





# KWL CHART



What do I <b>Know</b> about Health, Safety, Environmental Specialist?	What do I <b>Want</b> to know about Health, Safety, Environmental Specialist?

What have I <b>Learned</b> about Health, Safety, Environmental Specialist?	

**FIELD INSPECTORS (cont.)**

<p><b>Environmental Inspector</b></p> <ol style="list-style-type: none"> <li>1. Analyzes, measures, inspects and reports on findings of environmental quality (air, water, soil, etc).</li> <li>2. Bachelor's degree in a field of science</li> <li>3. \$55,000 + per year</li> </ol>	 <p>AVAILABLE</p>
<p><b>Instrumentation Inspectors</b></p> <ol style="list-style-type: none"> <li>1. Inspects and tests instrumentation and equipment and installation to meet code and contract specifications.</li> <li>2. Associates or bachelors degree in related field, experience may substitute for educational requirements.</li> <li>3. \$60,000 + per year</li> </ol>	 <p>AVAILABLE</p>
<p><b>Welding Inspectors</b></p> <ol style="list-style-type: none"> <li>1. Inspects and tests welds and equipment to meet regulatory codes and contract specifications.</li> <li>2. Training + associates or bachelors degree in related field, experience may substitute for educational requirements.</li> <li>3. \$60,000 + per year</li> </ol>	 <p>AVAILABLE</p>
<p><b>Telecommunication Inspectors</b></p> <ol style="list-style-type: none"> <li>1. Research, design, test and inspect new and existing telecommunication systems.</li> <li>2. Bachelor degree preferred</li> <li>3. \$60,000 + per year</li> </ol>	 <p>AVAILABLE</p>


**HEALTH & SAFETY (H&S)**

<p><b>H &amp; S Compliance</b></p> <ol style="list-style-type: none"> <li>1. Provides enforcement of occupational safety and health regulations derived from an established body of law (e.g.: OSHA, MSHA).</li> <li>2. Associates or bachelor's degree in related field, experience may substitute for some to all of educational requirements</li> <li>3. \$60,000 - \$100,000 per year</li> </ol>	 <p>SHORTAGE</p>
<p><b>Emergency Medical Technicians</b></p> <ol style="list-style-type: none"> <li>1. Assists in providing emergency medical treatments to all employees. Provides a safe place to work, provides training to employees.</li> <li>2. High school diploma or GED, certification, valid driver's license</li> <li>3. \$36,000+ per year</li> </ol>	 <p>AVAILABLE</p>


**Fire Fighters**

<ol style="list-style-type: none"> <li>1. Control and extinguish municipal and/or forest fires, protect life and property and conduct rescue efforts.</li> <li>2. High school diploma or GED</li> <li>3. \$24,180 + per year</li> </ol>	 <p>AVAILABLE</p>
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**Industrial Hygienist**

<ol style="list-style-type: none"> <li>1. Collect data on work environments for analysis by occupational health and safety specialists.</li> <li>2. Associates or bachelor's in related field, experience may be substituted.</li> <li>3. \$50,000 + per year</li> </ol>	 <p>AVAILABLE</p>
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**Paramedics**

<ol style="list-style-type: none"> <li>1. Provides emergent and non emergent medical care and rescue at remote client sites. Maintains site specific emergency and evacuation plans.</li> <li>2. Experience, certification and training</li> <li>3. \$65,000+ per year</li> </ol>	 <p>AVAILABLE</p>
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**INDIRECT SERVICES**

<p><b>Marketing &amp; Sales</b></p> <ol style="list-style-type: none"> <li>1. Develops objectives and policies for the sales and marketing departments. Responsible for profit margin and overhead costs, along with competitive positioning of the organization within the market.</li> <li>2. High school diploma or GED</li> <li>3. \$34,000+ per year</li> </ol>	 <p>CONCERN</p>
<p><b>Teachers or Trainers</b></p> <ol style="list-style-type: none"> <li>1. Conduct training and development programs for employees.</li> <li>2. Entry - bachelors degree; advanced -- masters (certification may be required)</li> <li>3. Entry - \$54,000+per year</li> </ol>	 <p>CONCERN</p>

## HSE Acronyms for Notebook

3 F's	Face time, Feedback and Follow-up
HSE	Health Safety & Environmental
JHA	Job Hazard Analysis
JSA	Job Safety Assessment
THA	Task Hazard Analysis
MBWA	Management by Walking Around (Supervision interacting with the front line)
START	Safety Training Assessment Recognition Teamwork
STEPBACK	Stop. Take Extra Precaution. Be Aware. Communicate Knowledge (Near Miss)
PIRATE	Personal Involvement Reduces Accidents To Everyone (BBS Program)
CA	Corrective Action
PM	Proactive Measure
PSA	Proactive Safety Action
FA	First Aid
MT	Medical Treatment Case (OSHA Recordable)
LT or DA	Lost Time or Days Away Case (also an OSHA Recordable)
JRT	Job Restricted / Transfer Case (also an OSHA Recordable)
TRIR	Total Recordable Incident Rate
DART	Days Away / Restricted / Transfer (usually expressed as a rate)
SSHP	Site Specific HSE Plan
ANE	Average Number of Employees
WC	Workers Compensation

