

	<b>SHEA US</b> <b>FIELD HSE CONSTRUCTION SAFETY SPECIALIST</b>		
	<b>SHEA-HSE-01000</b>	<b>REV. A</b>	<b>CONTROLLED DOCUMENT</b>
		<b>DATE:</b>	<b>11/8/2021</b>
<p><b>FIELD HSE CONSTRUCTION SAFETY SPECIALIST</b>  <b>JOB DESCRIPTION PROFILE</b></p> <p><b>SHEA CAPABILITY &amp; COMPLIANCE SOLUTIONS</b></p>			
	NAME TITLE	SIGNATURES	DATE
APPROVER:	Daryl Brister President		11/8/2021
REVIEWER:			
ORIGINATOR:			

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## 1.0 PURPOSE

This document outlines the Shea Role and Responsibilities for those assigned to our clients for HSE field positions to ensure the following:

- To help establish the requirements of each job role for direct reports (where this applies) based on actual competencies required to fill those roles
- To provide the Purpose, Description, Principal Role, and Key Accountabilities for each position and explained as to expectations in the roles

## 2.0 SCOPE

This job description profile applies to all Shea HSE Consultants.

This document describes the following Job Description:

- Field HSE Construction Safety Specialist

## 3.0 TERMS AND ACRONYMS

For this job description, the following apply:

Term	Definition
Audit	A structured process whereby information is collected relating to the efficiency, effectiveness, and reliability of a company's total health and safety management system.
Competence	The ability of an individual to safely and consistently perform in an occupational role to a pre-determined standard through an appropriate combination of performance, knowledge and understanding.
Competence Assurance	The process by which an organization ensures that its workforce is and remains competent through performance assessments by qualified assessors.
Knowledge	Facts, information and skills acquired by a person through experience or education; the theoretical or practical understanding of a subject.
Training	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and safety/technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Acronym	Definition
EPA	Environmental Protection Agency
ERP	Emergency Response Plan
HAZIDS	Hazard Identification Study
HSE	Health, Safety, & Environment
JSA	Job Safety Analysis
KPI	Key Performance Indicator
LOTO	Lock-Out, Tag-Out
PPE	Personal Protective Equipment

SIMOPS	Simultaneous Operations
SOP	Standard Operating Procedure

## 4.0 ACCOUNTABILITIES

The HSE field consultant shall:

- Represent Shea CCS with integrity and competence
- Apply Safety 2.0 principles on the Clients' sites
- Seek help as needed, while assuring safety integrity is not compromised on the job site

## 5.0 FIELD HSE CONSTRUCTION SAFETY SPECIALIST

### 5.1 Job Purpose

The purpose of this job profile is to:

- Establish minimum technical competency requirements for individuals in the role of Field HSE Construction Safety Specialist working on a Client's site.
- Provide specific criteria for assessing individual knowledge, understanding and performance for this HSE job role within Shea.
- Describe the primary function and accountability requirements for the Field HSE Safety Specialist.

This role reports to: Client HSE Manager (dotted line to Shea Manager)

Functional Line: Construction

Work Time: 85% Field work      15% Desk work

Direct reports: None

The Field HSE Construction Specialist coordinates with the Contractor lead representatives, according to the priorities established by the Clients HSE Manager and S/he conducts assurance of safety on all contract personnel during work activities on Client's property.

### 5.2 Principle Function / Key Accountabilities

#### 5.2.1 Principal Job Function

- Assures safety compliance with OSHA Regulatory requirements on Clients sites.
- Responsible for organizing and holding daily safety meeting with all contactors present on the construction site.
- Provides tactical leadership, influence, and support to the contractor lead representatives to help them accomplish their accountabilities and develop their capabilities is safety stewardship while on Client's property.
- Ensure daily meetings address: Safety Hot Spots on the construction site, Regulatory Hot Spots.
- Ensures NEW workers on site for first time (follow Shea Contractor orientation) to have controlled oversight before working solo.

- Notes daily SIMOPS and ensures communications between contractors.
- Records and track safety observations on work site.
- Ensure that all incidents / near misses are recorded, reported.
- Supports any incident investigations of root causes.
- Keeps the Client HSE Manager informed requested.

#### 5.2.2 Key Job Accountabilities

- Comply with and meets competence requirements for this job role.
- Good analytical and problem-solving skills; work with minimal supervision; must be a self-starter.
- Excellent interpersonal skills and the ability to work in a team-oriented environment.
- Advanced knowledge of construction safety requirement per OSHA regulations.
- Excellent oral/written communication and presentation skills
- Commercial acumen and awareness.

### 5.3 Knowledge, Skills, and Abilities Required (Competencies)

#### 5.3.1 Learning Units / Competency Elements

- **HSE Communications**
  - Daily Safety Tailgates
  - WHIP Support
  - Written and Electronic communications
  - HSE Reports and Action Tracking
  - Record safety data (Monday – Safety Board)
- **Regulatory Compliance**
  - OSHA Rules
  - Shea site Rules
  - Reporting, Audits, Inspections
- **Site Risk Management**
  - Occupational Health and Safety Assessments
  - Safety Work Management (Hazard ID)
  - Housekeeping
  - Incident Investigation
  - Emergency Response
- **Environmental Management**
  - Waste Management
  - Environmental Hazard Assessments
  - Environmental Reporting
- **Safe Work Practices**
  - Contractor Management
  - Contractor Safety/Technical Competence