



TERMS OF REFERENCE

Post: Safety Officer

Reporting relationship: Head of Project Engineering

Employment Type: Contract

Gross Salary: MVR 23,305.00

RESPONSIBILITIES AND DELIVERABLES

- Implement the company's Occupational Health, Safety, and Environment (HSE) policy along with the approved HSE plan during project construction and commissioning.
- Provide advisory support to management on matters related to Health, Safety, and Environmental regulations and legal compliance.
- Conduct internal weekly safety audits to ensure the adherence to safe work practices and maintain high standards of site housekeeping.
- Prepare reports and address them to contractors and other relevant teams for rectification and compliance.
- This revised sentence eliminates the duplication of the word "reports" and maintains proper English grammar.
- Perform daily site inspections and plant visits to identify hazards, unsafe conditions, and violations. Take prompt remedial actions and ensure their timely implementation.
- Review risk assessments and correspond with contractors to address safety concerns and requirements.
- Develop and implement safe work systems for high-risk activities such as hot work, confined space entries, and work at heights.
- Developing checklists and various Health, Safety, and Environment (HSE) related formats is a crucial aspect of the responsibilities for an HSE Officer or professional.
- Conduct safety induction and orientation training for new employees and provide ongoing in-house training to ensure awareness of site regulations, policies, and safe work practices.
- Identify training needs for employees, including refresher training and specialized third-party training, as required.
- Assess the welfare facility requirements and ensure their provision and maintenance in optimal conditions.
- Maintaining accurate records of safety-related activities, incidents, inspections, and corrective actions.
- Collaborate with authorities and participate in audits as requested, addressing all comments in accordance with statutory requirements.
- Actively engage in safety committee meetings, evaluate inspection and incident reports, analyze trends and patterns, and provide remedial recommendations to management.



- Conduct thorough investigations into incidents and accidents, including near misses, minor and major injuries, and offer recommendations for improvement.
- Conduct comprehensive Risk Assessments for both routine and non-routine activities, as well as Control of Substances Hazardous to Health (COSHH) assessments. Implement necessary control measures and periodically review them as needed.
- Perform daily, weekly, and monthly inspections of heavy equipment, hand power tools, electrical equipment, lifting devices, and machinery using designated checklists.
- Identify potential emergency situations, develop emergency procedures, and conduct mock drills to ensure employees are familiar with the procedures for safe evacuation during emergencies.
- Provide management with advice on HSE legislations and regulations to ensure compliance.
- Ensure the availability and adequacy of Personal Protective Equipment (PPE) for all employees.
- Prepare and submit daily, weekly, and monthly reports to Top Management.
- Compile monthly statistics and maintain complete documentation.

REQUIREMENTS

1. A minimum of 10 years of work experience is essential as a safety professional in the field of civil construction and high-rise buildings, with experience as both a client and employer representative.
(OR)
2. Diploma in Fire and Safety Engineering. (OR)
3. A diploma in engineering in a specific field (Electric, Mechanical, or Civil) or a bachelor's degree in relevant fields.
4. Possession of the NEBOSH International General Certificate (IGC) is an added advantage.

SKILLS AND COMPETENCIES

- Interpersonal skills for communicating with departments and contractors.
- Excellent skills in HSE document writing.
- Leadership qualities.
- Capable of delivering HSE training.
- Must be skilled in developing checklists and HSE formats.
- Competent in site auditing and hazard identification.
- Proficiency in English is mandatory, and proficiency in Hindi is considered an advantageous factor.
- Must be skilled in conducting risk assessments.
- Documentation and record-keeping.
- Knowledgeable about inspecting scaffolding, plants, machinery, and construction tools and tackles.
- Provide advisory support to management on matters related to Health, Safety, and Environmental regulations and legal compliance.
- Effective problem-solving skills to address safety challenges and devise practical solutions.
- Possession of relevant safety certifications, such as IOSH Managing Safely or Occupational Safety and Health Administration (OSHA) certifications, is an advantage.