

JOB TITLE: Health and Safety Officer

DEPARTMENT: Health and Safety

REPORTS TO: Health and Safety Coordinator

Key Stakeholder and relationships: Leadership Team – Chief Executive Officer, HR Manager, Chief Financial Officer, Chief Operations Officer, Strategic Manager, Manager Major Projects, Internal Auditor, Coordinators and Team Leaders.

PURPOSE AND SCOPE OF ROLE

To develop, implement, monitor, and continuously improve health and safety programs across Solomon Water in order to protect staff, contractors, visitors, assets, and the public. The Health and Safety Officer ensures compliance with applicable occupational health and safety Act of Parliament, industry standards, and company policies while supporting safe operations in water treatment, distribution, and maintenance, laboratory and field service activities.

Key Responsibilities

The role holder will:

1. Proactively and consistently role model and promote the 'Solomon Water Way'
2. Escalate issues as required to ensure 'no surprises' for the Leadership Team.
3. Support opportunities to improve process and systems to create efficiencies and share learning
4. Work closely with direct coordinator in all aspects of health risk management and policy / procedures compliance.

Health and Safety Focus

1. Ensure compliance with occupational health and safety laws, environmental regulations and water industry standards.
2. Conduct risk assessment for treatment plants, pumping stations, reservoirs, pipelines, laboratories, and field operations.
3. Develop, implement, and maintain health and safety policies, procedures, and safe work practices
4. Address hazards relating to unexploded ordnances (UXO)/abandon ordnances (AXO), chemicals, confined spaces, electrical systems, pressurised pipelines, excavation, working at heights and mobile equipment.
5. Lead reporting, investigations, root cause analysis, and corrective actions for injuries, near misses, spills, and operational incidents.
6. Coordinate emergency plans for uxo/axo discovery, chemical leaks, chlorine exposure, fires, flooding, pipeline burst, confined space rescue, and other utility emergencies.
7. Deliver safety inductions, toolbox talks, refresher training, and competency programs for employees and contractors.
8. Monitor contractor compliance, permit-to-work systems, site inductions, and safety access controls.
9. Perform routine workplace inspections, compliance audits, and safety performance reviews across all utility sites.
10. Support health surveillance, exposure monitoring, PPE programs, ergonomics, and employee wellness initiatives.

11. Oversee safe storage, handling, transport, and disposal of treatment chemicals and hazardous materials.
12. Coordinate with environmental teams on spill prevention, waste handling, pollution control, and environmental incident response.
13. Manage permits for confined space entry, hot work, excavation, lockout/tagout, lifting operations, and line breaking.
14. Promote a proactive safety culture through awareness campaigns, reporting systems, and workforce participation.
15. Maintain safety records, legal registers, inspection reports, incident logs, KPIs, and management reports.
16. Ensure proper selection, availability, inspection, and use of PPE, gas detectors, rescue equipment, and first aid supplies.
17. Support measures to protect employees, infrastructure, and the public during field work, road crossings, excavations, and service disruptions.
18. Analyse trends, recommend improvements, and support initiatives to reduce incidents and improve overall safety performance.

Key Areas of work in a Water Utility Environment

- Water treatment plant
- Wastewater and sewerage facility
- Pumping stations
- Reservoirs and Storage tanks
- Distribution and Reticulation networks
- Pipeline construction and maintenance sites
- Laboratory and workshops
- Offices, depot and warehouses

Typical Hazards Managed

- Chlorine, coagulants, acids, alkalis, and treatment chemicals
- Confined spaces
- Electrical hazards
- Pressurised systems and pipelines
- Excavation and trenching
- Slips, trips, and falls
- Work at heights
- Biological hazards and water borne pathogens
- Manual handling and ergonomic risks
- Traffic and mobile equipment hazards
- Noise and vibration
- Fire and explosion risks

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 policies and procedures.
- Ability to adapt to changing situations and work environment

Qualifications/Education

Essential

- Diploma Commerce, Business Management or Administration qualification from a recognized institution desirable
- A professional health and safety certification preferred
- Training in incident investigation, risk assessment, and emergency response is an advantage

Desirable

First Aid Certificate

Fire safety and evacuation procedures

Familiar with various safety equipment and their proper use.

Project management

Experience

- Minimum of 3-5 years of health and safety experience, preferably in utilities, construction, or process industries
- Experience working with high-risk operations and regulated environments.
- Experience in conducting inspections, audits, investigations, and auditing.