

APPENDIX-A

PART II

ATTACHMENT - 1

JOB DESCRIPTION AND RESPONSIBILITIES

SITE SAFETY OFFICER

1. Site Safety Officer shall provide advice and guidance to the Drilling, Completions, Well services operations teams and contractors in managing HSE risks through effective implementation of engineering and management controls. The incumbent shall have adequate level of knowledge and experience including ability to troubleshoot when required on personal as well as process safety risk control measures applied in Onshore and Offshore drilling, workovers, Rigless well intervention, well integrity, marine, helicopter operation, SIMOPS and other allied activities.
2. Shall possess the ability to deliver effective safety training and coaching.
3. Strong communication, influencing and interpersonal skills.
4. Strong passion for HSE, drive to build and change HSE culture.
5. Carry out safety inspections of well head jackets, rig/rigless units.
6. Review JSA, JHA, TRA or any risk assessment forms.
7. Carryout regular audits of PTW system.
8. Monitor contractors HSE certificates.
9. Participate in Incident investigations, follow up and monitor incidents close out.
10. Monitor the implementation of contractors HSE training Matrix and attend HSE and technical training as deemed necessary by the company.
11. Liaising with User Department and Contractors teams (Operations and HSE) at rig/ rigless site to improve implementation of HSE programs.
12. Monitor the implementation status of the HSE plan /programs during every phase of the contract (DROP program, Life Saving Rules, etc).
13. Assist in the development and review of HSE procedures, standards, policies & guidelines.
14. Assist in the implementation of Workplace Environmental and Industrial Hygiene Management programs.
15. The above Job Description and Responsibilities are applicable for any Site Safety Officer position, regardless the assigned working location.
16. Train, coach & develop Qatari Nationals to further expand their existing knowledge and technical-know-how in compliance with the Qatar Energy target on Qatarization.

APPENDIX-A  
PART II  
ATTACHMENT - 3  
QUALIFICATION / KNOWLEDGE / SKILLS / EXPERIENCE

**SITE SAFETY OFFICER**

**Qualification**

Diploma or Degree in engineering or sciences. BA will be considered.

**Note:** All the originals of qualification certificates shall be attested from country of origin by their respective board of education and Ministry of Foreign affairs to verify qualifications and credentials.

**Experience & Technical Skills**

1. HSE professional qualification (NEBOSH Certificate or equivalent) and degree is a plus.
2. Minimum of 7 years' experience, at least 4 years in Rig and or Rigless site operations.
3. Have adequate level of knowledge and experience including ability to troubleshoot when required on personal as well as process safety risk control measures applied in Onshore and Offshore drilling, workovers, Rig less well intervention, well integrity, marine, helicopter operation, SIMOPS and other allied activities.
4. Shall possess the ability to deliver effective safety training and coaching.
5. Strong communication, influencing and interpersonal skills.
6. Strong passion for HSE, drive to build and change HSE culture.
7. Good written and spoken English, problem solving skills, technical communication and interpersonal skills.
8. For Offshore positions, offshore related experiences are mandatory.