that the Contractor activities comply with the Contractor HSE Plan and conform to the terms and conditions of the contract between Company and Contractor.
- Follow up accident investigations to ensure close-out or recommendations to prevent recurrence and ensure communications of results across Company and Contractor workforces.
- Promote HSE-related lessons learnt and the exchange of HSE information across Company and Contractor workforces with the goal of achieving higher HSE awareness.
- Prepare, convene and facilitate regular HSE Committee meetings at Lagos offices.
- Monitor activities of and mentor HSE Coordinator located at Benin office.
- Any other HSE related duties that may be required by Elcrest Top Management.



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Qualifications:

Professionally qualified with:

- Relevant Degree, or Diploma In Safety Management, or NEBOSH Diploma
- Lead Auditor of Safety Management Systems (OHSAS 18001/ISO 45001)
- Lead Auditor of Quality Management Systems (ISO 9001)
- Lead Auditor of Environmental Management Systems (ISO 14001)
- Registered Industrial Accident Investigator
- Professional Membership of recognized International Safety Management Society

Experience

- 15+ years experience in the upstream Oil and Gas Industry
- 15+ years experience in Drilling and/or Construction activities
- 15+ years experience as HSE Manager
- Experience in Flow Station activities
- Experience in Drilling Operations. Land and Swamp.
- Experience in management of HSE in remote locations, such as Nigerian Swamp regions

Capabilities

- Excellent spoken and written English. Highly effective written and oral skills.
- Strong HSE commitment and willingness to be a proactive HSE role model and leader
- Highly motivated, self-starting individual with ability to work unsupervised in a high activity environment and achieve results through strong leadership and motivation.
- Competent and experienced in developing, documenting and implementing comprehensive HSE Management Systems.
- Competent and experienced in effective management of an HSE Team - office and site
- Pragmatic approach to problem solving
- Strong experience in working with third party contractors to create a successful HSE programme
- Comprehensive knowledge of Nigerian Health, Safety and Environmental legislation
- Comprehensive knowledge of Quality Assurance practices, processes and standards
- Comprehensive knowledge of Health and Medical practices, processes and standards
- Experienced chairman or facilitator of HAZOPS and HAZIDS
- Comprehensive knowledge of ISO 9001:2008 Quality Standard
- Comprehensive knowledge of OHSAS 18001: 2007 Occupational Health and Safety Standard
- Comprehensive knowledge of ISO 14001:2004 Environmental Management Standard
- Experienced accident investigator and skilled in the use of Root Cause Analysis techniques e.g. TapRoot, Tripod Beta etc.