



CARIBBEAN FISHERIES TRAINING AND DEVELOPMENT INSTITUTE

JOB SPECIFICATION

Job Title: HEALTH AND SAFETY OFFICER

Reports to: Principal

Job Summary: The Health and Safety Officer will ensure compliance with the Occupational Safety and Health Act by continuously pursuing risk reduction and monitoring/maintaining safe working conditions and practices. Duties include inspection of work systems and procedures, preparation of reports and developing Health and Safety Management Systems.

Duties and Responsibilities:

- Inspects facilities and observes operations to ensure compliance with Occupational Safety and Health (OSH) Act and regulations
- Coordinates and consults with Head of Division over identified hazards within area of responsibility to eliminate risk to health and safety
- Develops and implements employee Health Safety and Environment Training Programmes
- Prepares, organizes and implements safe work procedures and measures
- Identifies and notifies management of HSE gaps based on risk assessment, accident / incident investigation, safety inspection and audits and make recommendations
- Conducts regular inspections of equipment, working environment and structures to ensure compliance with regulations
- Recommends the necessary action to correct areas not in compliance with regulations;
- Identifies gaps and makes recommendations to minimize the possibility of illness, injury or losses likely to occur from identified potential hazards involving systems, equipment, material, facilities or processes presently used or planned to be used
- Writes reports on results of inspections and completes other necessary paperwork;
- Maintains health and safety records in accordance with legal requirements and approved standards
- Maintains inventories of hazardous material and waste, using appropriate systems to ensure materials are handled in accordance with regulations
- Develops and continuously updates an HSE Manual for the company and conducts training for employees
- Performs other related duties as required

Qualifications:

- Bachelor's Degree in Occupational Health and Safety or an equivalent qualification
- Five (5) years in the field of HSSE

Competencies:

- Considerable knowledge of the Occupational Safety and Health Act and related regulation
- Considerable knowledge of health and safety practices and policies
- Strong interpersonal, networking and negotiation skills
- Ability to communicate effectively both orally and in writing
- Must be proactive and have problem solving skills
- Ability to interpret and apply health and safety practices and policies