



About Mun Siong Engineering Limited

One of Singapore's leading integrated service providers since 1969, Mun Siong Engineering Limited offers a range of mechanical and electrical & instrumentation services for oil & gas, petrochemical, energy, chemicals, and power industries. As a one-stop solution provider, the Mun Siong Group caters for engineering, procurement, fabrication, construction, maintenance of plants and equipment, and specialised products and service solutions.

Location: Singapore

Job Description:

The SHE Coordinator reports to the SHE Manager / WSH Officer / Senior SHE Coordinator to administer and implement SHE programs. The SHE Coordinator will analyse SHE reports determining trends and making recommendations to the site/project management on preventative or corrective measures taking into account according to legislative requirements. The SHE Coordinator is also expected to align health and safety issues with long and short terms strategic planning.

Responsibilities

- Enforce WSH Act, SHE policies and procedures.
- Assist SHE Manager / WSH Officer / Senior SHE Coordinator in all SHE related tasks.
- Lead or assist incident investigation.
- Perform as a secretary for SHE Committee Meetings.
- Liaise all SHE related matters with clients.
- Keep records of all safety documents.
- Organize and conduct SHE trainings.
- Communicate relevant SHE information
- Collaborate with managers to monitor compliance and raise SHE issues.
- Provide guidance to the field personnel related to SHE matters.
- Conduct regular site inspections.
- Lead or assist in all SHE related activities and campaigns.



Requirements & Professional Skills

- Minimum GCE 'O' Levels with passes in English, Mathematics and Science or equivalent
- WSQ: Advanced Certificate in WSH (Level B) or equivalent (Safety Coordinator Training Course)
- WSQ: Supervise Workplace Safety and Health in Process Plant or equivalent (OPSIC)
- Work at Height for Supervisors
- WSQ: Supervise Work in Confined Space Operation
- Occupational First Aid
- BizSAFE Level 2: Risk Management

Our Core Values

Safety

To put the safety of our staff above all.

Quality

To strive for continuous quality improvement in all that we do.

Customer Focus

To achieve total customer satisfaction by flawlessly delivering customer wants.

Leadership

To be a world-class leader in every aspect of our business.

Teamwork

To encourage cooperative efforts at every level and across all activities in our company.