

POSITION: SAFETY AND HEALTH OFFICER

BUSINESS UNIT: CORPORATE SERVICES DIVISION

REPORTS TO: SENIOR MANAGER (CORPORATE SERVICES)

SALARY SCALE IN THE RANGE OF: Rs46,003.- to Rs71,927.-

ROLE OBJECTIVE

To advise on all matters relating to the health, safety and welfare of employees in line with the requirements of governing legislation.

DUTIES AND RESPONSIBILITIES

1. To prepare and ensure implementation of the Company Health and Safety policy.
2. To carry out risk assessments at all places of work and make recommendations accordingly.
3. To assess the need for preventive measures to safeguard the safety and health of employees and/ or any other person coming on premises of MHC.
4. To ensure that:
 - a) the company is compliant with the Occupational Safety & Health Act 2005 and any other legislation pertaining to the Health and Safety at work;
 - b) all MHC's buildings are compliant to the legislation in terms of fire safety requirement and certification; and
 - c) machines/equipment at MHC's premises are inspected at intervals prescribed by the law.
5. To advise on:
 - a) the constitution of the fire and other Emergency team, ensure training of its members and conduct Fire Drill exercises at all company's work sites;
 - b) Health and Safety training requirements, conduct health and safety training where appropriate;
 - c) Medical check-ups of employees and implement a Personal Protective Equipment programme; and
 - d) Establishing environment protection measures as applicable to work environment.
6. To devise and recommend effective communication systems on occupational safety and health.
7. To review at regular intervals as prescribed by law and keep proper records of any measure, method, procedure or technique adopted to ensure occupational safety and health.

8. To visit and inspect all work sites at least once every month to ensure the effective implementation of arrangements made and preventive measures recommended by management and to record findings in the register provided by management.
9. To prepare and submit reports on health and safety issues on a regular basis to management.
10. To investigate into:
 - a) complaints regarding health and safety which brought to the attention of management; and
 - b) occupational accidents / dangerous occurrence and report thereon with recommendation on any safety and health measures to be implemented by management.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed.

SPECIFIC COMPETENCIES

- Excellent Health and Safety knowledge
- Knowledge of installations and of equipment

QUALIFICATIONS AND EXPERIENCE

- Diploma in Occupational Health and Safety from a recognised Institution or any other qualifications laid down in the first schedule {Section 12 (S)} of the Occupational Safety, Health and Welfare Act and subsequent amendments.
- Registered Health and Safety Officer, with at least three (3) years of experience in a similar position.

POSTING/TRANSFER

Where Management considers the incumbent has the required competence and knowledge he may be posted/ transferred to any Business Unit/ Unit/ Branch Office of the Company at the equivalent level without any reduction in his salary.

WORK OUTSIDE OFFICE HOURS AND MISCELLANEOUS DUTIES

The incumbent may be expected from time to time to work outside normal office hours including week-ends and public holidays, and as and when required to undertake duties outside the scope of the duties and responsibilities but relevant to the operations of the Company that will enhance its ability to meet the set objectives.