

SCHEME OF SERVICE

List of duties : Safety and Health Officer – part time

Duties:

- a) Carry out regular occupational safety and health audits to identify risks to safety and health;
- b) Assess the need for preventive measures to safeguard the safety and health of employees and any other person not in the employment of the employer;
- c) Advise the employer in writing on practicable measures and appropriate techniques to be implemented to minimise any risk in any process in the undertaking of his employer;
- d) Design and implement appropriate training programmes to meet the requirements of the Occupational Safety and Health Act and any other enactment dealing with occupational safety and health, and keep records thereof;
- e) Review any measure, method, procedure or technique adopted to ensure occupational safety and health at intervals of not more than two years or at such intervals as the Bureau may direct in writing and keep proper records thereof;
- f) Recommend in writing to the employer appropriate occupational safety and health programmes, where the circumstances so justify;
- g) Develop effective communication systems on occupational safety and health between the employer and any employee;
- h) Inspect all places of work under his responsibility at least once a month and record his findings in the register provided by the employer;
- i) Exercise adequate supervision to ensure the effective implementation of arrangements made, and preventive measures taken, by the employer; and
- j) Enquire into –
 - (i) all complaints made by an employee;
 - (ii) occupational accidents and dangerous occurrences at any place of work and make a report thereon,and recommend in writing any safety and health measures to be implemented by the employer.
- k) To act as Secretary to the Safety and Health Committee.