

BLESSEY MARINE SERVICES, INC.
JOB DESCRIPTION

JOB TITLE: Director of Health, Safety and Environmental
DEPARTMENT: Health, Safety and Environmental
FLSA STATUS: Exempt
DATE: June 3, 2022

SUMMARY DESCRIPTION:

Manage the Company's Health, Safety and Environmental program by performing the following duties:

SUPERVISION:

Reports to: **Vice President of Health, Safety and Environmental & Compliance**
Supervises: Safety Manager & Safety Supervisors

ESSENTIAL JOB FUNCTIONS:

- Responsible for implementing and maintaining an effective Health, Safety and Environmental (HSE) program to provide a safe working environment for all employees.
- Assist in forecasting, budgeting and project scoping.
- Interface and develop contacts with regulatory agencies and support groups interested in compliance requirements such as USCG, DOT, and other State and Federal regulators.
- Perform regular safety/compliance audits and coordinate remediation of audit findings with maintenance, operations and vessels to implement corrective actions.
- Serve as a key contact for emergency and incident response.
- Primary Qualified Individual for oil and chemical spills.
- Train HSE staff in QMS Policies and Procedures, who in turn, will train boat crews.
- Provide medical attention for injured or ill vessel personnel.
- Provide support in incident investigations, as needed, involving property damages, injuries, and product releases to deck or into water.
- Assist in DOT/USCG Drug and Alcohol tests.
- Work closely with other departments to ensure HSE related issues are being addressed and Blessey's safety culture is being supported and advanced.
- Oversee program for annual inspection and servicing of fixed fire extinguishing systems, portable fire extinguishers and fire detection systems.
- Maintain training resources.
- Monitor records of training, safety meeting/minutes drills submitted by vessels.
- Monitor safety programs on vessels (i.e. – near miss program, job safety analysis).
- Monitor incident data for property damages, injuries, spills and identify trends.
- Keep records for and oversee benzene monitoring program.
- Ensure safety related issues are being communicated fleet wide (i.e. – near misses, injuries, and operational processes that may affect the safety of crews and environment).
- Involvement in new construction of vessels for Safety.
- Rotation on-call for personal injuries and illnesses and for spills.
 - Arranging transportation needs with Personnel.
 - Verification via phone & letter to medical facility.
 - Message distributed to in-house computer group on incident for information purposes.
 - Dialogue with Claims Department on incident.
- Replace drug testing kits.
- Monitor and set-up Periodic Benzene/Acrylonitrile Physicals per Coast Guard regulations.
- Maintain SDS file.
- Coordinate with Purchasing to order necessary PPE for crewmembers as needed.
- Coordinate with Purchasing safety items for new vessels.
- Research and oversee use of new safety equipment for vessels.
- Maintain Medical Facilities List.
- Maintain supply of placards for vessels.
- Periodic employee evaluations of Safety Department employees.
- Maintain company vehicle.

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- Calibrate H2S meters on vessels and maintain data base. Coordinate with Safety Supervisor maintenance, repairs and replacement of same.
- Conduct Sub M required vessel internal audits.
- Distribute boat mail to vessels.
- Participate and attend customer audits and respond to discrepancies.
- Attend training as necessary to perform job requirements and increase safety knowledge.
- Other duties as assigned by direct supervisor.

QUALIFICATIONS

- Must be able to read, write and speak clearly in the English language.
- High school diploma or general education degree (GED); one to three years related experience and/or training preferred.
- Master of Unlimited Towing vessel or equivalent preferred.
- Knowledge of Coast Guard regulations pertaining to towing vessels and tank barges required.
- Previous experience on towboats and tank barges required.
- Proficiency in or knowledge of a variety of computer software applications, including but not limited to Excel and Microsoft Word software.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Background in safety, vessel inspections, and writing policies and procedures required.
- Ability to operate most standard office equipment.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Must possess or be able to obtain a TWIC card.
- Must maintain a clear driving record and be insurable through our automobile insurance carrier.
- HAZWOPER trained to respond to oil and chemical spills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

TRAVEL REQUIREMENTS

This position requires driving a vehicle as necessary for errands and business-related meetings. Employee and/or applicant must successfully complete a Motor Vehicle History check and possess and maintain a current valid driver's license in their state of residence.

