

**NATIONAL INSURANCE SCHEME  
OCCUPATIONAL HEALTH AND SAFETY MANAGER JOB DESCRIPTION**

JOB TITLE:	Occupational Health and Safety Manager	<b>AGREED TO BY:</b> .....
REPORTS TO:	Assistant General Manager	<b>APPROVED BY:</b> .....
DIVISION:	Administrative Unit	.....
DEPARTMENT:	-	<b>DATE EFFECTIVE:</b>
SECTION:	Administration	March 2018

**DESCRIPTION**

**I. POSITION SUMMARY:**

Establishes policies that will create and maintain the safety of the Scheme as well as ensures that everyone complies with health and safety laws.

**II. MAJOR DUTIES:**

Duties performed by this position include the following:

- Develop and execute health and safety plans in the workplace according to legal guidelines
- Prepare and enforce policies to establish a culture of health and safety
- Evaluate practices, procedures and facilities to assess risk and adherence to the law
- Conduct training and presentations for health and safety matters and accident prevention
- Monitor compliance to policies and laws by inspecting employees and operations
- Inspect equipment and machinery to observe possible unsafe conditions
- Investigate accidents or incidents to discover causes and handle worker's compensation claims

- Recommend solutions to issues, improvement opportunities or new prevention measures
- Report on health and safety awareness, issues and statistics

### **III. SUPERVISORY RESPONSIBILITIES:**

#### **A. DIRECT SUPERVISION:**

**This position directly supervises the following positions:**

Public Relations Officer

#### **B. INDIRECT SUPERVISION:**

**nil**

### **IV. SKILL REQUIREMENTS:**

- Proven experience as Occupational Health & Safety Manager
- Deep understanding of legal health and safety guidelines
- Ability in producing reports and developing relevant policies
- Good knowledge of data analysis and risk assessment
- Excellent organizational and motivational skills
- Outstanding attention to detail and observation ability
- Exceptional communication and interpersonal abilities

### **V. CONDITIONS OF WORK:**

This position is expected to work under the following condition:

Situations requiring inspection of different parts of the Scheme's building, both outside and inside.

### **VI. WORK ENVIRONMENT:**

Works alone at times or in some cases may be required to work in proximity to other employees of the Scheme. The job holder is exposed to the definite risk of bodily injury in the course of performing duties. These include the following:

- Risk of bodily injury due to crowded office space and constant office traffic.
- Exposure to accidents on land or in water which may result in disability or death in the course of performing one's duty.
- Atmospheric conditions which affect the job holder consist of situations such as poor ventilation due to insufficient movement of air causing a feeling of suffocation or exposure to very hot weather conditions as well as poor lighting in an office environment.

## **VII. BACKGROUND:**

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

- |           |                            |  |
|-----------|----------------------------|--|
| <b>a)</b> | <b>MINIMUM EDUCATION:</b>  | BSc/BA in safety management or relevant field is preferred |
| <b>b)</b> | <b>MINIMUM EXPERIENCE:</b> | 6 or more years  |