



JOB VACANCY

HDC (161)-HR/TU/2021/296
21st June 2021

Health & Safety Coordinator
Human Resource Management

MINIMUM QUALIFICATION & REQUIREMENT

Degree or MNQF Level 7 Qualification in Health/Safety or relevant field with minimum 2 years of experience in the field of Health and Safety.

OVERALL SCOPE

Responsible for planning, implementing and overseeing employee health & safety at work.

SCOPE OF WORK

- Analyze work procedures and working conditions and develop or review relevant policies and procedures to ensure and promote health and safety at workplace.
- Analyze and identify requirements for personal protective equipment and workplace changes to ensure safety and work with relevant departments to provide them on a regular basis.
- Develop and implement health and safety programs and activities to successfully implement and operationalize the health and safety strategy.
- Conduct safety compliance audits, risk assessments and ensure compliance to safety policies and procedures.
- Co-ordinate with training function to analyze training gaps and provide necessary health and safety training for staff.
- Conducting assessments and visiting work sites on a regular basis to check if supervisors and employees adheres to policies and procedures and to enforce preventative measures.
- Investigate accidents to determine causes; prepare reports of investigations for use in recommendation of preventive measures and the development of safety programs
- Liaise with regulatory authorities to ensure compliance with mandatory regulations.
- Carryout any other task assigned by the supervisor with regard to ensuring health and safety at work.
- Deal with daily correspondence and maintain documentation properly.
- Facilitate and coordinate staff events or recreational activities.

JOB SKILLS AND SPECIFICATIONS

- Demonstrated proficiency in policy development, documentation, and implementation.
- Proven experience and exposure in the field of Health and Safety.
- Excellent Planning and organization skills.
- Able to deliver effective results, meet tight deadlines and targets.
- Strong interpersonal: should be a good listener and able to give most effective solution required at the time.
- Discretion and need for Confidentiality.
- Able to work in the field for safety inspections.
- Should be able work as an individual and as a flexible team player.
- Should be able to prioritize tasks and manage one's own time effectively.
- Excellent proficiency in Microsoft Office Packages such as Excel, Word, etc.

SALARY PACKAGE:

Salary negotiable based on qualification and experience.

Application Process

Send the application along with your CV, copies of Accredited Certificates, Job Reference Letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/6k2y2j>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 27th June 2021 (Sunday)

Time: 14:00hrs