

Job Description

West White Rose CGS Project



SNC-LAWALLEN DRAGADOS PENNECON

Name:	BBS COORDINATOR
Department:	HEALTH AND SAFETY
Reports To:	HSE MANAGER

RESPONSIBILITIES

- Responsible for providing support to the West White Rose Project to support building a strong Behavioural Based safety culture as outlined in in Cenovus Partnership for Safety procedure and meeting all client and statutory health, safety and environmental requirements for the program.

MAIN TASKS AND DELIVERABLES

- Developing a strong relationship with SDP workers to build Partnership for Safety leadership capacity and capabilities.
- Assist and develop in the HSE workshops, campaigns and strategic initiatives.
- Become a bridge and conduit between Partnership for Safety and SDP workers.
- Demonstrate commitment to safety throughout all phases of the project.
- Responsible for providing support to Partnership for Safety teams, the Craft Community Caring Committee and admin support for the Project HSE Manager.
- Responsible for setting standards and modelling behaviour expected from all SDP employees and subcontractors towards performing work in a safe manner.
- Provision of support in Partnership for Safety activities to ensure that all SDP services are provided in a safe manner.
- Assistance in the development of key messages and ongoing communication strategies for Partnership for Safety and delivery of these strategies.
- Provision of assistance to HSE in organizing different activities to promote the project Partnership for Safety culture and various initiatives.
- Responsible for supporting HSE awareness campaigns and supporting communication development based on current programs and new initiatives.
- Provision of support to the training team for Partnership for Safety training.
- Offer recognition and praise to promote safety culture on the project.
- Participation in regular Partnership for Safety meetings with other departments and external contacts.
- Create and manage site Incentive Programs.
- Maintain good record keeping of Partnership for Safety paperwork and documentation.
- SDP and all parties involved in the West White Rose Project demand the highest level of safety and environmental responsibilities and this ethos is required to be reflected in every role.
- Demonstrate a proactive approach towards 'Safe production delivering a Quality Project'.
- Demonstrate a positive attitude, care and concern with passion and energy for helping others.
- It is the responsibility of all personnel to produce a personal safety statement and adhere to it and all duties and obligations in this regard.
- SDP is a drug and alcohol free environment and frequent testing in the office or on site can be expected.

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- Ensure compliance to the Health, Safety, & Environment (HSE) Plan and provide continual leadership to the process.
- Assist in Incident Investigations if required.
- Review and provide feedback on Job Safety Analysis (JSA) if required.
- Immediately stop any unsafe work practices which are likely to cause harm to the safety and health of people, the environment or assets or are non-compliant with Statutory, Project and/or Site regulations, and bring to the attention of the supervisor and Project HSE Manager.
- Inspection and monitoring of PPE and other HSE equipment to verify the equipment is in expected condition, effective maintenance programs are in place, and effective workforce planning is completed.
- Advise the Management and Supervisors on matters relating to Safety and promote awareness of these matters by participating in pre-start meetings and 'tool box' talks with the SDP work teams.
- Ensure compliance with statutory regulations and project procedures, policies and specifications.
- Participate in or carry out Inspections of the Project facilities and work locations as required.
- Demonstrable commitment to safety and a Partnership for Safety type environment.
- Ensure that SDP Procedures and local/national safety codes, requirements, and standards are being complied with for scaffold work activities.
- Participate in safety and environmental processes, such as HAZID workshops if required.
- Work is moderately intensive and requires the following activities:
 - Role oversees work of SDP workers and is 70% outdoors;
 - Moderate amount of walking on level and uneven ground. Can be slippery if in heavy rain period;
 - May be required to climb ladders and work at heights;
 - May be required to work in confined spaces; and
 - Temperatures: Canadian weather – extreme wind and rain.

QUALIFICATIONS

- Tertiary qualification in Communication, Safety, Construction or related discipline.
- Minimum industry experience in BBS (Behaviour Based Experience) Oil & Gas and/or Construction, working and interfacing with system development and implementation in large project or organisational frameworks.
- Demonstrated behaviour based safety experience working in similar industry.
- Public Speaking experience.
- English literacy and effective communication skills both verbal and written.
- Advanced computer literacy and experience in the use of Microsoft Office suite 2007/2013 and Adobe Acrobat Professional.
- Previous Communications and behavior based experience with Frontline management background who can be a Self-starter demonstrating leadership qualities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.