



INSPECTORY JOB DESCRIPTION

POSITION TITLE:	HEALTH, SAFETY & ENVIRONMENT INSPECTOR	LOCATION:	GUYOIL OFFICE COMPLEX
REPORTS TO:	HEALTH SAFETY & ENVIRONMENT OFFICER	JOB CODE:	05-01-13-86
DIVISION:	CORPORATE SERVICES	GRADE:	05
DEPARTMENT:	HUMAN RESOURCES	SECTION:	HEALTH, SAFETY AND ENVIRONMENT

1. SUMMARY STATEMENT:

Responsible for monitoring, investigating, and reporting on environmental aspects within the petroleum sector, with a specific focus on Occupational Health and Safety (OHS) operations. This role involves ensuring compliance with prevailing regulations related to environmental sustainability and overseeing field activities, equipment, material resources, and related expenditures.

2. NATURE AND SCOPE OF THE JOB:

The **Health and Safety Inspector** oversees all aspects of Occupational Health and Safety within **GuyOil and its Subsidiaries**; performs inspections and conducts investigations into accidents and incidents to continuously enhance safety practices.

The **Incumbent** has overall responsibility for:

- Conducting environmental and Occupational Safety and Health investigations.
- Leading total accident investigations.
- Conducting Risk and Hazard assessments.
- Performing inspections of locations, areas, fuel distribution vehicles and vessels, storage facilities and other potential sources of hazards owned and controlled by the company
- Preparation of inspection reports.
- Conducting accident investigations at various locations including Head Office, Service Stations, and Terminals.
- Conducting job hazard analysis for projects.
- Conducting project inspection to ensure compliance.

The **Health, Safety & Environment Inspector** must monitor compliance with petroleum and Occupational Health, Safety and environmental regulations, laws and practices.

The **Incumbent** must identify hazards and recommend appropriate safety measures to remedy hazards as well as assist in developing safety programs to minimize accidents, injuries, and incidental losses.

The **Health Safety & Environment Inspector** must ensure proper storage and handling of chemicals and efficacy of waste handling equipment and record observation in all applicable inspection checklists. Should it be necessary he/she shall aid in the development of new inspection checklists.

The **Incumbent** is required to assist in the establishment of any required written procedures/manuals for equipment use and maintenance as well as participating in surveys, planning, and scoping activities for OHS and environmental risk assessment.

The **Health Safety & Environment Inspector** must assist in research reports for review and decision-making by management and setting of annual job objectives and performance indicators for the sub-department.

3. PRINCIPLE ORGANISATIONAL RELATIONSHIPS:

(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job.)

AREA/TITLE

INTERNAL:

Human Resources Manager	Collaborating on OHS requirements and practices, providing reports, discussing action plans, and recommending policies.
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Health, Safety & Environment Officer	Assisting in workplace inspections and safety compliance.
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Divisional/Departmental Heads	Sharing information on environmental issues and advising on safety measures.
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Internal Audit Department	Participating in audits and implementing improvement initiatives.
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EXTERNAL

Stakeholders:	Monitoring and advising on OHS non-compliance and recording complaints.
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Environmental Protection Agency/ Guyana National Bureau of Standards:	Implementing policies, ensuring legal compliance, and participating in education and training activities.
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JOB TITLE: Health, Safety & Environment Inspector

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DESCRIPTION OF DUTIES Cont'd:

PLANS, EXECUTES, SUPERVISES and **REPORTS** on environmental research projects; **PREPARES** project proposals for Environmental and OHS issues, and implements approved projects.

DESIGNS and **DIRECTS GuyOil's** occupational Health and Safety projects and programmes and **PARTICIPATES** in facilitating **GuyOil's** related training programmes.

Assists in the **PREPARATION OF** checklists for compliance monitoring in the Environmental and Occupational Health and Safety Programmes.

CARRIES out OHS surveys in **Head Office, Service Stations** and **Terminals** to determine compliance/conformance with good practice and legal requirements.

Assists in **CONDUCTING** inspection surveys of Occupational Health and Safety conditions at the **Service Stations** and **Terminals**.

CONDUCTS environmental investigations when situations arise; and **REPORTS** on emergency response, actions deemed warranted to prevent further damage to the environment.

ENSURES the provision of all necessary safety equipment and protective gear, and their effective utilisation.

MONITORS and **REPORTS** on employee working conditions.

COMPILES statistics relevant to the execution of environmental and Occupational Health and Safety activities.

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5. INSPECTORY JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

JOB TITLE: Health, Safety & Environment Inspector		JOB CODE: 05-01-13-86		
FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
1	EDUCATION	Diploma in Environmental Science, Occupational Health & Safety or related discipline from a recognised University and/or NEBOSH Level 6 National Diploma for Occupational Health and Safety Management Professionals or Environmental Management. <ul style="list-style-type: none"> • Ability to lead staff in safety and environmental management systems, rehabilitation techniques and efficiency/greenhouse reporting are essential. Ability to maintain operations with strict environmental regulations. Knowledge of computer systems is essential. 	1	60
2	EXPERIENCE/JOB KNOWLEDGE	Up to four years of professional training in Environmental Management Systems, rehabilitation techniques and energy efficiency in a petroleum environment.	2	40
3	SUPERVISION	The incumbent assists in planning and implementing safety programmes at the Head Office, Service Stations and Terminals under the guidance of the HSE Officer.	1	20
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for assisting in the monitoring, investigating and reporting on the environment in the petroleum sector, with particular reference to the Occupational Health and Safety aspects of operations in operations. Concerning the foregoing, the incumbent is responsible for all equipment, material resources and related expenditures utilized in the undertaking of his/her duties.	1	30
5	COMPLIANCE	The incumbent plans and implements safety programmes at the Head Office, Service Stations and Terminals; encourages safety awareness through dissemination of related information and instituting periodic drills and alarm programmes in keeping with all permits and applicable laws.	1	50
6	QUALITY OF WORK	The Incumbent is required to ensure the introduction of corrective measures, the issuance of warnings and to report on the progress of work. Must also make recommendations to prevent the recurrence of accidents and occupational illnesses.	1	50
7	ANALYTICAL SKILL	Analyses statistical records on accidents, illness and other occupational health and safety matters; analyses accidents and occupational illnesses and makes recommendations to prevent recurrence.	1	30
8	TECHNICAL/ PROFESSIONAL	Possesses experience with the use of measuring and monitoring equipment as well as substantial knowledge of complex techniques and processes utilized in HSE practices.	1	30
9	INTERPERSONAL SKILL	The interpersonal contacts are with clients, staff or, individuals in settings that are structured or unstructured. The purpose and extent of each contact differs and the role and authority of each party is identified and developed during the course of the contact.	1	19
10	MENTAL AND VISUAL DEMANDS	Requires high tolerance to a fast-paced environment involving many locations and employees. A keen discerning eye is required to spot errors that may affect the accuracy of the Division's/Department's/ Service Station's/Terminal's work.	1	25
11	WORKING ENVIRONMENT	Work requires moving around with equipment for testing/measuring; will involve climbing, reaching handles, standard visibility; heat, wet conditions and high humidity; exposure to workplace hazards; atmospheric conditions such as fumes, odours, dust, gases.	1	40
LICENCES:			TOTAL	394
SIGNATURES:				
PREPARED BY: _____		DATE: _____		
REVIEWED BY _____		DESIG. _____		DATE: _____
APPROVED BY _____		DESIG. _____		DATE: _____
APPROVED BY _____		DESIG. _____		DATE: _____