POSITION TITLE:	HEALTH, SAFETY & ENVIRONMENT INSPECTOR	LOCATION:	GUYOIL OFFICE COMPLEX 05-01-13-86	
REPORTS TO:	HEALTH SAFETY & ENVIRONMENT OFFICER	JOB CODE:		
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.

Health, Safety & Environment Officer

Assisting in workplace inspections and safety compliance.

Divisional/Departmen tal Heads

Sharing information on environmental issues and advising on safety measures.

Internal Audit

Participating in audits and implementing improvement initiatives.

Department

EXTERNAL

Stakeholders: Monitoring and advising on OHS non-compliance and recording complaints.

Environmental
Protection Agency/
Guyana National
Bureau of Standards:

Implementing policies, ensuring legal compliance, and participating in education and training activities.

4. DUTIES, WORK FIELD, TRAITS:

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JOB TITLE: Health, Safety & Environment Inspector JOB CODE: 05-01-13-86
DESCRIPTION OF DUTIES:

PROTECTS employees, customer and the environment.

PREVENTS and **ELIMINATES** hazards that may result in injury and/or illness to employees and assists the company in complying with safety laws.

INSPECTS work environments and processes to determine actions to be taken for the minimization or elimination of hazards found in materials, processes and working methods.

Assists in the **DESIGNING** and **UNDERTAKING** of surveys in OHS practices and accident investigation and all Health and Safety issues and **REPORTS** on same in a timely manner.

Assist in **LEADING** preparation and submission of reports and environmental approval documentation for external agencies and internal stakeholders in accordance with operational requirements.

Assist in **ORGANISING** and **UNDERTAKING** environmental audits to determine aspects of site environmental performances.

UNDERTAKES accident investigations and compliance monitoring and **REPORTS** on same in a timely manner.

KEEPS and **ANALYSES** accident records for **GuyOil** and **ISSUES** periodic reports showing safety performance and accident trends.

DEVELOPS an annual programme and budget for OHS activities for the **Human Resources Department**, where necessary, the other **Departments/Service Stations/Terminals**.

The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the jobholder from carrying out other related activities that may be inherent in the job.

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	WORK REQU	JIREMENTS:			
	MACHINES	TOOLS	WORK AIDS		EQUIPMENT
	Glucometer	Pens	Laws and Regulations	Budgets	Light Meter
	Blood	Pencils	- Occupational Health and	Field Book	Noise Meter
	Pressure	Notepads	Safety Act	Wheelchair/Stretcher	Gas Meter
	Tester	Markers	- Labour Laws	Walker	(Specific gases)
	Fax Machine	Highlighters	- National Insurance	Thermometers	Humidity/
WORK	Computer	Stamps	Scheme Act	Annual Reports	Temperature
	Printer	Stapler	Human Resources	Periodic Reports	Meter
FIELD	Photocopier	Calculator	Systems Manuals	Environmental Survey	Vibration Meter
	Scanner	Files	 Job/Position 	Documents	Oxygen Cylinder
DATA		Folders	Descriptions	Accident Reports	with oxygen
		Measuring Tape	 Human Resources 	Inspection Checklist	Fume Hoods
			Procedures and Policies	Staff Lists	Scrubbers
			Manual	Accident Registers	Camera
-	- Wine		GuyOil's Company	Accident Forms	Tape Recorder
			Strategic Plan		Breathalyzer
			Departmental Action Plans		
			Disciplinary Code		
P			Code of Conduct		

Work Plans

J 0 B U R T T E Ι S 0 E P S F 0 U N R L S E F I Q I B U L I I L R I E Т D I E

JOB TITLE: Health, Safety & Environment Inspector JOB CODE: 05-01-13-86
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.

5. INSPECTORY JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

	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 Safet Management Professionals or Environmental Management. • 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 HSI Officer.		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 resource 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.		50
7	ANALYTICAL SKILL	Analyses statistical records on accidents, illness and other occupational health and safety matters; analyses accidents and occupational illnesses and maker recommendations to prevent recurrence.		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.		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 decerning eye is required to spot errors that may affect the accuracy of the Division's/Department's/ Service Station's/Terminal's work.		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
	ENCES:		TOTAL	394
SIG	NATURES:			
PRE	PARED BY:	DATE:		
REV	IEWED BY	DESIGDATE:		
	ROVED BY			
APP	ROVED BY	DESIGDATE:		