**DSO Duties for Paul Collins – Version 2 (W.O., 12/11/15)**

**Paul’s Expectations (20% total effort):**

1. Provide general support as the Engineering DSO through safety warden walk inspections, general safety walk throughs and safety advice to Divisional management and staff. These duties need to be carried out in a thorough and timely fashion to catch and hopefully prevent deficiencies before they escalate into safety incidents. If there are safety incidents in the Division requiring investigation, lead the effort to conduct such investigations appointing investigating team members in consultation with Divisional management as needed.
2. Review safety related documentation such as TOSPs/OSPs and EH&S Manual Chapters, that guide and support Divisional activities. Provide critical comments as to content, usability, practicality, etc. to the EHS&Q Division as well as Engineering Divisional Staff.
3. As time permits, work with Divisional management to rework and launch a “work process observation” program that has safety observations as one of its components. This will be a hybrid program that will require development involving management, the EHS&Q Division and the DSO. The goal will be to produce a new training module and start classroom session of that training before the end of the evaluation period.

**Expectation for Harry’s Remaining Duty:**

Work with the Engineering Division's staff to track training records providing statistics on compliance. Facilitate coordination of training sessions for new employees or groups of employees who have expired training.