



Job Profile Safety, Health and Environment Officer



JOB INFORMATION SUMMARY	
JOB TITLE:	Safety, Health and Environment Officer
REPORTS TO:	Safety, Health and Environment Manager
JOB GRADE:	C3/T11
OCCUPATIONAL LEVEL	Operational
FUNCTIONAL AREA:	Safety, Health and Environment
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Various Pikitup Depots

ROLE PURPOSE
To direct business units at assigned sites in the implementation of a comprehensive Safety, Health and Environmental Management (SHE) program in order to eliminate safety and environmental risks, reduce the potential for legal claims. Implement safety and environmental training programmes.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Compliance with current legislation and standards governing safety, health and environment.	<ul style="list-style-type: none"> Monitor the implementation of safety, health and environmental (SHE) Policies, standards, procedures and programs and systems. Coordinate appointments of SHE and emergency preparedness legal appointments. Ensure health and safety inspections of the workplace and liaise with workplace management on implementation and monitoring plans. Undertake SHE Management System audits. Participate in internal and external SHE audits. Implement the SHE annual plan. Ensure that SHE audit findings are resolved as per the action plan Participate in SHE related forums. Conduct SHE risk assessments to determine the level of exposure including emergency preparedness risk assessments. Assist in identifying tools and equipment as required by legislation.
b) Incidents and accident management	<ul style="list-style-type: none"> Document and report near misses, minor, disabling injuries and fatalities as required. Document and report environment incidents as required. Document and report incidents associated with emergency preparedness. Investigate accidents and incidents and submit investigation reports to the SHE Manager. Monitor that incident mitigation measures are implemented. Conduct incident recall with all employees and interrogate case studies.
c) Education and Awareness	<ul style="list-style-type: none"> Train staff on SHE policies, procedures and practices. Conduct SHE induction for all new employees, contractors and



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<p>visitors; and periodical refresher training for employees.</p> <ul style="list-style-type: none"> • Provide input in the review of training manuals to ensure current practice is reflected therein. • Conduct educational awareness campaigns through various means and platforms on SHE programs. • Ensure tool box talks and daily risk assessments take place. • Train employees on COID processes. • Coordinate external training where required. • Assist with periodic exercises to test emergency preparedness of the facilities. • Conduct all training required per the annual training programme.
d) Contractor Management	<ul style="list-style-type: none"> • Review SHE compliance requirements of contractors before they commence with projects. • Monitor contractor compliance on site until close out of the project. • Conduct follow up audits where necessary.
e) Information Management	<ul style="list-style-type: none"> • Compile statistics and reports regarding SHE. • Implement SHE document control system.
f) Injury on Duty and Occupational Illnesses Management	<ul style="list-style-type: none"> • Administer COID at respective sites. • Create and maintain Injury on Duty and Occupational Illnesses database. • Submit Injury on Duty and Occupational Illnesses documentation as required by COID Act to CoJ. • Liaise with sites, hospitals and doctors for outstanding reports and accounts per telephone, e-mail or visits. • Follow up with CoJ to ensure that doctors and hospitals are paid on time. • Liaise with HR department for staff statistics to update DIFR monthly. • Report to SHE Manager monthly. • Report to the Department of Labour as required. • Ensure compliance to Injury on Duty and Occupational Illnesses processes. • Liaise with the Wellness Unit on Occupational Illnesses management.

KEY RELATIONSHIP INTERFACES

Internal Key Relationships (to Pikitup):

- Pikitup general employees
- Depot management

External Relationships (with departments and other key parties):

- Contractors
- Visitors
- Consultants/ service providers
- Communities

Job Specific Requirements

Job profile: Safety, Health and Environment



Competencies (Knowledge, skills and attributes)	
Skills	Behaviours
<ul style="list-style-type: none"> • Effective verbal and written communication skills • Administration skills • Training skills • Presentation skills • Report writing skills • Effective time management skills with the ability to multitask and follow through • Strong analytical skills • Computer literacy • 	<ul style="list-style-type: none"> • Strong customer service orientation • Meticulous attention to detail • Responsibility and accountability • Innovative • Diversity awareness
<p>Knowledge:</p> <ul style="list-style-type: none"> • SHE Auditing • Understanding of HIRA and Incident Investigation • Understanding of environmental management tools and principles 	<ul style="list-style-type: none"> • Knowledge of adult learning principles • Knowledge and application of requirements of relevant safety, health and environment legislation in the workplace • Knowledge and application of COID processes and associated legislation requirements in the workplace • Application of risk management principles •

Qualifications	
Minimum	Ideal
<ul style="list-style-type: none"> • Relevant national diploma or degree in Safety Management or Environmental Management • Driver's license (code 8) • 	<ul style="list-style-type: none"> • Certificates in ISO 14001 and OHSAS 18001 or equivalent qualification • HIRA Certificate • SAMTRAC Certificate or equivalent
Experience	
Minimum	Ideal
<ul style="list-style-type: none"> • 2 to 3 years relevant experience with Health and Safety • 	<ul style="list-style-type: none"> • SHE Auditing • HIRA and Incident Investigation • Understanding of environmental management tools and principles • Application of emergency preparedness and associated legislation requirements

STRUCTURE

N/A



Job profile approved by:

Name (Incumbent)

Signature

Date

Name (1st level Manager)

Signature

Date

Name (2nd level Manager)

Signature

Date