PSM Coordinator
Roles and Responsibilities

DATE POSTED: 12/8/2016
DATE CLOSED: 12/15/2016 (4 P.M.)
DATE REQUIRED: 12/18/2016

The PSM (Process Safety Management) Coordinator position is a very fluid onsite role that is responsible primarily for MOC (Management of Change) support including driving and leading MOC’s from initiation to closure, supporting project PSM assurance processes, and supporting PSM performance across projects and operating process units across the plant.

PSM Coordinator(s) support:

- Whiting Business Unit (WBU) PSM (Process safety management) activities
- WBU Project Execution PSM activities

Roles & Responsibilities:

- Management of Change (MOC) Coordinator
  a. Work with MOC change initiators to properly prepare MOC proposals.
  b. Assess proper risk review level for MOC’s based on change scope.
  c. Assess and enforce proper MOC process participants, documentation, and PSI availability for MOC evaluation and risk review based on change type.
  d. Plan, Schedule, and Lead MOC risk review meetings, driving deep technical MOC risk discussions around operating and PSM risks.
  e. Prepare the required MOC documentation, including risk assessment conversations and necessary actions to deliver a proper PSM product to the plant.
  f. Develop, assign, and drive closure of robust MOC action items to close PSM gaps identified in risk reviews.
  g. Interface throughout the MOC lifecycle to ensure actions are effectively managed to closure prior to new equipment start-up.

- PHSSER Support (Project Health, Safety, Security and Environment Review)
  a. Able to prepare PSM documents such as MOC, Action item reports, speak to progress on project PSM activities.
  b. Able to clearly communicate PSM concerns and craft appropriate actions or personally lead gap closure to deliver proper PSM performance for projects.

- Complex Assurance Specialist Interim (CAS) coverage
  a. Able to lead PSM activities across a complex including
  b. Able to provide assurance around complex PSM processes including
     i. Action item reporting
     ii. Operating Procedure deviation escalation and annual certification
     iii. Identification of changes requiring PSM attention
     iv. Incident investigation oversight including root cause analysis, recommendation development and management, and incident investigation closure and quality review
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- Conduct PSSR (Pre-Startup Safety Review), once equipment or piping is ready to go into service.
  a. Work with a diverse team to prepare documentation for assessment
  b. Understand and lead a diverse team through a proper PSSR assessment, including robust documentation of that assessment
  c. Assign gap closure actions and drive to closure prior to equipment startup.
- Provide PSM reports (MOC, Action item status and tracking, Incident status and tracking, PSSR, PHSSER, other PSM risk process status).
- Provide input to site PSM practices (OSHA 1910.119 based)
- Able to inform, train and track proper training for site staff on process plant changes.

Skill sets required

- Able to understand and assess risks based on process operating process plant changes and lead a team through a robust risk assessment of physical changes to an operating process plant (based on P&ID’s, ISO’s, Electrical Drawings, EAC, Safe Operating Limits, Technical Drawings, RV studies, Facility Siting, MSDSs, Fire Hazard Analysis (FHA) etc)
- Experienced in leading MOC, PSSR and other PSM risk assessment techniques for assessing risk that may occur within refining processes as a result of physical changes to operating plant equipment.
- Adept in report writing for MOC and PSSR, and skilled in leading a diverse technical and operations team through complex process operations conversations.
- Able to organize and provide robust reports on PSM deliverable status.
- Knowledgeable in the requirements of OSHA 1910.119
- Must be skilled in word, outlook, and excel, with strong typing skills and the ability to write reports and organize data.
- Must be skilled in leading and documenting team risk discussions.
- Must be well organized, and have the ability to multitask.
- At least 5 years in a refining or petrochemical process plant with operations or PSM experience.
- Strongly preferred: at least 2 years of college education.

IN ORDER TO BE CONSIDERED FOR THIS POSITION, QUALIFIED APPLICANTS MUST COMPLETE AN APPLICATION FOR EMPLOYMENT AND SUBMIT IN ACCORDANCE WITH THE INSTRUCTIONS ABOVE AND UNDER THE “CAREERS” PAGE OF JCL RISK SERVICES LOCATED AT: www.jclrisk.com
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