

The Health Professions Council of South Africa's vision is realised through protecting the public and guiding the professions.

Safety Health and Environmental (SHE) Officer [Paterson Grade C3]

Remuneration package: R565 970 per annum (Cost to Council)

REQUIREMENTS FOR THE POSITION:

- Grade 12 plus Diploma (NQF Level 6) in Environmental Health and Safety (EHS) OR Occupational Health and Safety (OHS).
- 3 years administrative experience in a Health and Safety environment.

COMPETENCY REQUIREMENTS

- Knowledge of relevant Legislations.
- Ability to communicate effectively across all levels
- Strong knowledge of Emergency Evacuation Procedures.
- Knowledge of Corporate Governance and Business Ethics.
- Project management skills.
- Computer literacy with good working knowledge of Microsoft packages
- Risk management

PRINCIPAL ACCOUNTABILITIES & KEY PERFORMANCE AREAS

- Assist with implementing the Council's OHS plans and strategies.
- Ensure compliance with the OHS Act .
- Facilitating and tracking the implementation of occupation hygiene risk assessments recommendations
- Establish and coordinate OHS Committees.
- Ensure the development and adherence to OHS policy and procedures.
- Develop and implement Disaster Management Plan.
- Assist with the rehabilitation of employees after accidents or injuries and make sure they experience a satisfactory return to work.
- Review and make decision in event where an employee has refused to work on the grounds that danger exists, or the work will cause danger to the employee(s).
- Respond to employees' safety concerns and institute investigations.
- Raise management and staff awareness of safety accountabilities and responsibilities.
- Identify and test work areas for potential accident and health hazards.
- Record and report hazards, accidents, injuries and health issues within the workplace.
- Facilitate the investigation of accidents and unsafe work conditions, study possible causes and recommended remedial action.
- Monitor and ensure maintenance of Access Control and Surveillance systems.
- Ensuring the implementation of management plans in line with set objectives.
- Managing internal and external contractors' safety management
 - Conducting routine and non-routine she inspections and raising Non-compliance for corrective actions.
 - Conducting risk assessment and supporting Process Hazard Analyses
- Compile and oversee and continuously update the OHS and visitor registers.
- Plan and Coordinate emergency procedures such as evacuation drills and first aid crews.
- Form part of internal and external audits.
- Attend and make recommendations at monthly OHS meetings.

NOTE: The position requires a person with good health and physical fitness

*In line with HPCSA's Employment Equity and commitment to diversify its workforce and as such, preference will be given to suitably qualified **White** male, **African** male, **White** female and **Indian** male candidates. People with disabilities are encouraged to apply.*

All interested applicants should forward their application letter, together with detailed Curriculum Vitae and copies of qualifications, to recruitment@hpcsa.co.za quoting the job title in the subject line.

N. B Failure to attach required copies will result in your application not being considered.

HPCSA reserves the right not to make any appointment to this position



Closing date: 19 September 23

If you have not heard from us within 30 days of the closing date of the application, please consider your application as being unsuccessful. Communication will be entered into with short-listed candidates only.