

## HSE Coordinator

**Employment Type: Permanent (Full-time)**

**Location: 10 Jalan Samulun, Singapore 629124**

### Responsibilities:

- To provide assistance to all levels of management to implement accident prevention activities
- To conduct safety training for new employees, contractors and visitors.
- To assist the Chairman of the Safety Committee in planning safety committee activities, follow up of resolutions adopted etc.
- To stimulate management's, supervisors' and employees' interest so that they will give full support and participate in safety programmes.
- To arrange and participate in periodic safety inspection of work area.
- To emphasise the use of protective equipment and determine the type of equipment to be purchased and used.
- To supply information and recommendations for safety training and participate in such training as to develop safety consciousness at all levels in the Company.
- To assist in investigation of accidents and near misses.
- To prepare and keep adequate records of accidents and reports and tendering of advice to prevent recurrences.
- To assist Section Heads in the safety briefing with employees.
- To promote safety and provide educational materials.
- To advise on legal requirements affecting safety.
- To maintain liaison with other departments official government agencies such as MOM, NEA, SCDF and external organisations such as National Safety Council, SPRING, etc. in relation to safety activities.
- To propagate safety through leaflets, memos, reports, posters, notices, etc.
- To offer advice with regards to internal job placement (from a safety perspective) for employees who are able to return to work after injury.
- To keep in touch with new developments in the field of accident prevention, personal protective equipment, fire prevention/firefighting equipment, and first aid equipment and procedures, in order to guide those connected with the safety programme.
- To exercise authority to stop work when the need arises.
- To assist the Management in revising and modifying procedures from time to time.
- To set up standards to prevent injuries/losses.
- To police conscientious observance of the rules and regulations of Singapore and BEPL.
- To develop and assist in implementing BEPL OH&S & EHS Manual and during internal and external audits.
- To act as an advisory capacity to all levels of management in all safety aspects of BEPL.
- To act as a consultant to the line organization by giving assistance in solving safety related problems and making recommendations for improving safety.
- Perform any other tasks as may be assigned by the supervisor.
- Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices and procedures at all times.

**Requirements:**

- At least 3 years of experience implementing a workplace health, safety and environment (HSE) management system in a marine shipyard or related industry.
- WSQ Certificate in Workplace Safety and Health (Level A).
- Good knowledge of WSH Act and other statutory requirements and codes of practices.
- Familiar with OHSAS 18001 and ISO 45001 standards.
- Well versed with emergency response and fire protection systems including testing and inspection.
- Shipyard Safety Assessor (Hot works, Confined Space Certification) preferred.
- Good communication skills, meticulous, resourceful, able to multi-task.
- A team player with the ability to work independently as well as in a team.

Interested applicants to email your resumes to **careers@bakertech.com.sg** stating expected salary and earliest possible start date.

*We regret to inform that only suitable applicants will be contacted for an interview.*