



HEALTH AND SAFETY/ FIELD OFFICER

REPORTS TO: Security Coordinator

SUPERVISOR TO: N/A

JOB PURPOSE:

The primary function of the health and safety officer is to develop, monitor and implement the organisation's health and safety policy.

DUTIES AND RESPONSIBILITIES:

1. Develops and implements policies: ensures health and safety policies and procedures are in place and enforced.
 2. Ensures that the organisation is compliant with health and safety legislation; and to reduce or prevent hazards, dangers and accidents.
 3. Takes the lead in setting up and organising the activities of the company's Health and Safety Committee.
 4. Conducts Inspections: inspects the workplace for potential hazards, identifies potential hazards, assesses the risks and reports potential hazards.
 5. Conducts drills: conducts drills, such as fire drills, to ensure equipment is properly functioning and staff are aware of what to do in case of an emergency.
 6. Conducts investigations: responds to and investigates accidents and emergencies.
 7. Ensures compliance: ensures the organisation is compliant with legislative and regulatory requirements, conduct trainings with staff to ensure they are aware of regulations and procedures and provides guidance, as necessary.
 8. Administrative tasks: keeps records of daily activities and maintains and submits information to the relevant agencies.
 9. Visits all EMBD sites to ensure compliance with the required health, safety and security policies and procedures.
 10. Liaises with the security provider on a daily basis to ensure follow up of outstanding issues.
 11. Performs any other related duties as may be required.
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of OSH Act.
- Good interpersonal skills.
- Proficiency with the Microsoft Office Suite.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- A Bachelor's Degree in Business Management, Occupational Health and Safety or equivalent
- OSH training as evidenced by certification (NEBOSH etc.)
- At least 3 years' experience in a similar capacity.
- A suitable combination of qualifications and experience shall be considered.

ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED