

JOB DESCRIPTION

Title	Safety Officer	Job Classification Number	A 00280
Department /Project	H&S	Job Family Name	Operations Services & Support
Reports to	Asst. Superintendent - Safety	Effective Date	01 Jan. 2005

MAIN PURPOSE OF JOB

To reduce the cost (human and direct) of site accidents through effective accident prevention, control and safety awareness.

JOB OBJECTIVES

1. To maintain high levels of on-site safety awareness through the delivery of effective educational and training programmes.
2. To provide a comprehensive on-site H&S administrative support system.
3. To help maintain effective working relations between the Company, its clients and its sub-contractors.
4. To maintain a safe on-site working environment through the proactive enforcement of safety regulations.
5. To investigate breaches of safety regulations and produce appropriate reports as required by the Company and client procedures.

ESSENTIAL WORK ACTIVITIES

- Supervising / Directing
- Controlling /Reviewing
- Motivating
- Assisting/Caring
- Disciplining/Disputes/Grievances
- Influencing/Presenting/Instructing
- Collecting Information
- Clerical/Admin Functions

SAFETY AND QUALITY RESPONSIBILITIES

- Maintain standards of safety and comply with Company’s Occupational Health & Safety Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

EDUCATION, SKILLS AND EXPERIENCE

Essential:

- Bachelor in any discipline (but ideally Science-based)
- Company Policies & Procedures
- Client Policies & Procedures
- OSHA Regulations

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- Safety Equipment
- First Aid
- Fire Prevention
- Supervisory Skills
- Presentation Skills
- Investigation procedures
- Report Writing
- Observation
- Auditing procedures
- Fire Fighting
- Motivation
- 4 to 5 years related work experience

Desirable:

- In disciplinary Engineering
- ISO Regulations