Travel to/from tow boats within local areas as required. Overnight travel is required; must be able to travel with possible overnight stay on vessels.

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PHYSICAL REQUIREMENTS:

Director of Safety

Validated Functional Job Description

Date Revised: 2/27/14 (Original Validation 7/24/03)

To Applicant:

This job description describes in detail the physical and environmental demands required to perform the essential duties of **Director of Safety**. After reviewing this description, please sign this document on the last page and indicate whether you believe that you can or cannot perform the essential duties of this job.



I. Physical Demand Requirements for Safe Job Performance

Specific physical demands described in this functional job description have been validated by on-site job analysis involving direct measurements. They are representative of the physical demands that must be met by an employee to successfully and safely perform the essential functions of this job. Although specific components of job demands are listed in detail in this document, the following information is a synopsis of key minimum physical demand requirements determined from a detailed job analysis:

01. POSTURAL DEMANDS: Employee must have the ability to move the extremities and spine through a range of motion that will permit work to be safely performed at ground/floor to overhead levels. Flexing and twisting of the trunk, reaching and awkward postures are occasionally required.

02. DEXTERITY DEMANDS: Employee must have good dexterity and frequently use one and two hands throughout the work period when performing job specific tasks.

03. GRIP STRENGTH DEMANDS: Employee must have sufficient grip to lift and carry various tools, parts, and equipment used throughout the work day.

04. CARDIORESPIRATORY DEMANDS: Employee must have sufficient cardiorespiratory fitness to be able to perform medium-heavy work for short periods of time involving such activities as lifting, carrying, pushing, pulling, handling equipment and parts, frequent standing and walking and constant sitting.

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05. MINIMUM ESSENTIAL PHYSICAL CAPACITIES REQUIRED FOR JOB PLACEMENT: The minimum essential physical capacities for job placement are based on a job physical demands validation analysis. The minimum physical demands required to perform the job safely take into consideration mechanical and personnel assistance that can be reasonably offered or made available without adversely affecting minimum job productivity standards and/or creating an undue hardship on the employer. The employer will consider accommodations for persons with protected disabilities.

Job placement will not be offered when a person is unable to demonstrate that he/she possesses the physical abilities to perform the minimum essential physical demands of the job safely and poses an immediate threat of harm to self or other workers. Based on physical demand validation performed by an independent ergonomic consultant, prior to job placement, the employee must be able to demonstrate that he/she can safely can:

lift at least 65 lbs from floor to knuckle level,
lift at least 65 lbs from floor to waist level,
lift at least 30 lbs from floor to shoulders level,
lift at least 10 lbs from floor to crown level,
carry at least 30 lbs with two hands for a minimum distance of **30 feet**,
stand and walk on a frequent basis with good balance,
stoop, kneel, and squat on an occasional basis,
sitting on a constant basis,
climb **1 flight of stairs, 15 steps** per flight x **2 repetitions**, and
climb a **vertical ladder** with **12 rungs** x **2 repetitions**.

The basis for these physical demand requirements are described in the sections of this functional job description that follow. Frequency of material handling will vary considerably depending on operational conditions. The physical demands for certain jobs may actually exceed those listed above in certain situations. However, the employee is expected to seek assistance if material handling requirements cannot be performed safely.

