

## Job Descriptions

<b>Job Title:</b>	Safety Officer	<b>Salary Grade</b>	SAR 3,000 (Inc All)
<b>Division / Department:</b>	TS- MSS	<b>Employment Type:</b>	Work Visa
<b>Direct Manager:</b>		<b>Duty Hours:</b>	08 Hours / Day, 6 Days / Week

### **Job Summary:**

*We are seeking a highly skilled and dedicated Safety Officer with a strong background in safety management within the oil and gas sector. The successful candidate must hold a NEBOSH certification and possess a minimum of 5 years of relevant field experience. The Safety Officer will be responsible for enforcing Health, Safety, and Environmental (HSE) compliance, conducting audits, leading safety training, and fostering a proactive safety culture to ensure a zero-incident workplace.*

### **Key Responsibilities:**

#### **Safety Management**

- *Enforce and monitor site-specific safety procedures to ensure full compliance with national and international safety standards (e.g., OSHA).*
- *Regularly inspect work areas and ensure adherence to approved safety protocols.*

#### **Risk Assessment**

- *Conduct HSE risk assessments, safety audits, and job safety analysis (JSA) to identify potential hazards.*
- *Recommend and implement corrective actions and preventive measures.*

#### **Training & Awareness**

- *Organize safety orientation and refresher training for employees and contractors.*
- *Drive safety awareness campaigns to strengthen safety culture across departments.*

#### **Incident Investigation**

- *Lead investigations of incidents, accidents, and near misses.*
- *Prepare detailed reports including root cause analysis and action plans for mitigation.*

#### **Regulatory Compliance**

- *Ensure strict compliance with OSHA standards, local labor regulations, and company-specific HSE policies.*

#### **Safety Reporting**

- *Maintain accurate records of inspections, safety violations, permits, and safety KPIs.*

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- **Prepare and submit weekly/monthly safety performance reports to management.**

### **PPE Management**

- **Monitor issuance, availability, and correct usage of PPE across all operational zones.**
- **Ensure compliance with PPE standards for all site personnel.**

### **Emergency Preparedness**

- **Develop and execute emergency drills for fire, evacuation, and medical response.**
- **Ensure emergency plans and procedures are well-documented and accessible.**

### **Cross Departmental Collaboration**

- **Coordinate closely with engineering, project execution, and operations teams to ensure safety is integrated at all stages of project work.**
- **Support lifting, welding, confined space, and hot work operations with appropriate safety oversight.**

### **Qualifications & Requirements:**

#### **Education & Certifications:**

- **NEBOSH International General Certificate in Occupational Health & Safety (mandatory)**
- **Additional safety-related training (Fire Safety, First Aid, Scaffolding Safety) is a plus**

#### **Experience:**

- **Minimum of 5 years of experience as a Safety Officer in oil & gas, petrochemical, or industrial sectors.**

#### **Technical Skills:**

- **Strong understanding of safety regulations, hazard identification, risk mitigation, and root cause analysis.**
- **Proficiency in safety documentation, reporting, and incident investigation.**

#### **Soft Skills:**

- **Excellent verbal and written communication skills.**
- **Strong interpersonal and leadership qualities to engage and motivate cross-functional teams.**

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- **Analytical mindset with the ability to assess and respond to complex safety scenarios.**

### **Physical Requirements:**

- **Fit to work in high-risk and physically demanding environments including elevated, confined, or high-temperature areas.**
- **Capable of performing site inspections and emergency response duties as needed.**

### **Additional Information:**

- **The role includes frequent field visits and real-time safety oversight during ongoing operations and shutdowns.**
- **Must be available for urgent safety matters during any phase of the project lifecycle.**
- **A proactive, collaborative, and safety-first mindset is essential to succeed in this role.**

Approved by	Reviewed and accepted by
Signature over printed name	Signature over printed name
Date:	Date: