

Safety Officer – Job Description

The successful candidate will facilitate compliance with occupational health and safety (OHS) guidelines. He/She will also provide advice on measures to minimize hazards, dangerous and unhealthy situations and be in constant lookout for violations.

Responsibilities:

- Develop and implement company OHS Management Systems
- Perform site Inspections including developing and implementing corrective actions identified during inspections
- Facilitate Occupational Health, Safety and Environmental Monthly Meetings
- Advise and instruct on various safety-related topics (noise levels, use of machinery, etc.)
- Conduct risk assessment and enforce preventative measures
- Develop occupational health and safety systems, including policies, procedures and manuals.
- Initiate and organize OHS training of employees and executives
- Inspect premises and the work of personnel to identify issues or non-conformity
- Oversee installations, maintenance, disposal of substances etc.
- Stop any unsafe acts or processes that seem dangerous or unhealthy
- Record and investigate incidents to determine causes and handle worker's compensation claims
- Assist with the rehabilitation of workers after accidents or injuries and make sure they experience a satisfactory return to work
- Prepare reports on occurrences and provide statistical information to management
- Prepare Occupational Health, Safety and Environmental Reports for Client monthly meetings
- Prepare Safety Files and amendments where required
- Facilitate Baseline Risk Assessments and task specific risk assessments with subject matter experts as required
- Perform other work-related tasks as required by the company

Required Qualifications & Experience:

- SAMTRAC or equivalent qualification in Occupational Health & Safety
- Sound knowledge of the Occupational Health and Safety Act and its Regulations
- 3 – 5 years' experience in a similar role
- Driver's licence
- Ability to travel between Johannesburg, Sasolburg, Secunda and Durban
- Detailed oriented
- Computer literacy with knowledge of word, excel, outlook and power point

Location: Randburg

Salary: R15 000 – R18 000 per month

Applications must be emailed to Kananelo. Email - info@khano.co.za with subject title: Safety Officer - Randburg

Successful Candidate must be available to start 01 June 2018.

Due Date: 16 May 2018

NB: Only shortlisted candidates will be contacted.