



DATE POSTED: 11/30/2016

DATE CLOSED: 12/7/2016 (4 P.M.)

DATE REQUIRED: 01/20/2016

TITLE: HSSE TAR Lead Job Description

Objective: The purpose of this document is to outline the responsibilities for the HSSE TAR Lead Role.

As an HSSE TAR Lead, he/she should participate in all Planning / Execution, attend meetings activities and lead the groups HSSE initiatives. The successful candidate will be provided with a TAR HSSE flow Chart with estimated time lines for TARS planning and Execution.

Planning (T-12) – Execution

Develop HSSE Plan - Distribute Draft Plan to following groups

- TAR Maintenance Leads
- Environmental
- Area Safety Leads
- Lead discussions with TAR Group stakeholders
- Review with TAR/Operations Managers for signatures
- Lessons Learned from past TAR's

COW Strategy development. (The assigned RA is the author of this Document)

- Variances needed
- Zones / Map Development
- Permit strategy
- Live equipment
- TAR Planning
- TAR/Pre-TAR Dates
- Work list review

Unit Walk Down:

- Assess safety concerns for unit structure (hand rails, decking, ladders etc.)
- Identify hex-chrome work
- Identify supplied air work
- Identify SIMOP issues
- Assist TAR Leads to identify equipment placement (Cranes, compressors etc.). Address any HSSE concerns
- Identify BL blind locations

Logistics Planning:

- Assist with walk path
- Housing
- Parking
- Traffic control
- Waste disposal
- Badge Readers
- Signage needed
- Bus routes (drop off / pick up)
- Assess the need for local police support for traffic control
- Participate in MOC Process

Safety equipment Planning

- Identify supplied air needs
- Identify gas monitor needs
- Develop safety equipment list
- Work with event manager (Procurement) for contractor selection (safety equipment)
- Assist Safety Bunker set up
- Manage safety supplier execution of equipment
- Review lessons learned
- Monitor equipment returns
- Manage Fire safety equipment

Staffing Planning

- Assess safety staffing needs
- Develop resource strategy
- Review contractor safety rep resume's
- Review plan with stakeholders (TAR Supervision)
- Core team planning meetings (weekly)
- HSSE review with contractor companies.
- Set expectations for HSSE/ COW Strategy review with Contractor Companies
- Verify all crafts have reviewed safety Plan (stickers, sign in sheet)

Pre-TAR / Execution

- Lead safety discussions for start of shift meetings
- Lead daily safety rep meetings (one Team concept)
- Facilitate Weekly tent safety stand downs
- Lead FCM/ SOC expectations
- Field execution 85% time in the field expectation for All safety reps
- Oversee safety equipment (calibrations, proper use, return tracking)
- Field coaching for safe works
- Lead initial Incident investigations (secure scene, make notification, gather statements and establish time line)
- Lead efforts for signage/banners to promote safety
- Drive good housekeeping
- Participate in high risk activities
- Lead efforts to support our No drops objective
- Lessons Learned Meetings

Be a resource and provide support where needed to ensure the safe execution of all events you are associated with. Gather lessons learned for event, to use to learn and improve our efforts for our next outage.

IN ORDER TO BE CONSIDERED FOR THIS POSITION, QUALIFIED APPLICANTS MUST COMPLETE AN APPLICATION FOR EMPLOYMENT AND SUBMIT IN ACCORDANCE WITH THE INSTRUCTIONS ABOVE AND UNDER THE "CAREERS" PAGE OF JCL SAFETY SERVICES LOCATED AT: www.jclsafety.com