



DIVISION: OPERATIONS AND LOGISTICS

DEPARTMENT: OCCUPATIONAL AND SAFETY

POST: SHE OFFICER

POST No: 5158 PEROMNES GRADE: 10

JOB DESCRIPTION:

To ensure implementation and maintenance of SHE management systems as well as monitoring compliance with the relevant legislation.

Key Performance Areas include but not limited to:

1. Implementation of SHE programs on learning site.
 - Coordinate the appointment of SHE representatives according to statutory requirements.
 - Ensure that all legal appointments are done and the communication of the responsibilities to the appointee is explained.
 - Monitor the proper functioning of SHE committee meetings.
 - Schedule and arrange SHE inspections and completion of SHE reports.
 - Record SHE inspection reports and coordinate follow-up and record and report back on corrections of hazards to SHE committee.
 - Coordinate and report on risk assessments and ensure follow-up.
 - Compile monthly report on incidents and accidents and ensure compliance to legal requirements.
 - Assist with implementation of industrial hygiene surveys, analyse data and report on findings and recommendations.
 - Maintain and update SHE policies and procedures and ensure access to policy documents by all staff.
 - Ensure all employees are inducted prior to be permitted to work on site. The induction will inform all employees pertaining to the hazards prevalent on site.
 - Compile a site safety file for the client and ensure all legislative documentation is communicated to employees on an on-going basis.
 - Ensure no sub-contractor is permitted to work on site without being in possession of an approved safety file.
2. Coordinate SHE training of staff
 - Schedules, and facilitate arrange SHE training opportunities for staff and SHE committee members.
 - Manages training service providers and ensures compliance with service contracts.
3. Implementation of SHE actions plans
 - Action plans for the maintenance of a safe workplace without risks to health and safety.
 - Regular Health and Safety inspections and reporting on hazards and incidences
 - Ensure that protective equipment is issued where necessary.
 - Conduct the site emergency evacuation plan and ensure all staff and contractors are supplied with a copy of the plan.
 - Provide necessary advice and monitoring on-site to ensure compliance
 - Report any incidence in which a person is injured or where dangerous situations arise.
 - Make sure that all employees adhere to SHE regulations.

APPLICATION CRITERIA:

Qualification:

BTech degree (NQF level 7) in the following fields (Safety, Health, Risk or Environment Management)

Experience

Three (3) years relevant experience in a Safety, Health, Risk or Environmental Management.

Skills and Competencies

- All aspects of Occupational Health and Safety
- SHE legislation
- Risk assessments
- SHE committee establishment and functions
- Investigations into accidents and SHE related incidents
- SHE audits
- Radiation Safety compliance
- Environmental Law compliance
- Problem solving skills, verbal and written communication skills and the ability to communicate effectively with a wide range of individuals and constituencies in a diverse community, Interpersonal skills, organizational and coordinating skills, report writing, adequate IT skills.
- Code EC Driver's Licence.

Closing date for applications: 15 October 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment2@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful

Enquiries may be directed to:

HR Practitioner: Ms Portia Mkhari, Tel 016 950 6848

Please Note: Please note that submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply. In line with the spirit of the Employment Equity Act, preference for this position will be for People with disabilities, Africans and Coloureds in line with VUT Employment Equity Plan. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

VUT reserves the right not to make an appointment. By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

