



JOB DESCRIPTION

POSITION TITLE:	Safety and Health Officer (SHO)
JOB REFERENCE:	SHO/2023/3
REPORTS TO:	Chief Officer – Human Resources and Administration
SECTION:	Safety and Health
DEPARTMENT:	Human Resources and Administration

JOB SUMMARY

The SHO shall ensure strict adherence to statutory obligations in all areas pertaining to safety, health, and welfare at work. He/She will, inter alia, need to promote a safe and healthy workplace environment at ATOL through the development, implementation and monitoring of adequate policies, standards, systems, processes and procedures in line with the provisions of OSHA 2005.

PRINCIPAL ACCOUNTABILITIES

- Develop and implement adequate policies, standards, systems, processes and procedures in line with the provisions of OSHA 2005.
- Ensure that the working environment, facilities, equipment and services are safe and without any health risk to employees, passengers and other stakeholders operating in the Passenger Terminal building
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Perform regular review of risk assessments for all work equipment and operations.
- Establish a full programme of documented health & safety inspections, audits and checks
- Carry out regular occupational safety and health audits to identify risks to safety and health
- Establish a structured programme of health & safety training throughout the Company
- Ensure 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
- Ensure that all accidents are documented, investigated and recommended improvements implemented
- Ensure full and accurate health and safety and training records are maintained
- Prepare & circulate minutes for the Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines
- Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to Management.

PRINCIPAL ACCOUNTABILITIES

- Provide regular reports to Management on relevant health and safety activities.
- Assist Management in the development and implementation of ISO 45001 (Health and Safety Management Standard)

PERSON SPECIFICATION**Knowledge:**

- Diploma in Occupational Health & Safety or equivalent from a recognised institution
- Registered Safety & Health Officer with the Ministry of Labour
- At least 5 years' working experience in a similar position in a large organisation
- Knowledge of ISO 45001 standard and its application in a large organization would be a definite advantage.

Skills:

- Good communication skills (both written and verbal)
- Strong interpersonal, organization and analytical skills.
- Must be a good team player with an impeccable honesty and integrity.
- Must maintain a high level of professional appearance and conduct.
- Fully conversant with MS Office Suite

Attitude:

- Must have a "can do" attitude and willing to go the extra mile to make things happen.
- Ability to work during odd hours and under pressure while meeting tight deadlines.

OTHER INFORMATION

How to apply?

If you believe you have the right profile and can take up the challenge, please send the following documents by registered post **not later than 26 April 2023 at 15h30** local Mauritius time.

1. Motivation letter
2. Full resume/ CV
3. A photocopy of National Identity Card
4. Copies of educational certificates with letters of equivalences from the MQA as applicable.

Applications should be addressed to:

Human Resources Department
Airport Terminal Operations Ltd (ATOL)
Passenger Terminal Building
SSR International Airport
Plaine Magnien
Mauritius

Notes:

- The successful candidate will be employed on contract basis for a period of two years, renewable upon satisfactory performance.
- Job references should be specified on the envelope and your motivation letter.
- Only the best qualified candidates will be called for the interview.
- Applications received after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Prior to appointment, the successful candidate shall be required to undergo a full medical examination as well as submit a certificate of character as per the Company Policy.
- Applicants should be Mauritian Nationals.

ATOL reserves the right not to make any appointment following this advertisement without incurring any liability towards any applicant.

An Equal Opportunity Employer