



**MINISTRY OF FINANCE & THE PUBLIC SERVICE  
JOB SPECIFICATION & DESCRIPTION**

<b>JOB TITLE:</b>	Occupational Health and Safety Officer
<b>GRADE:</b>	GMG/SEG 1
<b>POST NUMBER:</b>	1153
<b>DIVISION:</b>	Corporate Planning & Administration
<b>BRANCH:</b>	Human Resource Management & Development

<b>SUPERVISION RECEIVED FROM:</b>	Director, Employee Relations, Occupational Health and Safety
<b>NATURE OF SUPERVISION:</b>	Periodic supervision based on broad procedures (Weekly or Monthly Review)
<b>SUPERVISION GIVEN TO:</b>	<b>Directly:</b> N/A <b>Indirectly:</b> N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the incumbent. This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_

Date received in Human Resources Division

Date created/revised – November 2021

### **1. JOB PURPOSE** (one line reason for job existing)

Under the general direction of the Director, Employee Relations, Occupational Health and Safety, the Occupational Health and Safety Officer has the responsibility to coordinate, support and advise the Ministry on all aspects with regards to Health and Safety.

To implement and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within the Ministry are adhered to.

### **2. STRATEGIC OBJECTIVES** (statements of intent of what the post seeks to achieve)

1. To prevent workplace injuries, illnesses and fatalities
2. To provide guidance in the event of an accident, fire, natural disaster or other emergency
3. To identify roles and responsibilities of employees when responding during incidents

### **3. KEY OUTPUTS** (results, deliverables)

- OHS audits conducted
- Data gathered are analyzed
- Accidents documented and reported
- Relationships with key stakeholders maintained
- Environmental scanning conducted
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Advice and interpretation provided
- Individual Work plan developed

### **4. FINAL OUTPUT** (final results corresponding to job purpose)

- The Ministry is compliant with OSHA laws and regulations

### **5. PERFORMANCE STANDARDS** (how success will be measured)

- Workplace environment risk to health is significantly minimized in keeping with established standards;
- Health and safety policies guidelines ,rules and regulations are adhered to in accordance with established compliance standards;
- Risk assessments are conducted with established timelines;
- Accidents are documented, investigated and recommendations made in accordance with established legislation and policy guidelines;
- Sensitization sessions conducted within established timeframes;
- Relationship with key stakeholders maintained in a professional manner;
- Individual work plans conform to established procedures and implemented accorded to establish rules;
- Reports are evidence-based and submitted in a timely manner;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

## **6. JOB DUTIES & RESPONSIBILITIES**

### **Technical/Professional Responsibilities**

- Ensures a safe workplace environment without risk to health;
- Ensures that all health and safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated ;
- Ensure the completion and regular review of risk assessments for all work equipment and operations;
- Ensures that all accidents are documented, investigated and recommended improvements implemented;
- Ensures that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities;
- Coordinates the development of health and safety policies, systems of work and procedures;
- Ensures full and accurate health and safety records and training records are maintained;
- Establish a structured programme of health and safety training throughout the Ministry;
- Promotes and maintains safety in the workplace;
- Participates in regular staff development activities and develop new skills and competencies to meet the changing needs;
- Liaises with external health and safety consultants in the provision of training programmes and health and safety services;
- Keeps up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant changes to the staff;

- Provides regular reports;
- Liaises with Insurers, solicitors etc.;
- Assists with the training and mentoring of new staff ;

### **Management/Administrative Responsibilities**

- Develops Individual Work Plan based on alignment to the overall plan for the section and performance measures/standards;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares monthly reports on customer complaints, number of issues resolved, and other documents as required.

### **Human Resources Responsibilities**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;

### **Customer Service Responsibilities**

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;

### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

### **7. AUTHORITY** (decisions you have the power to make or recommend)

- Recommends health and safety interventions ;
- Recommends recovery actions
- Make recommendations regarding the sensitization of staff in OHSHA

### **8. RESOURCES MANAGED** (budget, purchases, other assets)

N/A

### **9. CONTACTS** (Liaises with)

<b>Contact</b>	<b>Purpose</b>
Director, Employee Relations, Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed advise and receive objectives</li> <li>• Receive guidance</li> <li>• Identify emerging issues in the section</li> </ul>
DFS/Divisional Heads, Unit Heads and other executives	<ul style="list-style-type: none"> <li>• To receive information</li> <li>• Provide expert advice, counsel and recommendations on decisions and initiatives</li> </ul>
Legal Officers	<ul style="list-style-type: none"> <li>• To obtain legal advice</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>• Resolve and provide solutions to pertinent issues</li> <li>• Enhance efficiency and quality of service</li> </ul>

### **External Contacts**

<b>Contact</b>	<b>Purpose</b>
Ministry of Health and Wellness	<ul style="list-style-type: none"> <li>• To request and share information</li> </ul>
Office of Disaster and Emergency Management (ODPEM)	<ul style="list-style-type: none"> <li>• To request and share information</li> <li>•</li> </ul>
The Police	<ul style="list-style-type: none"> <li>• To request/ share information</li> </ul>
Medical Institutions	<ul style="list-style-type: none"> <li>•</li> </ul>
Other MDAs	<ul style="list-style-type: none"> <li>• Providing/requesting information on Utility matters</li> </ul>
NEPA	<ul style="list-style-type: none"> <li>• Providing/requesting information on ICT matters</li> </ul>
	<ul style="list-style-type: none"> <li>• To obtain expert advice</li> </ul>

## **10. MINIMUM REQUIREMENTS**

### **Qualifications and Experience**

- Bachelor's Degree in Environmental Health Sciences, or a related discipline;
- Training in Occupational Health and Safety Management

- Two (2) years related experience in a similar environment

**Competencies**

**Technical**

0. Sound knowledge of Occupational Health and Safety Act (2017)
1. Working knowledge of the policies and guidelines of the Ministry
2. Good knowledge of the Ministry standards and procedures
3. Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

**Core**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong innovative/creative skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

<b>11. SPECIAL CONDITIONS OF THE JOB</b> (disagreeable work environment etc.)
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- Work will be conducted in an office outfitted with standard office equipment and specialized software
- The position entails meeting tight deadlines/timelines which will result in high degrees of pressure, on occasions
- May be required to travel locally to conduct site visits.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

Name of Supervisor \_\_\_\_\_ Job Title of Supervisor \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**VALIDATION**

The Head of the Division's agreement as signified below has validated this document:

Name of Head \_\_\_\_\_

Job Title of Head \_\_\_\_\_

Signature of Head \_\_\_\_\_ Date \_\_\_\_\_