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II. General Physical Activities

Activity:	O	F	C	N	Activity:	O	F	C	N
01. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Seeing – Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Reaching, High, Low, Level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Hearing - Speech Range	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04. Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Color Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06. Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07. Body Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09. Sense of Touch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Climbing Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Speaking Clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Climbing Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Seeing Distant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KEY:

O - Occasionally, less than 33% of work time

F - Frequently, 34 - 66% of the work time

C - Constantly , 67% - 100% of the time

N - Not a significant part of the job

III. Environmental Requirements

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job.

	O	F	C	N
01. Extreme Cold - Below 30 ° F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02. Extreme Heat - Above 100 ° F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03. Dryness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04. Wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05. Humidity - Above 90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06. Noise - Over 85 Decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07. Respirator - Breathing Apparatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08. Confined/Cramped Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09. Elevated Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Working Around/With People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Working Alone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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IV. Airborne Contaminants & Chemicals in Work Environment

Dust; Diesel fumes; gasoline fumes, solvent, lubricants, particulates and chemical toxins

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V. Validated Essential Material Handling Requirements

A. Lifting – Essential Requirements			
Essential Floor to Knuckle Level Lifts			
Lifting Methods	Weight in lbs Force in F-lbs	Frequency	Description Materials / Tool / Procedure
2 Handed Lift	65 lbs	Rarely	65 lb Ratchet
2 Handed Lift	30 lbs	Occasional	Groceries and supplies
2 Handed Lift	30 lbs	Occasional	Basic rigging and hoses
2 Handed Lift	20 lbs	Occasional	Personal gear
2 Handed Lift	1-10 lbs	Occasional	Various hand tools
Essential Floor to Waist Level Lifts			
Lifting Methods (Essential Requirement)	Weight in lbs Force in F-lbs	Frequency	Description Materials / Tool / Procedure
2 Handed Lift	65 lbs	Rarely	65 lb Ratchet
2 Handed Lift	30 lbs	Occasional	Groceries and supplies
2 Handed Lift	30 lbs	Occasional	Basic rigging and hoses
2 Handed Lift	20 lbs	Occasional	Personal gear
2 Handed Lift	1-10 lbs	Occasional	Various hand tools
Essential Floor to Shoulder Level Lifts			
Lifting Methods (Essential Requirement)	Weight in lbs Force in F-lbs	Frequency	Description Materials / Tool / Procedure
2 Handed Lift	30 lbs	Occasional	Groceries and supplies
2 Handed Lift	20 lbs	Occasional	Personal gear
2 Handed Lift	1-10 lbs	Occasional	Various hand tools
Essential Floor to Crown Level			
Lifting Methods (Essential Requirement)	Weight in lbs Force in F-lbs	Frequency	Description Materials / Tool / Procedure
2 Handed Lift	1-10 lbs	Occasional	Various hand tools

B. Carrying - Essential Requirements					
Method	Weight Carried (lbs)	Coupling	Minimum Distance (ft)	Frequency	Material / Tool
2 Handed carry	30 lbs	Fair	30 ft	Occasional	Groceries and supplies
2 Handed carry	30 lbs	Fair	30 ft	Occasional	Basic rigging and hoses

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C. Pushing / Pulling - Essential Requirements					
Push Force (F-lbs)	Pull Force (F-lbs)	Frequency	Distance (Ft):	Hand Position	Material/Tool:
n/a	n/a	n/a	n/a	n/a	n/a

KEY:

- O - Occasionally, less than 33% of work time**
- F - Frequently, 34 - 66% of the work time**
- C - Constantly , 67% - 100% of the time**
- N - Not a significant part of the job**

VI. Physical Demand Level (PDL) Description

FREQUENCY	Sedentary	Sed-Light	Light	Light-Med	Medium	Med-heavy	Heavy	Very Heavy
O - Occasional 1 - 33%	10 lbs	15 lbs	20 lbs	35 lbs	50 lbs	75 lbs	100 lbs	> 100 lbs
F- Frequent 34 - 66%	-----	7 Lbs	10 lbs	17 lbs	25 lbs	37 lbs	50 lbs	> 50 lbs
C – Constant 67% +	-----	-----	-----	5 lbs	10 lbs	15 lbs	20 lbs	> 20 lbs
	Sit	Sit/Stand	Stand/Walk	Stand/Walk	Stand/Walk	Stand/Walk	Stand/Walk	Stand/Walk

VII. Physical Demand Level Classification

Employees identified in this document must be able to perform up to medium-heavy physical labor as classified by the United States Departments of Labor. Physical demands typically involve lifting, carrying, pushing, and pulling.

