



## Job Profile Safety, Health and Environment Officer



JOB INFORMATION SUMMARY	
JOB TITLE:	General Manager: Environment, Health and Safety
REPORTS TO:	Executive Manager: Legal, Governance, Risk and Compliance
JOB GRADE:	E1
OCCUPATIONAL LEVEL	Senior Management
FUNCTIONAL AREA:	Legal & Compliance
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Various Pikitup Depots

ROLE PURPOSE
<p>The General Manager: Safety, Health, Environment and Quality is responsible for managing and minimising the safety risks of all customers, employees and members of the public through the maintenance of sound safety, quality and environment policies, programs and practices. The GM: SHE will champion all health and safety initiatives and promote a strong safety culture. The role is also responsible for the management, development and implementation of the SHE Management System and related initiatives.</p>

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<p>a) Occupational Safety Management</p>	<ul style="list-style-type: none"> <li>• Develop a well-informed occupational health and safety management system.</li> <li>• Practicing safe working techniques and re-enforce the safety policies, guidelines and procedures as set up by Pikitup.</li> <li>• Ensuring that contractor personnel working on the property are in compliance with Pikitup policies and safety requirements.</li> <li>• Maintaining and updating as needed SOP's for all safe work practices and equipment and utilize them in the day to day training.</li> <li>• Maintain filing systems regarding worker training and safety.</li> <li>• Maintain working relationships with Regulatory Agencies and chair or co-chair and lead the Safety Committee for the operation.</li> </ul>
<p>b) Environmental management</p>	<ul style="list-style-type: none"> <li>• Formulation and implementation of an environmental management system.</li> <li>• Manage and ensure environmental health and safety compliance of the organisation.</li> <li>• Being accountable for researching and writing permit applications and work with environmental groups and be compliant in completing permit reporting requirements.</li> <li>• Oversee environmental impact management.</li> <li>• Providing advice, assist, and audit line management to ensure that effective EHS is implemented and working.</li> </ul>



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<b>c) Disaster Planning</b>	<ul style="list-style-type: none"> <li>• Lead the Emergency Response Team and comply with all company policies and procedures.</li> <li>• Promote emergency preparedness and ensure effective post disaster recovery.</li> <li>• Develop and implement disaster management plan.</li> <li>• Oversee the testing and monitoring of plan.</li> </ul>
<b>d) Excellence in Compliance</b>	<ul style="list-style-type: none"> <li>• Implementation, maintenance and improvement of HSE management policies and procedures.</li> <li>• Ensure that hazard identification/ site safety compliance is maintained and recorded.</li> <li>• Make recommendations for further improvement/ development.</li> <li>• Programme regular internal audits and report findings.</li> <li>• Achieve 'zero harm' in the workplace.</li> <li>• Ensure accident compensation requirements are well managed.</li> <li>• Meet obligations and responsibilities under relevant health and safety and environmental legislation</li> </ul>
<b>e) Audit and Risk Management</b>	<ul style="list-style-type: none"> <li>• Assist in the identification of possible losses; evaluating the risk in such loss exposure.</li> <li>• Developing and implementing a plan to correct or prevent a loss and audit the plan to ensure its effectiveness.</li> <li>• Review accidents and incidents which occur in the area of responsibility and conduct field audits, reporting and managing the corrective actions.</li> </ul>
<b>f) Project Management</b>	<ul style="list-style-type: none"> <li>• Manage and/or implement Pikitup projects as and when required.</li> </ul>
<b>g) Supervision/Management of Employees and staff Development</b>	<ul style="list-style-type: none"> <li>• Supervise staff through formal and informal discussions</li> <li>• Manage staff through implementing the performance management system and using it as fully as possible</li> <li>• Conduct needs analyses discussions based on performance appraisals and determine staff training needs</li> <li>• Maintain an open-door policy with regard to subordinates to empower them to seek assistance and motivate them when required</li> <li>• Comply with internal staff regulations and Human Resources related legislation</li> <li>• Provide ongoing training and development</li> <li>• Counsel and discipline staff if required</li> </ul>

**KEY RELATIONSHIP INTERFACES**

<p><b>Internal Key Relationships (to Pikitup):</b></p> <ul style="list-style-type: none"> <li>• Pikitup general employees</li> <li>• Depot management</li> </ul> <p><b>External Relationships (with departments and other key parties):</b></p> <ul style="list-style-type: none"> <li>• Contractors</li> <li>• Visitors</li> <li>• Consultants/ service providers</li> <li>• Communities</li> </ul>
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Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Attributes	Technical / Professional Expertise
<ul style="list-style-type: none"> <li>• Effective verbal and written communication skills</li> <li>• Administration skills</li> <li>• Computer literacy</li> <li>• Effective time management skills</li> <li>• Strong analytical skills</li> <li>• Administration skills</li> <li>• Training skills</li> <li>• Presentation skills</li> <li>• Report writing skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility and accountability</li> <li>• Innovation</li> <li>• Team player</li> <li>• The ability to multitask and follow through</li> <li>• Meticulous attention to detail</li> <li>• Strong customer service orientation</li> </ul>
<p><b>Knowledge and Application:</b></p>	<ul style="list-style-type: none"> <li>• SHE Auditing</li> <li>• HIRA and Incident Investigation</li> <li>• Knowledge and application of environmental management tools and principles</li> <li>• Proven knowledge and application of emergency preparedness and associated legislation requirements</li> <li>• Demonstrated knowledge and application of requirements of relevant safety, health and environment legislation in the workplace</li> <li>• Demonstrated knowledge and application of COID processes and associated legislation requirements in the workplace</li> <li>• Knowledge and application of risk management principles</li> <li>• SHE Auditing</li> <li>• Understanding of HIRA and Incident Investigation</li> <li>• Understanding of environmental management tools and principles</li> <li>• Knowledge of SHE legislation</li> <li>• Knowledge of relevant company procedures</li> <li>• Knowledge of adult learning principles</li> <li>• Diversity awareness</li> </ul>

Qualifications	
Minimum	Ideal
<ul style="list-style-type: none"> <li>• Relevant bachelor's degree in Safety Management or Environmental Management</li> <li>• Driver's license (code 8)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant postgraduate degree</li> <li>• Certificates in ISO 14001 and OHSAS 18001 or equivalent qualification</li> <li>• HIRA Certificate</li> <li>• SAMTRAC Certificate or equivalent</li> </ul>
Experience	
Minimum	Ideal

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<ul style="list-style-type: none"><li>• Eight years relevant experience with Health and Safety</li><li>• Five years of experience at senior management level</li></ul>	<ul style="list-style-type: none"><li>• Ten years relevant experience</li></ul>
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**STRUCTURE**

N/A

**Job profile approved by:**

\_\_\_\_\_  
Name (Incumbent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (1<sup>st</sup> level Manager)

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Signature

\_\_\_\_\_  
Date

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Name (2<sup>nd</sup> level Manager)

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Signature

\_\_\_\_\_  
Date