

<b>JOB DESCRIPTION FORM</b>	
<b>Job title:</b>	<b>Occupational Health and Safety Officer</b>
<b>Division/Department:</b>	Corporate Services <b>Patterson Grade:</b>
<b>Date Prepared:</b>	Oct-17
<b>Overall Purpose of the Job:</b>	To ensure a safe workplace environment without risk to health. Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Co-ordinate the development of health & safety policies, systems of work and procedures.
<b>Position Size Parameters:</b>	<i>No direct reports</i>
<b>Organisation structure and Reporting Relationships:</b>	<b>Reports to:</b> Manager: Facilities and Security
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A valid Grade 12 certificate;</li> <li>• A three year Degree or National Diploma Health and Safety or Safety Management or equivalent qualification.</li> <li>• Certificate of training on SAMTRAC or OHSA's.</li> <li>• 3 years administrative experience in a Health and Safety environment.</li> <li>• Knowledge of relevant Legislations, construction regulations, standards, incident, investigations techniques, risk assessment methodologies</li> <li>• Knowledge and application of related ISO 14 000, ISO 55 000 and OHSAS 18001 / ISO 45001.</li> <li>• Strong knowledge of Emergency Evacuation Procedures.</li> <li>• Computer Literate (Microsoft Office &amp; Outlook).</li> </ul>
<b>Internal and External Relationships/Contacts:</b>	Relationship with other departments, managers and staff Relationship with service providers
<b>Key Performance Areas:</b>	<b>Finance Objectives</b> <ul style="list-style-type: none"> <li>• Monitors and reports on expenditure against budget</li> </ul>
	<b>Customer Objectives</b> <ul style="list-style-type: none"> <li>• Respond to employees' safety concerns and institute investigations;</li> <li>• To ensure that customers' expectations are exceeded whenever possible.</li> <li>• To ensure that all systems are followed and to treat customers in a friendly and polite manner and do everything in their power to exceed customers' expectations.</li> <li>• To deal with customer feedback, whether positive or negative, in a courteous, efficient and timely manner.</li> </ul>

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	<p><b>Operational Objectives</b></p> <ul style="list-style-type: none"> <li>• Assist with implementing the JOSHCO's OHS plans and strategies;</li> <li>• Ensure compliance with the OHS Act;</li> <li>• Establish and coordinate OHS Committees;</li> <li>• Ensure the development and adherence to OHS policy and procedures</li> <li>• Develop and implement Disaster Management/ Recovery Plan</li> <li>• Assist with the rehabilitation of employees after accidents or injuries and make sure they experience a satisfactory return to work;</li> <li>• Review and make decisions in events where an employee has refused to work on the grounds that danger exists, or the work will cause danger to the employee(s);</li> <li>• Raise management and staff awareness of safety accountabilities and responsibilities;</li> <li>• Identify and test work areas for potential accident and health hazards;</li> <li>• Record and report hazards, accidents, injuries and health issues within the workplace;</li> <li>• Facilitate the investigation of accidents and unsafe work conditions, study possible causes and recommended remedial action;</li> <li>• Monitor and ensure maintenance of Access Control and Surveillance systems;</li> <li>• Compile and oversee and continuously update the OHS and visitor registers</li> <li>• Plan and Coordinate emergency procedures such as evacuation drills and first aid crews</li> <li>• Form part of internal and external audits</li> <li>• Attend and make recommendations at monthly OHS meetings;</li> </ul> <p><b>People Objectives:</b></p> <ul style="list-style-type: none"> <li>• KPA's are understood and achieved</li> <li>• The values of JOSHCO are understood and lived</li> <li>• Performance is constantly improved</li> <li>• New developments in the industry are understood and embraced</li> </ul>	
<b>Key outcome</b>	<b>Key result area</b>	<b>Key performance indicators</b>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Assist with implementing the JOSHCO's OHS plans and strategies.</li> <li>• Ensure compliance with the OHS Act;</li> <li>• Establish and coordinate OHS Committees.</li> <li>• Ensure the development and adherence to OHS policy and procedures.</li> <li>• Develop and implement Disaster Management/ Recovery Plan.</li> <li>• Assist with the rehabilitation of employees after accidents or injuries and make sure they experience a satisfactory return to work.</li> <li>• Review and make decisions in events where an employee has refused to work on the grounds that danger exists, or the work will</li> </ul>	<ul style="list-style-type: none"> <li>• JOSHCO's OHS plans and strategies</li> </ul>

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	<p>cause danger to the employees.</p> <ul style="list-style-type: none"> <li>• Raise management and staff awareness of safety accountabilities and responsibilities.</li> <li>• Identify and test work areas for potential accident and health hazards.</li> <li>• Record and report hazards, accidents and unsafe work conditions, study possible causes and recommended remedial action.</li> <li>• Monitor and ensure maintenance of Access Control and Surveillance systems.</li> <li>• Compile, oversee and continuously update the OHS and visitor registers.</li> <li>• Plan and coordinate emergency procedures such as evacuation drills and first aid crews.</li> <li>• Form part of internal and external audits.</li> <li>• Attend and make recommendation at monthly OHS meetings</li> </ul>		
<b>Key Competencies</b>	<p><b>GENERAL and SPECIFIC SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Relationship Management</li> <li>• Teamwork</li> <li>• Facilitation</li> <li>• Conflict Management</li> <li>• Deadline driven</li> <li>• Excellent interpersonal skills</li> <li>• Excellent written and verbal communication</li> <li>• Customer service</li> <li>• Drive and integrity</li> <li>• Administration</li> <li>• Minimum supervision</li> </ul>	<p><b>TECHNICAL KNOWLEDGE AND SKILLS</b></p> <ul style="list-style-type: none"> <li>• Security and safety</li> <li>• Health</li> </ul>	<p><b>ATTRIBUTES</b></p> <ul style="list-style-type: none"> <li>• Emotional control</li> <li>• Persuasion</li> <li>• Assertiveness</li> <li>• Interpersonal Skills</li> <li>• Attention to detail</li> <li>• Adaptability and flexibility</li> <li>• Situational sensitivity</li> <li>• Innovative and proactive nature</li> </ul>
<b>Agreed by Job Holder</b>	<i>Name printed</i>	Signature:	
<b>Approved by Immediate Line Manager</b>	<i>Name printed</i>	Signature:	
<b>Approved by Divisional Executive or CEO</b>	<i>Name printed</i>	Signature:	

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<p><b>No job description can be all embracing. The above statements are intended to describe the general nature of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In addition, if required, a job holder may be allocated to other temporary duties, provided these are in keeping with his/her status and experience.</b></p>			