

## HSSE OFFICER

### JOB SUMMARY:

The incumbent is responsible for the planning, coordination, implementation, monitoring and review of the activities related to the Safety, Health, Security and managing the environmental matters of the organization.

Work involves the continuous assessment and review of the workplace to ensure and facilitate compliance with prevailing Occupational Safety and Health laws, regulations and guidelines. The incumbent documents findings and provides controls and remedial and corrective measures where there are violations to prevailing regulations and to minimize and negate risks, hazards or unhealthy practices.

Internal and external stakeholder engagement are also necessary in the line of work to foster a culture of keen attention to health and safety.

### KEY RESPONSIBILITIES:

- Prepares and upholds policy framework on health, safety and security matters to guide the operations of the organization, which includes the conduct of gap analyses to determine safety, health and security deficiencies so as to implement systems to ensure compliance.
- Manages a Health, Safety and Security Committee.
- Formulates and ensures the adherence to Health, Safety and Security policies and procedures.
- Conducts training in relevant areas for staff, e.g. first response, safe handling of tools and chemicals, safeguarding the Institute's property or any other training deemed necessary in the areas related to health, safety and security.
- Investigates accidents, incidents, allegations of violation of policies and/or illegal activities of students, staff, and visitors and submits reports on these matters to their reporting supervisor. Also ensures the implementation of corrective measures and programmes to minimize future incidents.
- Investigates property damage claims and losses, and submits reports to their reporting supervisor to assist in property management.
- Maintains communication with organizations such as the OSH Commission, Fire Services Department, Emergency Medical Services, Tobago Emergency Management Agency (TEMA) and other relevant agencies and organizations on a regular basis and in terms of health crisis situations, emergencies and disasters.

- Manages crisis situations, including on-site crisis management, after-hour responses and weather-related crisis incidents.
- Ensures that fire and evacuation drills, emergency response plans & other safety procedures are conducted on a regular basis.
- Manages records related to health and safety and security matters.
- Conducts regular inspections on the property, including inspections of all fire safety equipment, to ensure their proper functioning and compliance with prevailing statutory regulations and codes. Conducts follow up action to ensure that property and safety equipment are fully functional.
- Works with the Maintenance Department to ensure cleanliness of the environment and premises.
- Works with staff and management to build awareness and to encourage sanitary and safe practices and provides updates on regulatory and legal requirements on health, safety and the environment.
- Conducts audits and investigates all work sites and the environment to minimize the potential for hazards such as chemical pollution and/or radiation, injury, risks or other loss.
- Assists in the development and implementation of risk assessment throughout the organization.
- Conducts health, safety and security orientation for all new employees.
- Provides oversight of the Security function and works with the Security Officers to ensure their compliance with their duties and responsibilities.
- Monitors political, social, economic and military situations and identifies trends relevant to security situations.
- Any other job-related duties assigned by his/her immediate Supervisor/Manager or duly authorized officer

#### **KEY TECHNICAL COMPETENCIES:**

- A firm grasp of local and international legislation on safety and health, environmental safety regulations and hazardous-waste management.
- A sound knowledge of industrial and occupational safety and health fundamentals and practices.

- Knowledge of relevant standards; recommended practices, industry best practices on safety and health.
- Skills in First Aid, and first responder and safety techniques
- Ability to establish and maintain effective working and public relationships to develop and implement Safety, Health and Environment programmes
- Keen observation skills
- Risk and incident management training
- Reporting skills: being meticulous, analytical and data-driven
- Problem solving and decision making skills
- Comprehensive decision-making
- Organizational skills
- The ability to juggle multiple projects
- Relationship- and consensus-building skills
- Dedication to continual improvement
- Cultural awareness and sensitivity
- Employee and stakeholder advocacy
- Emotional intelligence (eq) and empathy
- Familiarity with administrative tasks: correspondence, handling of records
- Customer focused acumen and orientation
- Confidentiality

#### QUALIFICATIONS & EXPERIENCE:

- Bachelor of Sciences degree in Health and Safety Management and five (5) years practical working experience in the field, especially in a service driven environment
- A NEBOSH certificate or Diploma would be an asset.