

Vacancy - Job

Health and Safety Officer Area: Johannesburg

Type of Placement: Permanent position in the Alternative Energy sector

Candidate: EE/AA preferable

Duties include the following, but not limited to:

- Conduct activities related to safety admin in a cost-effective manner.
- Ensure a safe workplace environment without risk to health and safety of staff.
- Create analytical reports on HSE Matters.
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are
 - regularly reviewed and communicated to staff.
- Monitor the completion of deviations found with relevant managers within the Operations
 - department.
- Investigating causes of accidents and other unsafe conditions on the job site and provide effective reports.
- Schedule training sessions to ensure safety training is conducted as per legal requirements.
- Stay abreast of latest developments in HSE.
- Meet company health and safety objectives as set out in the annual HSE Plan.
- Establish a full programme of documented health & safety inspections, audits and checks.
- Manage and draft the agenda for all Health & Safety Committee meetings. Formulate and distribute the minutes for the Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines.
- Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work.

Education & Experience:

- Completed Matric / Grade 12 or equivalent, accredited by SAQA.
- A recognised, completed 3-year tertiary qualification in Health & Safety or any other related field.
- A clear understanding and proven working knowledge of the Health & Safety function, with a

- minimum of 3-5 years solid Health & Safety experience. Must have experience in Incident Investigations.
- Fully computer literate (MS Office).
- Excellent attention to detail, deadline driven and the ability to work under pressure in complex situations.
- Must have excellent planning & organizing skills.
- Above average communication and interpersonal skills and ability to handle conflict.
- Excellent time management, administrative and organisational skills, and a high level of follow through.
- Ability to work independently and interact as part of a team.
- Ability to interact and communicate with departments within the organisation as well as external service providers.
- Willing to travel and work beyond normal working hours, as required.
- Valid SA driver's license. Competencies:
 - Critical thinking and problem solving
 - Adaptability
 - Able to tolerate stress

Knowledge of:

- SAMTRAC
- SHERQ principles
- SANS codes
- OHS Act
- Digilex (Advantageous)

Salary:

- Market related dependent on experience

What to include:

- Detailed CV (including proof of qualifications)
- Reason for leaving last employer
- Current Salary
- Required Salary
- Motivational Letter