

JOB OPPORTUNITY

Applications are invited to fill one (1) position of
Health & Safety Officer
(one year contract)

Department: Corporate Services

Reports to: Registrar

DUTIES AND RESPONSIBILITIES

1. Implements the health, safety and environmental policy and strategies of the Institute
2. Plans, coordinates and implements programmes for the training of managers and employees at the Institute.
3. Conducts risk assessments and audits/inspections of the Institute.
4. Develops Job Safety Analyses for operations in the Institute.
5. Maintains proper records of incidents/accidents and reports all relevant incidents/ accidents as required to the OSH Agency.
6. Prepares relevant studies and analyses of workplace accidents and other health hazards relevant to the Institute.
7. Determines corrective or preventative measures where risks have been detected and follows up to ensure that these measures have been adhered to.
8. Ensures that accident and near accident investigations are conducted to maintain an environment that supports health and safety of NIHERST staff, clients and visitors.
9. Develops and submits recommendations to management in order to maintain compliance with safety/environment regulations.
10. Investigates, prepares reports, material and evidence on behalf of the Institute for use in legal hearings and insurance investigations.
11. Develops and implements an emergency response and evacuation plan.
12. Plans and conducts emergency response, evacuation and fire drills.
13. Ensures that the functionality and locations of fire-escapes, extinguishers, safety gear and other safety related items are recorded and monitored.
14. Keeps abreast with all current issues related to health, safety and environment practices.
15. Ensures the maintenance of health education programs on lifestyle issues such as smoking, healthy eating, alcohol abuse and exercise.
16. Serves as an advisor to the Health & Safety Committee.
17. Manages staff of the Health and Safety Unit.
18. Performs related tasks as required.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Occupational Health, Safety and Environment OR the equivalent
- Three (3) years' working experience in a similar role
- Experience and knowledge of HSE Management Systems
- First Aid and CPR certification
OR any equivalent combination of qualification and experience
- NEBOSH diploma in Occupational Health and Safety will be an asset

KNOWLEDGE, SKILLS AND ABILITIES

- Sound understanding of labour laws in Trinidad & Tobago specifically the requirements of OSHA
- Knowledge of principles and practices of health, safety and the environment in the workplace
- Excellent communication and interpersonal skills
- Ability to work effectively as part of a team
- Good analytical, problem solving and information gathering skills
- Competence in use of MS Office Suite and other application software
- Highly motivated and able to work with minimum supervision

Applications should be submitted no later than Tuesday 12 December 2017 and addressed to:

*Senior Human Resource Officer
NIHERST
77 Eastern Main Rd, St Augustine*

OR

hr@niherst.gov.tt
Health & Safety Officer vacancy