VIII. Cardiorespiratory Demands

Employee must have sufficient cardiorespiratory fitness to perform the essential tasks of this job safely. Employee must be able to safely tolerate medium-heavy demands on the cardiorespiratory system related to material handling and frequent walking on uneven surfaces with occasional exposures to extreme conditions.

IX. Energy Expenditure

Employee must have an aerobic capacity sufficient for energy expenditure of over 5.5 METS which is consistent with a PDL classification of medium-heavy as classified by the United States Department of Labor.

PDL:	HEART RATE:	ENERGY EXPENDITURE
SEDENTARY	70 – 80	1.5-2.1 METS
LIGHT	81 – 90	2.2-3.5 METS
MEDIUM	91 – 110	3.6-5.5 METS
HEAVY	111- 130	5.6-7.5 METS
VERY HEAVY	Over 130	Over 7.5 METS

METS - Job demands can be expressed in METS, or metabolic equivalents, related to a person's resting oxygen usage, and compared to the worker's performance on a comparable aerobic capacity test.

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X. Validated Materials Handled and Weights (Lbs)

Material weights and handling forces have been accurately measured and determined to be representative of the type of materials and forces required to perform the essential duties of work performed by employees identified in this document. The primary physical demands observed and measured during this analysis included lifting, carrying, pushing, and pulling.

No.	Description	Weight in Lbs / Force in F-Lbs
01.	65 lb Ratchet	65 lbs
02.	Groceries and supplies	30 lbs
03.	Basic rigging and hoses	30 lbs
04.	Personal gear	20 lbs
05.	Various hand tools	1-10 lbs

XI. Special Requirements

Must be able to wear necessary PPE as per task assigned.

XII. Guidelines for Physical Demand Validation (PDV) Analysis

Physical demand validation analysis was performed based on guidelines established by the United States Department of Labor (USDL) and the Occupational Safety and Health Administration (OSHA). Validation of physical demands of job tasks is required for developing an accurate and valid functional job description as required by guidelines consistent with the Americans with Disabilities Act (ADA) and EEOC regulations for fair hiring practices. The physical demands described in this functional job description represent typical physical demand requirements of job tasks analyzed. Physical demands may at times exceed those identified in this report. Employees are required to adhere to all safety guidelines established by the employer and seek assistance to perform any task which they may feel exceeds their safe capacities to perform.

XIII. Methods of PDV Analysis

1. Personal interview, questionnaires, and on-site direct observation of job activities.
2. Measurements of material handling forces using push-pull dynamometers and weight scales.
3. Measurements of material dimensions, distances, heights, and reaches using tape measures.
4. Photography

Physical demand validation analysis performed by Industrial Safety & Rehabilitation (ISR) Institute, Inc., under the direction of Richard W. Bunch, Ph.D., P.T., C.B.E.S., 1516 River Oaks Dr. West, New Orleans, LA 70123.

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XIV. Photographic Records



Employee must be able to climb stairs



Employee must be able to climb vertical ladders



Employee must be able to step over door sills



Employee must be able to step up



Employee must be able to kneel, squat and crouch



Employee must be able to wear appropriate PPE gear

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FOR APPLICANT:

Once you have completed reading the entire job description, please read and sign off on the appropriate response below:

_____ I believe I am capable of performing the essential duties of this position.

_____ I do not believe that I am capable of performing the essential duties of this position.

Printed Name

Signature

Date