

Job Title: Health, Safety, Security, Environment and Quality (HSSEQ) Officer

Job Summary

The HSSEQ Officer is responsible for implementing and maintaining safe systems of work and safe behavioural practices across the Authority. This role requires a Bachelor's Degree in Engineering or Occupational Safety and Health, or a related field, with a certification in Health and Safety (such as NEBOSH). The position requires at least five (5) years of experience in Health and Safety, including risk assessments and policy formulation. Key skills include extensive knowledge of HSSEQ principles and legislation, strong communication, and the ability to maintain a safe work environment.

Key Accountabilities:

- Promote awareness through continuous communication of HSSEQ Management Principles throughout the Authority.
- Conduct all internal HSSEQ inspections as per the approved inspection program.
- Follow up on preventive and corrective actions identified during inspections and monitor their timely closure.
- Develop, facilitate, and review HSSEQ risk assessments for routine and non-routine activities generating reports.
- Develop and implement a database to record and monitor HSSEQ Key Performance Indicators (KPIs) on a monthly basis and issue reports as necessary.
- Monitor and update the HSE risks register and ensure all mitigation plans are effected.
- Conduct HSE incident/accident investigations and other complaints and prepare reports as required.
- Assist in the drafting and reviewing of all policies, health and safety manuals, and operating procedures.
- Conduct health and safety training and induction programs for new employees as required.
- Serve as a member of the emergency response team and disaster recovery teams as required.
- Liaise with the Properties department to ensure all HSE equipment is serviced according to guidelines.
- Maintain a safe and healthy work environment by enforcing policy, organizational standards, and adhering to legal regulations.
- Develop emergency procedures and coordinate emergency teams.
- Identify unsafe working conditions and practices, recommending corrective actions.

Submission of Applications: Email a copy of your CV and Cover letter to: jobs@eaastaff.com

Please be advised that submission of resumes close on 25th August 2024.

We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.