

JOB TITLE: Health and Safety Officer

DEPARTMENT: Corporate Services

REPORTS TO: Health and Safety Coordinator

PURPOSE AND SCOPE OF ROLE

Support the implementation of the company's safety work plan and ensure all responsible officers safeguard work environments to be risk free. The role will consult and liaise with health and safety Coordinator to mitigated unnecessary loss, injury or damage to staff or company assets through close consultation with management and staff.

Support site safety audits for SIWA including the Project Management Unit (PMU) staff to ensure health and safety management plans and safeguard requirements under the 'Urban Water Supply and Sanitation Sector Project' (UWSSSP) are complied with.

KEY RESPONSIBILITIES

The role holder will :

- Proactively and consistently role model and promote safety conscious culture and the '**Solomon Water Way**'
- Escalate issues as required to ensure 'no surprises' for direct coordinator and leadership team
- Support opportunities to improve process and systems to create efficiencies and share learning
- Work closely with direct coordinator in all aspects of health risk management and policy / procedures compliance.

Health and Safety

1. Collect and collate health and safety data into health and safety database
2. Support conducting risk assessment and hazard control in the workplace including support to Project Management Unit (PMU).
3. Provide support for new staff and contractor inductions and organized training
4. Provide support to well-being programs organized by the company.
5. Support reviews and implementations of Work health and safety continuous improvement programs.
6. Conduct, monitor and support internal and project safety audits, and site inspections.
7. Monitor work processes and procedures to identify unsafe practices or breach of safety regulations in SW and PMU.
8. Carry out safety training to educate company staff on necessary safety principles including provincial staff
9. Support all supervisor's and staff on company H&S procedures and systems to ensure high level of compliance with requirements.
10. Support consultation to review company operational processes to ensure they are in line with external safety legislation.
11. Help and support investigations to identify the root cause of an incident or other unsafe conditions on a work site with the team responsible.
12. Assign to and support responsible teams inspectors and law enforcement agents and investigators to address cases of workplace accident

13. Ensure staff involved in accidents are tested for compliance with company requirements
14. Help team leaders to conduct risk assessments to identify work areas with high risk of operational hazard.
15. Follow up on incident reports to ensure repairs of unsafe or damaged equipment are carried out as necessary and completion of corrective actions are implemented
16. Help deliver safety topics such as proper waste disposal, fire regulations, and noise
17. Assist to review appropriate standard operating procedures (SOP's) and work instructions
18. Help Liaise with external stakeholders on health and safety programs and required support
19. Provide safety report on work progress and health and safety compliance
20. Attend to appropriate occupational safety and health seminars to update job knowledge and enhance skills
21. Undertake additional tasks, duties or responsibilities as directed by the CEO and Executive Management team.

Key Skills

- Demonstrated ability to understand complex issues
- Good organizational and problem solving skills
- Experience in health risk assessment, mitigation and management
- Proven consultation and facilitation skills especially focused on engaging discussion and obtaining thoughtful and considered responses.
- Demonstrated high level communication and interpersonal skills including the ability to prepare written reports and submissions and the ability to effectively communicate and negotiate with internal stakeholders.
- Demonstrate ability to manage and foster change and drive new ideas to fruition.
- Demonstrated continuous improvement philosophy and initiative to change things that require improvement
- High level of initiative and self- motivated
- Review work and provide constructive feedback to support a positive and learning work environment
- strong systems skills
- Ability to stand up for what is right and insist on a high standard of compliance to company procedures.
- Ability to adapt to changing situations and work environment

Qualifications or Education

Essential

Diploma Commerce, Business Management or Administration qualification from a recognized institution desirable or a certificate IV in occupational health and safety

Desirable

First Aid Certificate

Fire safety and evacuation procedures

Familiar with various safety equipment and their proper use.

Project management

Experience

Experience in delivering Health & safety process and procedures in a corporate setting and experienced in working as part of a high performing team.