



## THE EASTERN REGIONAL HEALTH AUTHORITY

### JOB DESCRIPTION

<b>1. JOB TITLE</b> HEALTH, SAFETY & ENVIRONMENT TECHNICIAN	<b>2.DIVISION</b> COUNTY ST. ANDREW/ST. DAVID	<b>3. DEPARTMENT</b> HEALTH & SAFETY
<b>4. ORGANIZATIONAL RELATIONSHIP</b> <p>The Health, Safety &amp; Environment Technician will have a dual reporting relationship with the Primary Care Physician II and Occupational Safety and Health Officer.</p>	<b>5. NATURE &amp; SCOPE</b> <p>The Health, Safety &amp; Environment Technician assist in the prevention of harm to workers, property, the environment, and the general public. Health Safety &amp; Environment Technicians take measurements and collect workplace data either for routine inspection or as directed by the Manager-Occupational Safety and Health. The incumbent works under the supervision of the Primary Care Physician and Occupational Safety and Health Officer, and also help to implement and evaluate safety programmes.</p>	
<b>6. SPECIFIC ACCOUNTABILITIES</b> <p>The Health, Safety &amp; Environment Technician:</p> <ul style="list-style-type: none"> <li>□ Ensures hazard register &amp; conformance reviews are facilitated and kept current.</li> <li>□ Assists with the implementation of objectives and targets in a manner consistent with procedures.</li> <li>□ Ensures Health and Safety training needs are documented within the Health and Safety Training Matrix.</li> <li>□ Assists in the delivery of Health, Safety and Environment training.</li> <li>□ Conducts compliance audits as per Health, Safety and Environment Audit Programme and provide reports for same.</li> <li>□ Maintains the Health Safety and Environment manual and communicate its use and application to appropriate personnel.</li> <li>□ Follows up on items in and maintain the corrective and preventative action register.</li> <li>□ Ensures Job Hazard Analyses (JHAs) produces reflect appropriate identification of hazards and suitable controls.</li> <li>□ Assists in formulating general safety policies and procedures to be followed by company personnel in compliance with local, state and federal rules and regulations.</li> <li>□ Advises company personnel on proper planning of job activities and equipment usage to insure safe environment, perform audits to check for safe/unsafe acts and conditions.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>□ Knowledge of Health Safety &amp; Environment legislation codes and practices.</li> <li>□ Knowledge of Infection Prevention &amp; Control.</li> <li>□ Knowledge of Auditing Systems and Management.</li> <li>□ Strong statistical and analytical skills</li> <li>□ Ability to establish and maintain effective working relationships with all disciplines.</li> <li>□ Ability to use Microsoft Office Suite.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>□ Diploma in Health and Safety or Level II NEBOSH.</li> <li>□ Minimum of two (2) years' experience.</li> <li>□ Experience in the Health Sector will be an asset.</li> </ul>		

## **9. SUPERVISORY RESPONSIBILITIES**

- Clerk I
- On-the-Job Trainee

## **10. COMMUNICATION AND WORKING RELATIONSHIPS**

### ***Internal:***

- Manager-Occupational Safety and Health
- Primary Care Physician II
- Senior District Health Visitor
- Occupational Safety and Health Officer
- All Heads of Department
- All staff

### ***External:***

- Ministry of Health
- Other Regional Health Authorities
- General Public