

NON-STANDARDIZED

<u>JOB DESCRIPTION</u>	
CONTRACTUAL POSITION	
JOB TITLE: HEALTH AND SAFETY OFFICER	
JOB SUMMARY:	
The incumbent will be required to develop Health and Safety Management Systems that would identify work place hazards and design appropriate systems for the mitigation and control of these hazards at the Personnel Department.	
REPORTS TO:	Director, Corporate Services
SUPERVISION GIVEN TO:	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Inspects facilities and observes operations to ensure compliance with Occupational Safety and Health (OSH) regulations. • Coordinates and consults with the Chief Personnel Officer/Deputy Chief Personnel Officers and Heads of Division over identified hazards within area of responsibility. • Prepares, organizes and implements safe work procedures and measures. • Notifies management of the violation of any Health and Safety Regulations. • Reviews any incidents/accidents and makes recommendations for the prevention of similar accidents and prepares the related reports. • Conducts fire drills and monitors their effectiveness. • Facilitates the delivery of Occupational Safety and Health (OSH) Training in the Personnel Department. • Maintains records of inspection findings and makes recommendations based on findings and produces the related reported. • Keep records of any accidents/incidents and produces statistics/reports to the Director, Corporate Services. • Ensures the safe installation of equipment. • Performs other related duties. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> • Knowledge of the Occupational Health and Safety Legislation and application of standards. • Knowledge of standard occupational hazards including accident analysis and prevention techniques. • Knowledge of emergency preparedness, mitigation and response.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> • Effective communication and interpersonal skills. • Ability to assess risks and hazards, and to make recommendations for corrective action.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> • A Bachelor's Degree from an accredited institution in Occupational Safety and Health; or a Bachelor's Degree in a related discipline supplemented by NEBOSH Certification. • Proficiency in Microsoft Office Suite. • Three (3) to five (5) years' experience working in the field of Occupational Safety and Health 	