Job Description

Job Title:       Health and Safety Officer (Part Time)
Campus:        Mauritius

Reporting to: Associate Director Administration

Overall Purpose
The post holder will coordinate, support and advise the University on all aspects with regards to Health and Safety. The post holder will establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety are adhered to.

Principal Duties

- Ensure a safe workplace environment without risk to health.
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Ensure the University meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- Ensure the completion and regular review of risk assessments for all work equipment and operations.
- Ensure that all accidents are documented, investigated and recommended improvements implemented.
- 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.
- Coordinate the development of health & safety policies, systems of work and procedures.
- Ensure full and accurate health and safety and training records are maintained.
- Establish a full programme of documented health & safety inspections, audits and checks.
- Establish a structured programme of health & safety training throughout the Company.
- Manage and devise the agenda for, chair and formulate & distribute 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 the business.
- Provide regular reports to the Associate Director Administration on relevant health and safety activities.
- Participate in monthly meetings when required to report on relevant health & safety matters.
- Any other reasonable duties which may be required by management from time to time.
General Responsibilities

- Promoting and maintaining safety in the work place
- Participate in relevant staff development activities and develop new skills and competencies to meet the changing needs of the service; assist in the training and mentoring of new staff.

Qualifications Required

- A recognized Qualification in Occupational Health and Safety (or similar)
- Related and appropriate practical experience in a University environment

Knowledge, Skills and Experience

Essential:

- Excellent verbal, written communication, IT and presentation skills
- Professional approach, coupled with strong interpersonal skills
- Excellent planning, organisational and time management skills
- Effective handling of Health and Safety investigations
- Experience of formulating, implementing and revising Health and Safety policies and procedures
- Ability to prioritise and manage own workload
- Ability to work on own initiative with the minimum of supervision

Desirable:

- Knowledge and experience of the UK university sector

Flexibility

Please note that given the need for flexibility in order to meet the changing requirements, the duties/location of this post and the role of the post holder may be changed after consultation.