

Job Description

Company – ASO

Site: Mobeni

Incumbent: Vacant

Date:

Signed:



Position Details

Job Title: Junior SHEQ Officer

Job Summary:

Responsible to manage all OHS and Environmental related items on sites and to ensure compliance with OHS and NEMA act.

Responsible for all Risk related items on site and to ensure compliance.

Maintain a register of all registrations, inspections and survey's that needs to be conducted and ensure that these items are executed.

Direct Reports: Group SHEQ Manager

Indirect Reports: Site Manager

Qualifications

- Grade 12
- SAMTRAC
- Risk Assessments
- Incident Investigation
- Knowledge of ISO Management Systems
- 1 - 2 years relevant experience.
- Clear Criminal Check

Role Competencies

FMCG, Manufacturing sector experience will be an advantage. Above average written/oral communications skill, attention for detail, Report Writing skills.

Position Responsibilities

1. Site SHEQ Officer

- Advise the Group SHEQ Manager and Site Manager on all HSE related matters
- Conduct Hazard Identification and risk assessment, recommend risk mitigating controls to the management team.
- Evaluate effectiveness of the implemented controls
- Manage the company's impact on the Environment by gathering and analyzing environmental impact data.
- Ensure compliance to all aspects of the NEMA act and regulations
- Maintain the company's compliance register with regards to all OHS, Environmental issues as well as Municipal bylaws.
- Ensure all employees, visits and contractors on site are inducted.
- Ensure employees are conducting SHEQ inspection on site monthly and SHEQ meetings are conducted monthly.
- Ensure Toolbox talk are conducted monthly and register are kept on file.
- Arrange with site manager for training of employees, develop a skills matrix.
- Ensure employee are conducting inspection and making sure registers are filled out.
- Ensure all legal appointments are made and up to date.
- Ensure all PPE stock issued is recorded on issue registers.
- Maintain Audit schedule, ensure all findings are closed out.
- Logging non-conformances ensuring that investigations are documented.
- Ensure all contractor safety files are audited and approved before work commence.
- Conduct accident investigations and determine the route cause of the problem.
- Ensure fire drills are conducted.

Leadership Standards

- Provide inspirational leadership
- Create a culture of execution and prevention
- Display business insight and innovate
- Facilitate inter-departmental relationships for overall growth

Skills and Attributes

- | | |
|-----------------------|---|
| - Diplomacy | - Able to interact at middle management level |
| - Initiative | - Able to plan ahead |
| - Assertiveness | - Manage time |
| - Tolerance of stress | - Able to prioritize |
| - Creativity | - Custodian of company vision/mission/culture |
| - Proactivity | |
| - Attention to detail | |
| - Deadline driven | |

Key Performance Indicators (KPIs)

- Assist with compliance on site with regards to OHS
- Assist with Risk and Legal compliance on site.
- Identify possible compliance issues before it becomes a threat
- Accuracy of work