

Position Title	Health & Safety Officer
Department	Administration
Reporting Relationship	Registrar

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.

Required Qualification, Experience and Skills	
Qualifications	Bachelor's Degree from HEC recognized University/Institute
Minimum experience	A minimum of 03 years' relevant experience
Preference	NEBOSH certified or equivalent will be given preference

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
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

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