

POSITION DESCRIPTION

QHSE ADVISOR

POSITION REQUIREMENTS

ESSENTIAL SKILLS / QUALIFICATIONS: (SELECTION CRITERIA)

- Civil Construction Induction Card – White Card.
- Certificate IV or higher Workplace Health and Safety.
- Drivers Licence.
- First Aid Certificate.
- 3 years' experience in Oil and/or Gas/Mining.
- Well-developed verbal and written communication skills.
- Working knowledge of Microsoft Office Suite – Monday App, Word, Excel, Outlook and PowerPoint.
- Experiential knowledge of OHS, Quality, Environmental Management Systems.
- Client service and public interaction skills.

REQUIRED SKILLS/ QUALIFICATIONS WHEN ENGAGED IN CONTRACTUAL AGREEMENT WITH PRINCIPAL CONTRACTOR

- Training as identified by Principal Contractor.

PREFERRED SKILLS / QUALIFICATIONS

- Drug and Alcohol testing accreditation.
- Diploma / Advanced Workplace Health and Safety.
- Certificates of Attendance/Attainment in relation to Environment and Quality in a Management System.
- Internal Auditor OHS, EMS, QMS certificate RABQSA.
- Incident Investigation Accreditation.

The QHSE Advisor reports directly to their Line Manager on the effectiveness of the QHSE System including all non-conformances, customer complaints, system failures and where applicable audit results.

KEY RESPONSIBILITIES

Administration

- Maintain and update all QHSE Registers.
- Develop and monitor compliance with the Project Management Plan, in consultation with their Line Manager and Project Manager, for major projects.
- Keep up to date with legislative changes through various company subscriptions.
- Ensure availability, collection and compliance monitoring of Daily Morning Prestart/Toolbox Meeting, and attendance.
- Develop and deliver prescribed toolbox talks.
- Ensure availability, collection and compliance monitoring of JSEA's, including identifying any new risks and updating the Risk Register.
- Ensure availability, collection and compliance monitoring of SWMS.

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- Ensure all IVMS exceptions are recorded and exceptions determined, and staff notified. Update Register.
- Ensure all IVMS Demerit points are tracked.
- Scan & upload all documentation (e.g. prestart briefings, Journey Management) and ensure filed appropriately. Update Register.
- Ensure all man hour tracking is recorded and uploaded for Client reporting. Update Register.
- Ensure Plant Prestart inspections have been provided to the Plant Administrator.
- Ensure all Plant is compliant.
- SANTOS monthly Attachment Y & Z submitted before 6th of the month.
- Reviewing of all Emergency Plans (ensuring that our Emergency Plan/evacuation plan is in place and effective) in each location and run periodic drills.
- Monitor all SDS sheets and ensure all purchased goods are referenced & labelled correctly (labels needed when decanting into smaller bottles). Update Register.
- Ensure all HAZCEM materials are stored in accordance with legislation and codes of practice.
- Carry out QHSE Site Inspections (Site and Workshop)
- Ensure SWMS are reviewed, and changes documented and communicated to personnel. Update Register.
- Internal Audit to be completed (per schedule).
- Attend client meetings as called upon.
- Enact record keeping requirements – weekly/ monthly/ annually – as specified in QHSE Manual, Policy and Work Instructions and in alignment with all current audit requirements, utilising the QHSE Task Tracking Register.
- Ensure all incidents are accurately recorded, investigated and followed up and filed appropriately. Update Incident/ Corrective and Preventative Actions/ Non-conformance Report/ Current Actions Register.

Plant and Equipment

- Ensuring Safety Equipment is up to date with testing and/or tagging (Slings). Update Register.
- Clean/check & Bump Test all Gas Detectors.
- Gas detectors to be calibrated every 6 months per specification records. Update Register.
- Check Safety stores are sufficient.
- Electrical Equipment test and tagging (Smoke alarms). Update register
- Ensuring Safety Equipment is up to date with testing and/or tagging (Chains, D Shackles, Laser Levels, GPS systems, Air-Compressor). Update register.
- First Aid Kit's to be serviced. Update register.
- Fire Extinguisher's to be serviced. Update register.
- Ensuring plant has appropriate Risk Assessments, signed by the operator on board.
- Ensure your own personal knowledge of, and adherence to, the QHSE System requirements;

Personnel

- Document all personnel's travel in Journey Management process.

