

POSITION: WORKPLACE SAFETY AND HEALTH (CO-ORDINATOR / OFFICER)

JOB DESCRIPTION:

Safety Officers are responsible for planning, implementing and overseeing company's employee safety at work. Their main duty is to ensure that the company is in compliance and adheres to WSH guidelines.

Responsibilities:

- Perform the duties of a WSH Officer in accordance with the WSH Act
- Plan, Implement, Review and Enforce WSH Policies
- Advice and lead employees on various WSH topics, and training
- Conduct Audits and Inspections
- Conduct Risk Assessment
- Investigate Accidents & Incidents, prepare and present reports on accidents & violations after determining cause and CAPA
- Ensure Compliance to WSH Regulations
- Plan and organize Safety Committee Meetings and act as the secretary for the meeting.

Required Competency:

- Candidates must possess minimum WSH Specialist Diploma or equivalent
- Must either be a registered WSH Officer or in the process of registering
- Able to read and interpret relevant WSH legislations, Singapore Standards, Codes of Practices and guidelines proficiently
- Microsoft Office proficient
- Good Communication and presentation skills

Supervisory Responsibilities:

- Reports directly to Operations Team Manager, assists all other departments in EHS matters as required.

Workplace Skills:

- Outstanding organizational skills
- Critical thinker and problem-solving skills
- Team Player
- Good Time-Management Skills
- Great Interpersonal and communication skills

Work Environment: The WSH Officer will be working 50% in an office and built environment, and 50% at a construction site.

Physical Demands: Should a physically fit person and able to work in the outdoor environment.

Position Type: Full time, 0815hrs to 1715hrs working hours, 5 days a week. There will be overtime required due to project requirements and site working hours and days accordingly. There will be no overtime pay, but off in lieu will be given instead.

Travel: Preferred if have your own transport with an allowance given accordingly.

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Qualifications:

- Degree / Diploma in any Engineering (Preferred Electrical Engineering)
- Level 'B' WSH certificate
- Specialist Diploma or Degree in WSH to qualify for a WSH Officer

Job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time.