

**CORPORATE HEALTH, SAFETY & ENVIRONMENTAL – AREA SAFETY LEADS – SITE
LEADERSHIP DELINIATION OF RESPONSIBILITIES**

	HSE	ASL	Site Leadership
Role Purpose	To provide strategic direction, establish company-wide safety policies and standards, and ensure compliance with regulatory requirements. Align Safety strategy to the company's strategy. Allocate necessary resources, including budget, tools, and personnel, to support site-specific safety programs.	To implement and monitor safety programs in their area, ensuring adherence to corporate safety policies and providing guidance on site-specific safety issues.	To ensure day-to-day operational safety by directly overseeing work activities, enforcing safety protocols, and fostering a safety culture among frontline workers
Policy	Create and implement company-wide safety policies and procedures.	Ensure corporate safety policies and procedures are communicated, understood and implemented at the site level	Implement and monitor adherence to safety policies, protocols and procedures daily
Regulatory Compliance	Ensure compliance with all relevant federal and state health, safety, and environmental regulations and standards	Coordinate with site leaders to ensure all are educated on applicable regulatory items. Assist with plan development by providing templates or conducting reviews.	Create site specific plans. Oversee the implementation and compliance with work permit systems, ensuring high-risk activities are conducted safely
Metrics & Data Analysis	Track and analyze safety performance metrics company-wide, ensuring consistent application of safety standards.	Analyze sites within area for common trends, needed focus, etc. Ensure assigned sites are keeping up to date records of	Maintain accurate and up-to-date safety records, including training logs, incident reports, and inspection findings

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	Use data to drive safety initiatives	quality. Follow-up with sites that are not.	
Training Programs	Design and roll-out safety training programs in alignment with Operations. Provide specialized site training as need; rigger, PIW, confined spaces, etc.	Ensure implementation across all area sites. Monitors areas completion status. Communicate site specific needs to HSE.	Conduct daily safety briefings and toolbox talks to discuss safety concerns, updates, and best practices. Provide site-specific safety training and education to all employees, vendors and contractors. Ensure all employees and contractors use appropriate personal protective equipment (PPE) and that it is in good condition
Audit and Review	Conduct in depth audits and reviews annually to ensure compliance with safety policies and identify areas for improvement	Conduct/coordinate safety inspections and audits by non-site employees to provide perspective, and identify and mitigate potential hazards.	Conduct regular audits of own site.
Incident Reporting and Analysis	Oversee the reporting and investigation of major incidents, ensuring lessons learned are communicated and implemented across the organization. Lead efforts or issues with Federal/State agencies (OSHA, etc.)	Review and grade, site-specific incidents, accidents, and near-miss reports; returning to author for necessary changes. Ensure corrective actions are drafted and implemented.	Respond promptly to incidents and near-misses, providing in-depth and robust reports following guidelines. Document and implement corrective actions. Identify and address safety hazards in real-time, taking immediate intervening actions.

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Continuous Improvement	Foster a culture of continuous improvement by staying updated with industry best practices and integrating new safety technologies and methodologies	Organize and lead regular safety meetings to discuss safety performance, concerns, and initiatives.	Encourage safe behaviors and practices through positive reinforcement and addressing unsafe actions immediately; utilizing disciplinary procedure when needed.
Risk Assessment	Drive risk assessment and safety procedures for new business opportunities.	Conduct risk assessments to identify site-specific hazards and implement appropriate control measures.	
CAPA		Review drafted site CAPAs providing direction and ensuring thoroughness.	Participate in the CAPA process for all LTIs/severe incidents at their facility; drafting and implementing such
Emergency Preparedness	Create disaster recovery plans.		Develop and maintain site-specific emergency response plans. Conduct regular drills and exercises. Act as first responders in emergencies, ensuring appropriate actions are taken and emergency procedures are followed.
Communication	Drive corporate messages, initiatives and best practices downward.	Serve as the primary point of contact for safety-related communication between corporate leadership and site personnel	Provide regular feedback to ASLs and HSE on safety performance and emerging issues.

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Proactive NM/POI Program		Implement a proactive NM/POI program (e.g., 1 completed per shift per manager) and follow up on action items	Conduct and document NM/POI, including an action log of steps taken or required, with the expectation of one completed per shift
Champions			
EHS INSIGHTS		MEGAN WESTCOTT	
REPORT WRITING / INVESTIGATIONS		FELIX GONZALEZ	
DIVISION/SITE SPECIFIC AUDIT DEVELOPMENT		BOBBY ANDERSON	
MONTHLY REPORTS		MAT BURUS	
SWPP/SPCC		GELI BURGESS	
TRAINING TRACKING		DAVE GRAY	
ASL SHAREPOINT		MARK ROZNOVAK	
GREEN MARINE		MICHAEL SAN GASPAR	
REGULATORY COMPLIANCE TRACKING		RANDY DE LEON	
EMERGENCY PREPAREDNESS		CHRIS IACONO	