



DATE POSTED: 11/30/2016
DATE CLOSED: 12/7/2016 (4 P.M.)
DATE REQUIRED: 01/20/2016

TITLE: Risk Assessor / Permit Coordinator Job Description

Department: Turnaround and Projects Department BP Whiting Bus. Unit

Role synopsis:

The Risk Assessor / Permit Coordinator is accountable for the setup and execution of the Control of Work Strategy. This role is extremely vital to the Turnaround and Project Teams and when done well sets up the entire Turnaround or Project for true overall success. This role provides consistency from Turnaround to Turnaround and Project to Project.

The person(s) in this role participates in the Front End Loading (FEL) of TAR projects as a core team member to develop the execution plan including review and field walk downs of all TAR work list items. Work is required with the Site Operations Team and the Mechanical Execution Team to define a specific Control of Work Strategy around the isolation, safe completion of mechanical work and startup of new and existing equipment.

Key accountabilities:

- This person(s) is responsible to ensure full compliance with all Whiting Business Unit's MOSP, HSSE, and Control of Work (COW) policy requirements through Pre-TAR, TAR execution, and Post-TAR activities.
- Provide input into creating a specific Control of Work Strategy .
- Assist Site Operations to develop an Isolation Strategy
- Walks down site layout and placement of physical facilities to assist in understanding of SIMOPS and enable excellent Control of Work activates
- Steward the completion of an overall Crane Strategy and Plot Plan Layout ,
- Ensures all risk assessments and permits are prepared in a timely manner and communicates to all personnel involved with the work execution.
- Develops and tracks the necessary supplemental forms required for specific jobs such as Lift Plans, Ventilation Plans, Emergency Response Plans and other documentation as required.
- Openly communicate important aspects of the Control of Work Strategy in Safety Kickoff Meetings
- Work with the Site Operations, Mechanical Leads, and scheduling personnel to "Issue" work permits according to scheduled 3 day look ahead.
- Audit "Live" work permits to ensure Control of Work policies are continuously followed
- Provide technical expertise to answer questions and manage personnel to work within system boundaries
- File "Closed" Permit to Work Packages and manage 30 day life cycle
- Participate in "Lessons Learned" reviews
- Fill the Performing Authority role or the Issuing / Area Authority roles as defined in D-25 when performing work in non-process areas, e.g., trailer setup, lay down yard activities
- Perform the Job Representative or Construction Advisor Role upon occasion
- Perform the Turnaround or Project Execution Leader Role upon occasion

Essential Education:

High School diploma or equivalent

Essential experience and job requirements:

Minimum 5 years of experience within the petrochemical or refinery industry Adept knowledge of the BP Whiting Business Unit Control of Work Procedures Experienced on the BP Whiting Business Unit Safety Procedures around hydraulic isolation, hot taps and stopples, pressure testing, and other associated work.

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