

Company Name	Tuticorin Coal Terminal Pvt Ltd
Location	Tuticorin
Position	Officer - HSE
Qualification	Graduate + Diploma/Certificate Course in HSE
Experience	4 + yrs post qualification experience in HSE
Key Roles & Responsibilities	<p>1) EHS & Quality Management Function</p> <ul style="list-style-type: none"> i. Develop, implement and review of procedure and systems designed to facilitate safe work at project sites ii. Developing emergency response plan for the project iii. Establish health and safety orientation & training plan for all project personnel iv. Ensure that all-reportable accidents and serious incidents are reported to General Manager, Port and Govt. Authorities v. Ensure safety promotion & awareness at the site vi. Prepare reports at monthly intervals or, as required by Project Management, regarding overall construction safety performance vii. Monitor work site in order to ensure construction safety plan is being followed by contractors and issuing non-compliance reports where necessary viii. Ensure closing of NCR's within stipulated timeframe ix. Ensure all safety and health rules, regulations, policies and procedures are understood and observed by all project personnel x. Analyze the data collected from safety monitoring (audit, observation etc) & Identify trends, major concerns & propose corrective actions. xi. Maintain a record of loss time accidents in the project and responsible for conducting hazard identification and risk analysis xii. Ensure that all fire fighting appliances are maintained & kept at appropriate places by the fire & security staff xiii. Ensuring safe and accident free environment at site for staff/labour/equipment and other stakeholders. (Daily Basis) xiv. To ensure that minimum requirement of each PPEs is maintained by contractor at construction site xv. To ensure that PPEs brought in by the contractors meet the IS Standards xvi. Chair weekly HSE meetings with contractors
KRA's	<ul style="list-style-type: none"> i. Adherence to HSE norms for the project – Zero Accidents & Zero NCRs (Non Conformance Reports) ii. HSE requirements implementation across the organization iii. Induction/ Training for new employees on HSE norms across projects iv. Compliance to safety standards by EPC Contractor v. Attain the required updated HSE certifications vi. Regular safety audits & closure of safety audit reports on a timely basis