

### **JOB DESCRIPTION - Junior Executive I/II (Safety)**

<b>JOB TITLE</b>	Junior Executive I/II (Safety)	<b>DEPARTMENT</b>	Safety
<b>REPORTS TO</b>	Assistant Manager (Safety)	<b>PLACE OF POSTING</b>	Ennore Terminal
<b>LOCATION</b>	Ennore, Tamil Nadu	<b>CTC</b>	6.40 to 7.24 LPA

#### **RESPONSIBILITIES:**

<i><b>Area</b></i>	<i><b>Key Activities</b></i>
<b>Comprehensive</b>	<p>The incumbent should have 2-4 years of experience preferably in process plant having hands on experience in the following set of activities:</p> <ul style="list-style-type: none"> <li>• To oversee the Safety activities of LPG Terminal by adhering to SOP, preferably having knowledge of OISD 236/144 /150/105 and other relevant standards.</li> <li>• Conduct daily, weekly &amp; monthly safety audits and monitor compliances as per factory act &amp; OISD standards.</li> <li>• Conduct monthly mock drill, fire/disaster drills, safety committee meetings, tool box talk etc.</li> <li>• Maintaining accident free record, accident investigation and analysis.</li> <li>• Conversant to Liaise with PESO, Inspector of factories, Fire Service dept, Pollution Control Board, Labour office, PNGRB and other statutory bodies for obtaining license/certification and renewals of the same from the above departments.</li> <li>• Conversant with rules &amp; Regulations of: Factories Act, Industrial Disputes Act, Environment Protection Act, Minimum Wages Act, Contract Labour (Regulation &amp; abolition) Act and any other Laws of State/Central Govt. /Public Sector Undertakings, etc.</li> <li>• Conversant with Process Safety Management (PSM), Work Permit Systems, Job Safety Analysis, Management of Change (MOC), Behaviour Based Safety (BBS), LOTO etc.</li> <li>• Ensure maintenance of safety, Fire Fighting and first aid equipments and take corrective action.</li> <li>• Training to Contract Workmen, Security Personnel &amp; TT Crews as per OISD-154 standards and need based training</li> <li>• Maintenance of Occupational health center and co-ordinate for periodical health checkup of employees.</li> <li>• Observe and identify safety, pollution control hazards in the plant and suggest innovative changes/ improvements to overcome these hazards.</li> </ul>

#### **QUALIFICATIONS**

<b>Educational Qualifications</b>
<ul style="list-style-type: none"> <li>• The incumbent should be below the age of 30 years &amp; possess a bachelor's degree in chemical/mechanical/electrical engineering from AICTE approved institutions.</li> <li>• The incumbent should also have Diploma in Industrial Safety from Central Labour Institutes or Regional Labour Institutes.</li> <li>• The incumbent should have secured more than 60% marks in Graduation, Higher Secondary and Class X examinations.</li> <li>• The incumbent should be well versed with MS Office Applications.</li> </ul>

