

Job Specification

| Job Title | SHEQ Officer |
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| Category | Permanent Position |
| Division | Corporate Services |
| Reporting To | SHEQ Manager |
| Job Level | Paterson Grade C3 |
| Job Purpose Statement | To monitor SHEQ legal and system compliance and to provide support across all Divisions and industries within which DTPC operates to ensure that work activities do not adversely impact surrounding assets and operations. |
| Key Performance Areas | <p>Conduct SHEQ Management System and Legal Compliance Inspections and provide recommendation</p> <ul style="list-style-type: none"> ● Consultation with DTPC Operations / Project Management / Service Providers with regards to construction safety aspects on projects to ensure legal and DTPC requirements are complied with ● Prepare minimum health and safety specifications and required PPE schedules ● Prepare, organize and maintain inspection data, reports and systems to control project SHE plans ● Provide Health and Safety inputs during contractual phase ● Review and approve Contractors' SHE plan/s & Files ● Compile safety statistics / month reports / review reports ● Conduct SHEQ inductions ● Coordinate the Construction safety end of job documentation ● Assist with Risk Assessments & Fall Protection Plans <p>Assist Incident Investigators to ensure quality Investigations are conducted</p> <ul style="list-style-type: none"> ● Assist Incident Investigators to conduct incident investigations ● Provide recommendations –corrective and preventative ● Manage COID documentation ● Generate Incident Reports ● Generate pro-active plans / actions to reduce incidents or construction delays ● Follow up close out status and update incident report accordingly |

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| Ensure emergency Planning & Preparedness | <ul style="list-style-type: none"> ● Ensure evacuation plans and signage are reviewed and updated ● Conduct emergency drills, prepare reports and incorporate team recommendations ● Follow up close out status and update emergency report accordingly |
| Develop Risk Assessments and method statements | <ul style="list-style-type: none"> ● Facilitate the development of a database of generic risk assessments and method statements for routine tasks precinct-wide ● Review Risk assessments and update accordingly |
| Book medicals and keep records | <ul style="list-style-type: none"> ● Book medicals for employees according to AIA survey and maintain spreadsheet ● Maintain and update personnel medical records ● Ensure entry and exit medicals are conducted timeously |
| Ensure updated training records and appointments are on file | <ul style="list-style-type: none"> ● Maintain SHEQ training record file and appointment file |
| Qualifications, Knowledge, Skills and Competencies Required | <ul style="list-style-type: none"> ● Diploma in Safety Management or similar field ● Degree would be an advantage ● Code EB Driver's Licence and be willing to drive company vehicles ● 1 year experience as a safety officer within a technical, construction , manufacturing or operational environment ● Experience in inspecting construction projects in progress to ensure that contractors comply with plans and specifications ● Knowledge and understanding of OHS Act and all legislation that has an impact on SHEQ activities, particularly Construction Regulations & Building Regulations ● Experience in conducting Risk Assessments and developing action plans ● Understanding of the ISO system (ISO 45001) ● Experience in understanding the requirements of different Regulations of the Occupational Health and Safety Act pertaining to hygiene surveys ● Experience in conduct incident investigations ● Experience in conducting legally required health and safety inspections ● Proficiency in MS Office ● Ability to speak isiZulu, will be an advantage ● Effective written and verbal communication skills ● Ability to manage projects effectively ● Ability to deal with difficult and sensitive situations, in a diplomatic and professional manner ● Problem-solving skills and root cause analysis ● Effective relationship management skills |

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| | <ul style="list-style-type: none"> ● Ability to work under pressure and independently, with minimal supervision ● High levels of resilience and energy |
| Opening Date | 25 August 2019 |
| Closing Date | 8 September 2019 |
| Employment Equity | Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan. |
| Recruitment and Selection Process | <p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; and ● Verification Checks. |
| Verification Checks | <p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; ● Drivers License; and ● Positive verification of current remuneration package. |
| Remuneration and Benefits | <p>R375,547 – R525,790 Annual Basic Salary.</p> <p>R506-15 Medical Aid Allowance per month.</p> <p>Company Contribution to Provident Fund and Approved Group Risk Benefit.</p> <p>Non-guaranteed performance bonus.</p> <p>20 Working days leave per annum.</p> |
| Application Forwarding Details | HR@dubetradeport.co.za |