

Post: Safety & Health Officer

Job Title	:	Safety & Health Officer
Salary (For Full-Time Officer):		38,450 x 800 – 41,650 x 1000 – 45,650 x 1200 – 54,050 x 1300 – 59,250 x 1500 – 60,750
Reporting to	:	HR Executive
Job Objective	:	To assist the HR Executive in all Health and Safety matters
Academic Qualifications and Experience Requirements	:	A Bachelor's degree in Occupational Health and Safety or an equivalence acceptable to the Board
Main Duties		1. Carry out regular occupational safety and health audits to identify risks to safety and health 2. Assess the need for preventive measures to safeguard the safety and health of employees and any other person not in the employment of the employer 3. Advise the employer in writing on practicable measures and appropriate techniques to be implemented to minimise any risk in any process in the undertaking of his employer 4. Assist in formulation of policies relating to Health and Safety at the workplace 5. Advise on selection of PPEs and any other safety related items 6. Design and implement appropriate training programmes to meet the requirements of OSHA 2005 and any other enactment dealing with occupational safety and health, and keep proper records thereof. Also, all administrative procedures relating to trainings 7. Review any measure, method, procedure or technique adopted to ensure occupational safety and health at intervals of not more than 2 years or at such intervals as may be required and keep proper records thereof 8. Recommend in writing to the employer appropriate occupational safety and health programmes, where the circumstances so justify 9. Develop effective communication systems on occupational safety and health between the employer and any employee 10. Inspect all places of work under his responsibility at least once every month and record his findings in the register provided by the employer. Assess suitability of security measures in place, and recommend, as required 11. Exercise adequate supervision to ensure the effective implementation of arrangements made, and preventive measures taken, by the employer 12. Ensure compliance to legislations in place 13. Conduct regular Health and Safety meetings, as required 14. Enquire into: (i) All complaints made by employees, employers, trade unions, public institutions and Ministries relating to safety and health; (ii) Occupational accidents, fires and dangerous occurrences at any place of work and make a report thereon, and recommend in writing any safety and health measures to be implemented by the employer 15. To attend court, if required 16. Keep records, as required 17. The duties mentioned above are not exhaustive and Mauri-Facilities reserves the right to require the incumbent to perform any other related duties but relevant to the operations of Mauri- Facilities