

TERMS & CONDITIONS OF ENGAGEMENT OF
Manager Safety & PSM (Post- 1 No.)

1. The engagement is purely on contractual basis for a period 11 months from the date of joining which can be extended further upto 02 more terms at the discretion of the Deendayal Port Authority.
2. The contract engagement shall not confer any right to lay claim to permanent absorption in the Port service against any post whatsoever.

3. Qualifications, Experience, Remuneration & Age limit:

Essential:

- a. Full time Bachelors of Engineering/ Technology Degree in Mechanical/Chemical/Electrical/ Fire & Safety engineering from govt. Recognized University.
- b. Candidate shall have additional qualification of one-year Post diploma or Advance diploma in industrial safety from state technical board.
- c. Candidate shall have minimum 5-year experience in the field of safety in Oil & Gas, Port and chemical /petrochemical processing or storage industries.

Desirable:

- d. Preference will be given to the candidates who has Master of Engineering/ Technology Degree in Safety engineering from govt. Recognized University.
- e. Preference will be given to the candidates who has worked in the field of safety in Port sector, MAH installations or heavy industries. Knowledge of safety management system and international standards of safety at sea port will be additional advantage in the selection process.

Other prerequisites:

- a) Good communication, passion for training, presentation skills, Adapting to latest technology for enhancement of safety system.
- b) The Safety & PSM Manager shall have good knowledge of Hindi and English. The knowledge of local language is an added advantage.

Fixed monthly remuneration:

A Consolidated remuneration of Rs. 1,00,000/- per month. The payment will be made on pro-rata basis if the engagement is less than a month.

An annual increase of 10% per annum may be granted in consolidated remuneration subject to performance review.

Age Limit:

40 years or below as on date of interview.

4. Other Terms & Conditions:

- I. TA/DA will be provided as per DPA regulation.
- II. Suitable Port Accommodation will be provided subject to availability of the Port Quarters.
- III. OPD facility at DPA hospital to the incumbent and his/her Mother, Father, spouse and 2 depended child will be provided.
- IV. For local conveyance suitable vehicle will be provided for site visit and daily up-down from Residence to port.
- V. Candidate will be provided weekly rest days/closed holidays applicable to employees of DPA. Candidate will be entitled to avail C.L. @ 1 day per month during the contractual period and the leave may be availed of with prior approval. Additionally, sick leave to the extent of 10 days/year for the contract period on critical illness may be allowed without any deduction from the remuneration on the basis of certification from DPA Chief Medical Officer.
- VI. Candidate will be responsible for the charge and care of the DPA goods, stores and all other property that may be entrusted and he will be accountable for the same.
- VII. Any kind of criminal or civil proceedings that may arise during the contract period against him/her, the Port will not be held responsible.
- VIII. In the event of death of a person appointed on "Contract Basis" while in service, the balance contractual amount, due if any, against the work done, will be paid to his legal heirs, and no any other financial benefits shall be given.
- IX. The period of contract can be terminated at any time by giving 30 days notice in advance on either side, without assigning any reasons thereof. However, the engagement is terminable on 24 hrs. notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of DPA.
- X. The DPA shall have reserve all the rights to either cancel this notification or alter/modify/amend the conditions or any details without any prior intimations. In the event of any dispute arising out of this contract, the interpretation and decision of the Chairman, DPA will be final and binding.
- XI. Court of jurisdiction for any dispute at Gandhidham only.

5. Primary Job description:**Key Roles & Responsibilities:**

Manager Safety & PSM will be in charge of designing and implementing the HSE management system, innovative HSE solutions, HSE assurance model, project management, auditing and compliance,

Incident Reporting & Investigation, Implementation of ISO45001:2018, Implementation Safety KPI of MIV 2030, Implementation of Safety KPI of Land Use Plan & Master Plan 2047, Implementation of Drone Technology for Safety aspects, Implementation of Simulators for capacity building, Digitization of Safety entire system etc.

Establishing and directing the implementation of a world-class HSE management system in order to achieve a safe work environment for all employees, port users and stakeholders at Deendayal Port Authority. Ensuring compliance of HSE rules and procedures based on international standards and statutory regulations. Also responsible for monitoring & improvement of HSE performance.

	ACCOUNTABILITIES	ACTIVITIES
1	HSEF Strategy	<ul style="list-style-type: none"> To develop the vision and HSE policy in line with the corporate vision & policies. To develop guidelines, systems and procedures related to HSE, ensure alignment of the same with existing systems and ensure implementation of the same either directly through Deendayal port team or through other stakeholders. To bring in the best HSE practices and the culture of 'safety first'. Develop mandatory contractual requirements regarding HSE to be plugged in to various contracts as suitable.
2	HSE Reporting and Performance Monitoring	<ul style="list-style-type: none"> Responsible for setting up a state-of-the art monitoring and reporting system, based on global reporting standards and industry best practice Drive continuous improvements in-process and plant operations to improve Safety, Environment, Quality, Productivity, Efficiency. Ensure seamless operations through cross-functional co-ordination between Production, Maintenance (Mechanical, Electrical, Instrumentation), Marketing, Operation Control Group (OCG), Materials, Quality Control (QC), Quality Assurance (QA), Technology, Product Development & Technical Services, Marketing, Logistics, HR & Administration at port operation locations.
3	Port Operations	
4	Safety Culture	<ul style="list-style-type: none"> Strive for best safety practices and culture Develop campaigns, trainings and awareness sessions to enhance safety culture across the organisation Guide organisation in Incident investigation and root cause analysis

5	Process Safety Management	<ul style="list-style-type: none"> • Develop PSM procedures to enable implementation and development of PSM Best Practices in the Deendayal Port. • Develop IT platforms, Document management to enhance the safety culture in Deendayal Port. • Identify Need for developing Process Safety Management programs and procedures in the Deendayal Port • Implementation of OSHA PSM at port. • Review and Conducting PHA, HAZOP, LOPA, SIL, FMEA (Failure Mode Effects Analysis), RCFA (Root Cause Failure Analysis), Quantitative Risk Assessments (QRAs), Dispersion Modelling, Process Design & MOC studies using utilizing analytical tools DNV-PHAST & SAFETI.
6	Emergency Preparedness	<ul style="list-style-type: none"> • Set up Emergency Management • Prepare Emergency Response and Disaster Management Plan • Organize Mock Drills
7	Training & Audit	<ul style="list-style-type: none"> • Develop, co-ordinate and administer HSE leadership trainings for senior management to reinforce HSE awareness and maintaining of HSE management system and standards. • Conduct site audits and visits to all facilities to ensure compliance with HSE requirements and HSE management system. • Identify, rectify and follow-up on non-compliances and detected irregularities and make changes to procedures where needed
8	Team Management	<ul style="list-style-type: none"> • Interview and selection of Safety Engineers • Task and KPI's review of Safety Engineers • Performance evaluation of safety engineers • To define the role clarity for all the positions • To define the performance contract for the identified positions & conduct Reviews, recognize & reward based on the performance. • Proper manning of positions in time. • Monitors various HR process from Hire to Retire to ensure quality of talent and development of talent • Carry out performance appraisals, assess capability, and training needs of individuals in the function. • Career planning for employees through guiding, coaching, mentoring and motivating them towards superior team performance & for achieving organization's objectives. • Initiate development activities to enhance the skill levels.
9	ISO 45001:2018	<ul style="list-style-type: none"> • Certification and compliance of ISO 45001:2018 • Update and develop of mandatory HSEF documents related to ISO 45001:2018 related documents

10	Artificial Intelligence & Develop HSEF Management system through Information and Technology	<ul style="list-style-type: none"> • Develop safety web portal for reporting/ action assign/action tracking/ of Sub-standard condition, Nearmiss, Incident, audit action etc. • Innovation in safety through IT & Artificial Intelligence. • Implementation of simulator-based training for drivers and heavy equipment operators. • Develop online documents control system.
11	Legal Compliance monitoring	<ul style="list-style-type: none"> • OISD Audit, Quarterly report and ensure compliance of all OISD standards. • PNGRB report and PESO compliance • Dock labour rules • MSIHCR rules and other statutory guidelines applicable to port and MAH operating industries.
12	Other Activities	<ul style="list-style-type: none"> • Safety Department coordination • External Audit Management as per IS14489 • Certification Audit and other safety audit • Monitoring of all safety dept. activities • MIS and MPR Reports • Management Safety committee meetings • Safety presentation coordination • Approvals and others • Co-ordinates the Cross-Functional Safety Audits (CFSa) • Participates in Site Safety Observation (SSO) • Contractor Safety Management • Safety Audits / inspections • Sustainability Reporting • Statutory Compliance • Area Safety committee meetings management • Safety Instrument (Gas Monitoring Equipment) management • Safety Training co-ordination - internal and external • Safety Publication and Researches • KRAs compilations & Monthly Review coordination • IMS Coordination • Safety promotional activities • MIS & Disciplinary action compilation • Incident Statistic compilation • SSO coordination • Safety Awards and Membership with BSC, NSC, GSC etc • Administrative issues • Planning -Assess need for performing Process Hazard Analysis/ Risk Assessment Studies - Technical Validation • Systems, Policies & Procedures: - Identify Need for, Develop, Revise, and approve Process Safety Management Procedures in the DPA. • Management: • Inter- & Intra-Departmental Co-ordination for Implementing & Sustaining 13 PSM Elements in the

		<p>DPA.</p> <ul style="list-style-type: none"> • Monitor and co-ordinate the recommendation tracking activities, audit/ relevant statutory PSM compliances • Monitor the Process Safety Events that happen and circulate learnings to relevant field personnel. Ensure Investigation completion & suggest control improvement • Monitor the Performance of PSM Key Performance Indicators to track PSM Implementation in the DPA • Management Information System (MIS) & Statutory Compliance • Prepare & Present MSC, MPR information to the Management • Monitor all Loss of Primary Containment regarding Highly Hazardous Chemicals. Revise threshold levels in accordance with statute changes • Mutual Aid Scheme Coordination • KPI monitoring and reporting • Fire Protection Audit (External)
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