

Title: QHSE Coordinator **Incumbent:** -
Reports to: QHSE Manager **Responsible for:** none
Liaises with: All Departments

Job Summary:

The QHSE Coordinator will report directly to the QHSE Manager and assist in the implementation of the QHSE Management Systems at all levels of the organization.

Scope:

The QHSE Coordinator will be responsible for maintaining the QHSE Management System documentation and ensuring that the relevant departments are in compliance. The position requires a QHSE professional with a minimum of 5 years experience, preferably in a diving, oil & gas or offshore environment. A good understanding of ISO 9001, 14001 & OHSAS 18001 QHSE Management Systems is required and knowledge of ISM code is desirable. He should be efficient, disciplined, be able to manage his time, and able to coordinate with all departments in the organisation.

Duties:

- Ensuring that the Quality & HSE Policy is communicated to all levels of staff
- Assisting with the implementation of the ISO/OHSAS QHSE Management Systems
- Assisting with implementation and record keeping of the ISM (International Ship Management) Code for vessels
- Maintaining QHSE Documentation
- Liaising with all departments to ensure that QHSE requirements are met
- Participating in Incident Investigations to help identify the Root Cause of the incident, and proposing suitable corrective measure to the Management to avoid reoccurrence.
- Organizing & maintaining records on Emergency Evacuation Drills
- Conducting inspections (including on job sites), toolbox talks and enforcing safe work measures for general works / maintenance work in the office and on job sites
- Monitoring the implementation of all QHSE related Issues to ensure suitable corrective and preventive measures are made
- Organizing and attending safety meetings and annual QHSE management review meetings
- Assisting in developing Risk Assessments and Method Statements for work activities in conjunction with the relevant Project Manager/In-charge

Essential Education, Knowledge, Skills, Experience:

- Formal training in Occupational Health & Safety (such as NEBOSH, Relevant University degree)
- Experience in implementing ISO 14001, ISO 9001, OHSAS 18001 Management Systems
- Internal Auditor certification (for ISO / OHSAS) & experience
- Experience in writing Method Statements & Risk Assessments
- Excellent organizational skills & ability to manage documentation
- Strong communication and interpersonal skills
- Proficient in computer software applications (Microsoft office suite.)

Desirable Education, Knowledge, Skills, Experience:

- Experience implementing QHSE in a Marine / Diving / Vessel / Offshore Environment
- Working knowledge of industry standards and practices such as: ISO/OHSAS record keeping, Risk Assessment, and Hazard Communications
- Knowledge and experience of ISM (international Ship Management) Code and it's implementation in Vessel Management

Work Environment:

The incumbent will be based at our office location in Al Quoz but will be required on occasion to conduct site safety inspections at other locations in the UAE.

Key Result Areas	Essential Job Functions and Responsibilities:
Occupational Health & Safety	Verifying the implementation and operation of the HSE Management System Planning and conducting internal quality audits Verifying that the company HSE policy is fully understood, implemented, operated and maintained Organizing and attending Organisational health and safety meetings Ensuring best practice health and safety initiatives Assisting with the safety initiatives, including safety meetings and actioning corrective measures when needed Assisting to prepare Method Statements and Risk Assessments (in conjunction with the relevant Department Manager/Project Manager) for various operational activities Conducting work site visits as the Management Safety Representative as required
Quality Control	Conducting internal audits of the company's Quality Management System Monitoring implementation of the Company Quality Management System in respect of all office activities in accordance with the relevant standards and specifications as required Conducting reviews of preferred suppliers and subcontractors
Training, certification and record keeping	Assisting with training staff in the QHSE Management System as required Maintaining Training Records Assisting with new hire QHSE orientations (emergency exits, fire drills etc) Maintaining QHSE records - as per companies ISO 9001 Quality Management System and ISO 14001 & OHSAS 18001 HSE Management System Maintaining an Incident/Accident Database
Document Control / Reporting	Assisting with accident, incident & near-miss reports to identify root causes and suggested outcomes Liaising with vessel captains and receive vessel documentation including safety reports, safety drills, toolbox talks etc in compliance with ISM Code Liaising with the yard department to ensure compliance with the QHSE Management System & receiving and storing documentation including safety drills, toolbox talks, equipment inspection sheets etc. Liaising with the Diving Department to ensure compliance with the Company Diving Operations Management System including receiving paperwork such as pre-dive checks
Communication	Communicating the company's Quality Policy & Health and Safety Policy to the entire company Communicating health and safety initiatives to all staff via safety notice boards, email circulars & meetings as required. Conducting or assisting with toolbox talks & safety checks & maintaining documentation

Apply for this position:

Ensure that you mark your application to the attention of 'The General Manager' and clearly state the title of the position being applied for.

Please email your CV and cover letter to us at careers@aquadivingme.com

If you have any questions about the position, please call us on +971-4-3233100.