

EnerCorp Sand Solutions, LLC is a private equity sponsored oilfield services company with operations in Canada and the United States. EnerCorp specializes in providing its customers sand filtration and sand management technologies / services, and custom fabrication. We are committed to delivering high quality specialty products and services, on budget, on time, and exceeding customer expectations while providing a safe and excellent working environment for our employees. EnerCorp Sand Solutions provides the largest sand management solutions rental asset base and manufacturing capabilities in North America.

1.0 DUTIES AND RESPONSIBILITIES

Work closely with operational personnel in the region to give support and technical assistance for the implementation and administration of the Health, Safety and Environmental program and Employee HSE Training. This position reports directly to the Corporate Director - HSE.

1.1 Specific Responsibilities

- Respond to significant incidents as deemed necessary by Regional and Corporate Management teams. May be required to transport injured personnel to seek medical care. Attend medical visits with injured workers to assist in the management of the claims, including follow-up visits.
- Converse with Workers' Compensation to ensure claim is properly reported and a claim number is generated for billing purposes.
- Maintain confidential Medical Files for employees.
- Ensure that all Injuries, Equipment Damage Events, Vehicle Accidents, Near Hits, and Environmental Impacts are reported and captured inside the Incident-Portal within 24hrs of the event, or as soon as reasonably possible. Responsible for reporting incidents to the Operations Manager and HSE Manager in accordance with the Incident Reporting and Investigation Policy.
- Maintain OSHA Logs for each facility in the region.
- Investigate all incidents – big and small – to determine root causes and develop corrective actions.
- Prepare incident investigation report.
- Track corrective actions to completion.
- Maintain a regional action item log for items needing to be addressed outside of the scope of incident investigations.
- Ensure that training requirements are met for each employee, either through conducting training or outsourcing training. Responsible for maintaining the training database.
- Manage facility PPE.
- Perform Field Audits, Facility Audits, and Personnel Audits to track compliance with the HSE Management System.
- Work with Regional Management team to develop corrective action plans for deficiencies found during audits.
- Audit JSAs being performed to ensure accuracy and completeness.
- Work with District Management Team to develop HSE goals and assist DMT in following through on goals.
- Maintain safety files for all of the HSE related paperwork generated (JSAs, BBOs, Meeting Minutes, ERPs, etc).

- Collect/Review all Safety Observation Cards. Discuss findings with Operations Managers. Maintain a spreadsheet to track participation.
- Review speeding violations. Validate all violations and discuss with Operations Managers. Maintain a spreadsheet to track violations.
- Assist DOT/Fleet Manager with safety related inspections and investigations.
- Conduct weekly safety meetings at each facility/base of operations.
- Travel to job sites and facilities to audit HSE processes and ensure compliance with company requirements as well as State, Federal, and Regulatory requirements. Coach employees on best practices, rules, and regulations when necessary.
- Attend contractor safety meetings when possible.

2.0 REQUIREMENTS

2.1 Education

- High School Diploma or GED required.
- 2 year degree, 4 year degree, and/or certifications preferred

2.2 Experience

- Minimum of 4 years related experience in oilfield/industrial environment preferred
- Minimum of 2 years of experience in HSE specific job function preferred
- Experience working in an ISO 9001 environment a plus.

2.3 Skills and Abilities

- Working knowledge and skills in Windows based computer systems. Must demonstrate competency in business software packages such as Word, Excel, Access, PowerPoint, etc.
- Strong knowledge of Safety and Environmental regulations/requirements. OSHA, EPA, DEP, TRRC, etc.
- Must possess strong interpersonal skills and the ability to communicate effectively at all levels of the organization.
- Must possess flexibility and the capacity to handle wide range of situations and personalities.
- Must be able to travel as need

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Sitting, bending, standing, walking, and typing 8 – 10 hours per day.
- Pass the required physical examination and drug screen as well as a Motor Vehicle Record check.

4.0 OTHERS

- Clean driving record, verified by MVA report
- Requires 50-60% travel time
- Occasionally requires long and irregular hours and changes in location of work assignments.
- May require work to be performed in wet or humid conditions, near moving mechanical parts, and around vibration, loud noise, potential of fumes or airborne particles, and varying outdoor weather conditions.

5.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all employee responsibilities, duties and/or skills required.