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| **Position Title**  | Health & Safety Officer  |
| **Department**  | Administration  |
| **Reporting Relationship**  | Registrar |

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| **POSITION DESCRIPTION** |
| The incumbent will provide advice on measures to minimize hazards or unhealthy situations. S/he will also be on a constant lookout for violations. The ideal candidate will be a responsible individual who swears by OSH regulations. Your work will be largely focused on prevention so you need to be conscientious and farsighted. The ideal candidate will also be detail-oriented and ready to act in emergencies. The goal is to establish a safe workplace according to legal standards and foster a culture of attention to health and safety by providing safety management, advice, monitoring, and reporting in the workplace, and engage staff in programs that ensure safe practice in the workplace. |

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| **Required Qualification, Experience and Skills**  |
| **Qualifications**  | Bachelor’s Degree from HEC recognized University/Institute |
| **Minimum experience** | A minimum of 03 years’ relevant experience  |
| **Preference** | Retired Army/ Air force personnel of Admin Assistant trade and NEBOSH certified or equivalent will be given preference |

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| **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**  |
| *S#*  | *Competency*  | *Criticality (High / Low / Medium)*  |
| **1.**  | In depth knowledge of legislation (e.g., OSHA/EPA) and procedures | Medium |
| **2.** | Knowledge of potentially hazardous materials or practices | High |
| **3.**  | Experience in writing reports and policies for health and safety | Medium |
| **4.**  | Familiarity with conducting data analysis and reporting statistics | Medium |
| **6.** | Proficient in MS Office | High |
| **7.** | Outstanding organizational skills | High |
| **8.** | Diligent with great attention to detail | High |
| **9.** | Excellent communication skills with the ability to present and explain health and safety topics | High |

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| **DUTIES AND RESPONSIBILITIES** |
| * Support the development of OHS policies and programs
* Advise and instruct on various safety-related topics (noise levels, use of machinery etc.)
* Conduct risk assessment and enforce preventative measures
* Review existing policies and measures and update according to legislation
* Initiate and organize OHS training of employees and executives
* Inspect premises and the work of personnel to identify issues or non-conformity (e.g., not using protective equipment)
* Oversee installations, maintenance, disposal of substances etc.
* Stop any unsafe acts or processes that seem dangerous or unhealthy
* Record and investigate incidents to determine causes and handle worker’s compensation claims
* Prepare reports on occurrences and provide statistical information to upper management
* Implement and maintain health and safety standards.
* Establish a cordial and professional relationship with employees and students.
* Maintain compliance with all safety regulations.
* Conduct regular staff meetings to share best practice techniques.
* Promote safety initiatives.
* Compile and maintain relevant registers to ensure compliance.
* Document staff information, minutes of meetings, and reports compiled for management.
* Regularly inspect equipment.
* Any other duty assigned
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