## **Kakivik Asset Management, LLC** **Health, Safety & Environmental Manual**

- Coordinates the safety activities of all Supervisors, Foremen and employees within the project.
- Ensures that all employees utilize proper work procedures, are properly trained to perform their job duties, and have appropriate equipment to complete their job duties in a safe manner.
- Maintains employees in supervisory positions who continue to demonstrate their ability to effectively implement the health, safety and environmental program.
- Communicates with the HS&E Manager concerning incidents, injuries, illnesses, significant first aid, and near miss incidents occurring in their area of responsibility.
- Schedules regular safety meetings, oversees the pre-job safety-meeting process, and ensures employee attendance and participation in this process.
- Investigates all lost time, recordable, significant non-injury incidents and illnesses and near miss incidents in conjunction with Supervisors and a HSE representative; then reviews and approves the incident investigation report.
- Promotes attitudes conducive to the prevention of incidents by wearing required and recommended protective equipment when in the work area, and by close follow-up of the safety activities of all Supervisors, in addition to maintaining open communication with individual employees.
- Establishes goals for satisfactory housekeeping, develops and implements fire prevention standards in his/her area of responsibility, and participates in the inspection program in accordance with requirements established in OSHA 29 CFR 1910.22(a).
- Conducts documented pre-job meetings and JHA/JSA reviews with Supervisors, Foremen and crews.
- Participates in the safety audit program and ensures that corrective actions are taken on all hazardous conditions noted.
- Reviews and evaluates the health, safety, and environmental program within their area of responsibility and executes corrective action as necessary.
- Makes contact with each employee within their area of responsibility on a regular basis.
- Documents safety observations of work crews within their area of responsibility on a regular basis.
- Conducts or delegates presentation of a documented safety orientation when a new employee is assigned to their supervision.
- Actively participates in documented JHA development and reviews, and in daily JSA pre-job meetings.
- Ensures that tools and equipment are inspected regularly for defects and accordingly removed from service.
- Issues and requires their employees to wear proper personal protective equipment.
- Promptly initiates the investigation of all incidents and near miss incidents within their area of responsibility in accordance with Standard 29 to determine incident causes and implement corrective actions.

# Near Miss / Hazard ID

Project:	Dept/Facility:	Local Near Miss #:	
Date Of Incident:	Location:		
Reported By:	Supervisor(s):		
<b>Loss Potential:</b>	<input type="checkbox"/> Personal Injury	<input type="checkbox"/> Environmental Damage	<input type="checkbox"/> Property Damage <input type="checkbox"/> Process Loss
<b>Severity Potential:</b>	<input type="checkbox"/> Major	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor
<b>Probability of Occurrence:</b>	<input type="checkbox"/> Frequent	<input type="checkbox"/> Occasional	<input type="checkbox"/> Seldom
<b>Describe "Near Miss":</b>			
<b>Suggested Action:</b>			
<b>Supervisor's Response:</b>			
<b>Root Cause:</b>			
Reporter's Signature		Phone #	Supervisor's Signature
			Phone #

Immediate Cause / Condition		Rev 0 5/107
1. <input type="checkbox"/> Defective Equipment, Tool, Material	15. <input type="checkbox"/> Improper Manual Material Handling	29. <input type="checkbox"/> Maint. / Adj. on Moving / Pressurized Equip. Line Operation without Authorization
2. <input type="checkbox"/> Deficient in Skill or Ability	16. <input type="checkbox"/> Improper use of Tool, Equipment, Material	30. <input type="checkbox"/> Physical Limitation
3. <input type="checkbox"/> Deficient Storage / Material Handling Practices	17. <input type="checkbox"/> Inadequate Design / Layout	31. <input type="checkbox"/> Repetitive Motion Injury
4. <input type="checkbox"/> During Emergency Response or Drill	18. <input type="checkbox"/> Inadequate Fabrication / Inspection	32. <input type="checkbox"/> Rules, Procedures, Work Methods Not Enforced
5. <input type="checkbox"/> Error by Fellow Employee	19. <input type="checkbox"/> Inadequate Housekeeping, Area Inspection	33. <input type="checkbox"/> Slips, Trips or Falls under Normal Conditions
6. <input type="checkbox"/> Exposure to Chemical	20. <input type="checkbox"/> Inadequate Lighting	34. <input type="checkbox"/> Sports Related Injury or illness
7. <input type="checkbox"/> Exposure to Cold	21. <input type="checkbox"/> Inadequate Maintenance, Equipment Inspection	35. <input type="checkbox"/> Taking an Unsafe Position
8. <input type="checkbox"/> Exposure to Heat	22. <input type="checkbox"/> Inadequate or Bypassed Safety Devices	36. <input type="checkbox"/> Too Much Rush on Job By Supervisor
9. <input type="checkbox"/> Exposure to Noise	23. <input type="checkbox"/> Inadequate or Missing Guards	37. <input type="checkbox"/> Unidentified Cause
10. <input type="checkbox"/> Exposure to Radiation	24. <input type="checkbox"/> Inadequate Training of Employee(s)	38. <input type="checkbox"/> Unsafe Conditions – Fire/Explos./ Spill, ect.
11. <input type="checkbox"/> Failure to Follow Oral Instructions	25. <input type="checkbox"/> Inadequate Ventilation	39. <input type="checkbox"/> Unsafe Driving
12. <input type="checkbox"/> Failure to Follow Written Procedures / Rules	26. <input type="checkbox"/> Incoming / Incomplete Procedure, Instruction	40. <input type="checkbox"/> Unsafe Speed, Haste, Short Cut
13. <input type="checkbox"/> Failure to use Personal Protective Equipment	27. <input type="checkbox"/> Influence of Drugs or Alcohol	41. <input type="checkbox"/> Other: _____
14. <input type="checkbox"/> Horseplay / Distraction by Fellow Employee	28. <input type="checkbox"/> Lack of Alertness	