

Frontier Subsea Inc. (FSI) is a locally owned and operated company based in Paradise, Newfoundland, Canada, that is comprised of skillful personnel experienced in the engineering, procurement, construction, installation and operation of subsea facilities for the harsh waters of the North Atlantic. FSI is very proud of its dedicated engineers, managers and project support staff – with strong work ethic, knowledge and local experience, Frontier Subsea can deliver on providing practical, expedient and cost-effective solutions.

We are currently seeking to fill the following internal full-time staff position for our Paradise, NL, office.

## HSEQ Coordinator

### Duties:

Reporting to the Managing Director and working with members of the engineering/execution teams, this position will be responsible for all aspects of Frontier's Health, Safety, Environmental and Quality Management Programs. Supporting our goals of zero incidents and the highest level of customer service, ongoing tasks will include the following:

- HSE Management Program – updating, implementation and monitoring of the program to ensure compliance with OH&S Regulations, Client and industry requirements, and internal requirements;
- Stewarding the HSE action register, incident reporting & investigation, workplace inspections, etc.;
- QMS Management Program – updating, implementation and monitoring of the program to ensure compliance with ISO 9001:2015, internal QMS procedures & processes, and Client requirements;
- Stewarding the QMS action register and maintaining associated records (NCRs, OFIs, LLS, etc.);
- Verification that internal and Client project HSEQ requirements are implemented and maintained throughout project execution;
- Overall responsibility for internal HSEQ activities including but not limited to:
  - Participate in Contract, EOI and Tender reviews
  - Conduct HSEQ training
  - Participate in design reviews, risk assessments and lessons learned sessions
  - Conduct and follow up on project and internal procedure audits
  - Stewarding project specific IRC's, ITP's, HSE and quality records
- Overall responsibility for external HSEQ activities including but not limited to:
  - Participate in Client HSEQ activities as required
  - Conduct monitoring and surveillance of subcontractors and suppliers
  - Conduct and follow up on subcontractor audits

### Qualifications:

- Degree or Diploma in Occupational Health & Safety, or similar education or experience;
- Effective knowledge of MS office (Word, Excel, PowerPoint, Outlook);
- Strong problem-solving skills;
- Strong organizational and time management skills with the ability to multi-task and prioritize duties

### Experience:

- 2-5 years' experience in the onshore or offshore oil & gas or construction industry in an HSE/Quality related position;
- Experience in subsea / marine construction operations considered an asset;
- Familiar with NL OH&S regulations, offshore NL oil & gas Client requirements and industry standards;
- Familiar with ISO 9001:2015 standard and practices

**Compensation:** Frontier Subsea offers a fast paced and dynamic working environment with competitive salary and industry leading benefits. Compensation package will be reflective of candidates experience and qualifications.

*If you are an energetic person looking to join a fast-paced working environment in the energy resources / oil and gas industry, submit your resume via e-mail to [info@frontiersubsea.com](mailto:info@frontiersubsea.com) before **Friday, March 22, 2019**. Frontier Subsea is an equal opportunity employer. We thank all applicants, but regretfully will only be contacting those selected for an interview.*