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- Update the Rosters.
- Monitoring and updating of expiring or personnel accreditations/qualifications/licences.
- Assist in Onboarding new personnel – check all licences and accreditations are on file, undergo a Site Induction. Record on the HR Register. Undergo any client required documentation/inductions etc.
- Advise Manager of training needs as they become apparent or are indicated by employees;
- Ensure all personnel are signed onto relevant site paperwork.
- Ensure all personnel are using current version documents. Liaise with employees/Advisors to ensure efficient implementation of The Company QHSE Integrated Management System – i.e. Manual, Policy and Work Instructions;
- Provide direction to all staff and personnel in relation to QHSE System requirements;
- Carry out Drug and Alcohol testing as per the frequency nominated per client. Alcotest Breathalyser – sent to Alliance Safety Equipment for calibration. Update register.
- Liaise with employees/Advisors to ensure all safety equipment is serviced and kept within specification

REPORTING

The QHSE Advisor is to prepare and submit all reporting monthly as prescribed

- Updated Task Tracking Register.
- QHSE Monthly Report.
- Project Management Plan monthly tasking Calendar.
- Client Reporting as required

OTHER AREA'S OF RESPONSIBILITY

The QHSE Advisor is appointed as their Line /Company's representative in relation to all Quality, Health, Safety, and Environmental matters on projects or sites as determined. The QHSE Advisor submits all documents, records, reports in relation to the QHSE Management System to their Line Manager who in turn may seek advice of Directors for final approval.

- Ensure the requirements of the Quality, Health, Safety and Environmental Standards and relevant legislation are understood, implemented, and maintained throughout the site/project as determined.
- Ensure (in consultation with Manager) corrective actions are implemented to resolve issues identified in internal inspections and internal and/or external audits.
- Ensure (in consultation with Manager) preventive actions are taken based on potential nonconformities assessed through data analysis.
- Perform any other duties as requested by their Line Manager.

PERFORMANCE / SKILLS STANDARDS

- All work is to be carried out in accordance with the requirements set out by The Company policies and procedures;
- Complaints advised to Manager and handled in a timely manner.
- Use of effective time management skills.
- Accuracy of documentation maintained at all times.
- Effective communication with internal and external personnel and clients at all times.
- Prompt reporting of any difficulties encountered requiring action to Supervisor.
- Punctuality and courtesy at all times.

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- Appropriate notification to Supervisor with respect to work absences and leave requirements.
- Confidentiality in relation to privileged information.
- Maintenance of skills and knowledge required to perform the duties of the position.
- A spirit of cooperation towards other employees and the achievement of The Company targets and objectives.

QUALITY, HEALTH, SAFETY AND ENVIRONMENTAL (QHSE) RESPONSIBILITIES AND ACCOUNTABILITY

All employees have a legal obligation to comply with statutory and The Company QHSE Manual, Policies, Procedures and Work Instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following statements apply to all employees (permanent, part-time, project specific and casual) and all contractors. Responsibilities include:

- Completion of The Company QHSE system requirements, providing feedback on the use of the system and forms for continual improvement;
- Performance of all work and associated functions in a safe manner;
- Compliance with all documents including QHSE Manual, Policies, Procedures, Work Instructions and verbal instructions issued by the organisation and its management;
- Correct use and maintenance of all personal protective equipment as per the company direction and training provided (PPE) supplied by the company;
- Commitment to work methods that uphold company environmental practices and the achievement of environmental objectives and targets.
- Identification of hazards, conducting of risk assessment, and taking corrective action to eliminate hazards where possible in the workplace; and /or report hazards and risks in accordance with QHSE procedures;
- Assisting Project Manager with the development of project documentation as required;
- Establishment and maintenance of a high standard of housekeeping and cleanliness within individual work areas, plant and on The Company property generally;
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses, and property damage;
- Attending all toolbox, team talks, meetings or specific training supplied by The Company;
- Working in a manner that will not endanger you, other employees or the general public.