

## HSE Permit to Work Coordinator

For our client in Antwerp we are hiring a **HSE Permit to Work Coordinator**.

### Vacature omschrijving

Basic function of the role is to ensure implementation of Permit to work (PTW) procedure at site and to ensure the effectiveness to achieve HSE objectives with minimal but not limited to requirements for an HSE Permit coordinator:

- ✓ Ensure that all work carryout as per procedure.
- ✓ To prepare PTW for Field work where required.
- ✓ Ensure implementation & compliance PTW (Permit to Work) & complementary PTW foreseen by procedure.
- ✓ To ensure be able to use specific software for PTW control, issue, approval, and record.
- ✓ To keep update all data and documents related to PTW.

Essential Duties & Responsibilities:

- ✓ Act as single point of contact for all PTW activities and be the primary interface between all parties participating to the process for PTW, providing up-front advice and support to users of the PTW-process and system and ensure necessary logistics for PTW.
- ✓ Liaise with the performing parties at the planning phase to complete the Permit Review/Screening to ensure appropriate Method Statement and Job Hazard analysis is performed.
- ✓ Participate to the daily / weekly coordination meeting, update and circulate list of next day's/week's planned work activities with relative order and priority. Keep up-to-date daily register of PTW's, supplementary certificates/PTW, audits and performance statistics.
- ✓ Ensure the Supervisors have an overview of all planned and ongoing activities, which may impact on site activities.
- ✓ Facilitate constructive working relationships across all contractors and liaise with all discipline supervisor regarding work planning for construction work execution, etc.
- ✓ Liaise closely with the Performing Authority and Permit applicant to ensure all the appropriate hazards and controls have been identified for that task.
- ✓ Manage the Permit to Work system and keep all data in such a state that it accurately reflects the work state of the construction site
- ✓ Perform spot-checks on the correct execution of permitted work activities in compliance with PTW procedure and other company procedures. Coordinate and conduct routine PTW audits and assume role as focal point for PTW audits.
- ✓ To act as the installation administrator of the electronic permit system
- ✓ Track and advise line management for overdue or expired permits, certificates, forms and maintain records and hard copies of all PTW documentation as per document retention policy.
- ✓ Identify ways to improve PTW process and system regarding safety, effectiveness & efficiency and propose improvements to Site HSSE Manager.
- ✓ Develop necessary PTW reports and statistics including PTW non-compliances as necessary at regular frequency.

- ✓ Develop necessary PTW trainings as necessary at regular frequency in order to instruct all parties participating to the process for PTW in the use of dedicated software and procedure
- ✓ Participate in PTW audits and incident and near miss investigations that are associated with Permit to Work process when nominated by Line management.
- ✓ Assist HSSE Manager with reviewing documentation from contractor, Method Statement and Risk assessment.
- ✓ The role will involve several interfaces with all discipline on site and so the successful candidate will need to be able to manage multiple stakeholders and willing to hold potentially difficult conversations.

## Je profiel

- ✓ Proficient using complete Microsoft Suite (Word, Excel, Power point etc.), Microsoft Outlook.
- ✓ Good communication and writing in English and Dutch, and any additional languages it would be appreciated.
- ✓ Proficiency with Oracle preferred.

Preferred Education/Experience:

- ✓ BSc, Engineering Degree or Diploma or equivalent
- ✓ HSE qualifications Vol - VCA.
- ✓ 3 years field experience

**Referentie:** 3280

**Projectfase:** Construction

**Discipline:** Safety

**Functie:** Preventie Adviseur 2, Veiligheidskundige MVK

**Functie niveau:** Senior, Medior

**Regio:** (B) West-Vlaanderen

**Opleiding:** Bachelor

**Ervaring:** 3-8 jaar, 8-15 jaar

**Contracttype:** Project

**Geplaatst:** 16-10-2024

**Adviseur:** Wenzel Hurtak

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