



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE OCCUPATIONAL SAFETY AND HEALTH OFFICER	2. DIVISION <ul style="list-style-type: none"> <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO 	3. DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH
4. ORGANISATIONAL RELATIONSHIP The Occupational Safety and Health Officer will report to the Manager-Occupational Safety and Health with a parallel reporting relationship with the Medical Director at the Sangre Grande Hospital and the County Medical Officer of Health at Primary Care.	5. NATURE & SCOPE The Occupational Safety and Health Officer is responsible for providing support in establishing and maintaining the highest standards of Occupational Safety and Health in accordance with the ERHA's policies, procedures and legislative requirements.	
6. SPECIFIC ACCOUNTABILITIES The Occupational Safety and Health Officer:		
<ul style="list-style-type: none"> <input type="checkbox"/> Develops, implements, monitors and reviews policies, procedures, standards and best practices in collaboration with assigned Head of Department to ensure the Authority is compliant with current legislation. <input type="checkbox"/> Assists in the development of the business plan and budgets to ensure the necessary business continuity of the department. <input type="checkbox"/> Participates in the formation, implementation and operation of the safety and health committee. <input type="checkbox"/> Monitors and reviews safe work practices and work environment in keeping with established timelines. <input type="checkbox"/> Promotes cultural awareness and safety to all employees and contractors in Occupational Safety and Health. <input type="checkbox"/> Reviews work and procedures to ensure compliance with Occupational Safety and Health policies and standards and ensures that all hazards are correctly addressed and mitigated to prevent reoccurrences. <input type="checkbox"/> Prepares job safety analysis for non-routine works. <input type="checkbox"/> Consults with management and the operations on any issues surrounding safety in the workplace. <input type="checkbox"/> Collaborates with relevant stakeholders to conduct safety meetings and training activities when required. <input type="checkbox"/> Coordinates and conducts safety audits, inspections, risks and other types of assessments. <input type="checkbox"/> Develops, implements and coordinates safety programmes throughout the assigned unit. <input type="checkbox"/> Advises management on the appropriateness of personal protective equipment for all staff. <input type="checkbox"/> Conducts or participates in periodic safety and health inspections of equipment and processes. <input type="checkbox"/> Makes recommendations to minimize possibilities of illnesses, injuries or losses likely to occur from identified potential hazards involving systems, equipment, materials, facilities or processes presently used or planned to be used. <input type="checkbox"/> Advises management on the cost effectiveness of compliance with the Eastern Regional Health Authority Safety and Health Programmes. <input type="checkbox"/> Conducts investigations into incidents and accidents and occupational illness. <input type="checkbox"/> Produces and submits reports and other documentation to the Manager-Occupational Safety and Health and the Management Team. <input type="checkbox"/> Maintains the safety and health records in accordance with legal requirements and approved standards. <input type="checkbox"/> Observes the ERHA protocols in collaborating with external agencies and authorities when investigating accidents and incidents. <input type="checkbox"/> Assists with disaster preparedness and management for the assigned unit <input type="checkbox"/> Performs any other duties as requested by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of Project and Budget Management. <input type="checkbox"/> Knowledge of systems and process auditing. <input type="checkbox"/> Knowledge of all relevant policies, procedures, standard operating procedures and legislation in keeping with the Occupational Safety and Health Act. <input type="checkbox"/> Some knowledge of Environmental Management. 		

- Effective communication skills, both oral and written.
- Ability to establish and maintain effective working relationships with staff, clients and members of the public.
- Ability to coach and mentor junior staff
- Proficient in Microsoft Office Suite with working knowledge of safety management information systems
- Excellent critical thinking, analytical and organizational skills
- Knowledge of potential hazardous materials or practices

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by the possession of a Bachelor of Science Degree in Occupational Safety and Health or Level 6 NEBOSH.
- A minimum of three (3) years' experience as a Health and Safety Officer.
- Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Health, Safety and Environmental Technician
- Clerk I
- Clerk/Typist I

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Manager-Occupational Safety and Health
- Chief Executive Officer
- Medical Director
- Manager-Hospital Administration
- County Medical Officer of Health
- Members of the Management Executive Team
- Members of the Management Team
- Members of the Quality Department
- All Heads of Departments/Supervisors
- All other staff

External:

- Ministry of Health.
- Ministry of Labour
- Ministry of Transport
- Ministry of Public Administration
- Ministry of National Security
- Occupational Safety and Health Agencies
- Office of Disaster Preparedness and Management
- Other Regional Health Authorities