



Position	Health & Safety Officer
Reports to	Facilities Head
Occupational level	Skilled
Direct reports	None

PURPOSE OF THE ROLE:

The H&S Officer acts as the first point of contact for all HSE related matters for the Company. The primary function of the Health and Safety Officer (H&S Officer) is to implement and ensure H&S for all properties in the portfolio, in order to achieve and maintain a safe and healthy working environment. Ensure company compliance and adherence to Occupational Health and Safety (OHS) guidelines.

REQUIREMENTS

- Minimum 3 – 5 years' relevant experience as a Health & Safety Officer
- Diploma / Certificate in occupational health and safety
- Demonstrated knowledge of and experience with OH&S management systems
- Certified risk assessor, would be an advantage
- Experience in writing reports and policies for health and safety
- Proficient in MS Office
- A valid driver's license is required.
- Up-to-date knowledge of relevant Health & Safety legislation, regulations and safety procedures
- Highly effective verbal and written communication skills
- Good interpersonal skills and ability to work effectively with internal and external stakeholders

KEY PERFORMANCE AREAS

- Plan and implement OHS policies and programs
- Advise and lead employees on various safety-related topics
- Review existing policies and procedures
- Adhere to all the rules and regulations
- Work with HR to set up a new employee on-boarding process for safety
- Enforce preventative measures
- Facilitate and make recommendations at monthly OHS meetings;
- Document staff information, minutes of meetings, and reports compiled for management;
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees' safety
- Schedule and execute audits on site to identify areas of improvement and implement measures as required.
- Carry out risk assessments on a continuous basis on sites
- Provide OHS training, awareness and induction on site to staff, contractors and other relevant parties.
- Engage with staff, contractors and other relevant parties with respect to OHS matters related to the site.
- Keep OHS statistical records, such as incidents, accidents, near-misses and working hours on site.
- Keep HSE registers up to date, including renewals of permits, licenses, etc.
- Compile monthly site OHS reports.
- First line responsibility for incident investigations, including but not limited to investigating, making initial recommendations and putting measures in place to prevent reoccurrence.
- Monitor vendor/contractor performance and ensure only appropriate vendors/contractors are utilized.