**JOB TITLE: HEALTH AND SAFETY OFFICER**

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<th>ROLES AND RESPONSIBILITY</th>
<th>DAILY ACTIVITIES</th>
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<tbody>
<tr>
<td>Occupational health and safety officers coordinate health and safety systems in an organisation. They identify hazards and assess risks to health and safety, put appropriate safety controls in place, and provides advice on accident prevention and occupational health to management and employees. On occasions when accidents do occur, it is the Health and Safety Officer who leads the investigations, identifies the causes and advises on improvements in safety standards that need to be made. Safety officers also liaise with other agencies and internal staff over health and safety issues.</td>
<td>Occupational health and safety officers may perform the following tasks:</td>
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<td>• promote occupational health and safety within the organisation and develop safer and healthier ways of working</td>
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<td>• inspect and test machinery and equipment, such as lifting devices, machine shields and scaffolding, to make sure they meet safety regulations</td>
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<td>• make sure that personal protective equipment, such as dust masks, safety glasses, footwear and safety helmets, is being used in workplaces according to regulations</td>
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<td>• make sure that dangerous materials are correctly stored</td>
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<td>• identify and test work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures, and implement appropriate control measures</td>
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<td>• make sure that the organisation is aware of, and complies with, all legislation in relation to the use of its plant, equipment and substances, as well as in all workplace activities</td>
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<td>• help supervise the investigation of accidents and unsafe working conditions, study possible causes and recommend remedial action</td>
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<td>• conduct training sessions for management, supervisors and workers on health and safety practices and legislation</td>
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<td>• assist with the rehabilitation of workers after accidents or injuries and make sure they experience a satisfactory return to work</td>
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<td>• coordinate emergency procedures, mine rescues, fire fighting and first aid crews</td>
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<td>• communicate frequently with management to report on the status of the occupational health and safety program</td>
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<td>• develop occupational health and safety systems, including policies, procedures and manuals.</td>
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## QUALIFICATION PRE-REQUISITE
Safety training courses e.g. SHE Q, Safety Representative, Advance Safety Representative and more advance SAMTREC.

## CAREER DEVELOPMENT
A Health and Safety Officer can progress to one of the following occupations:
- Environmental Health Officer
- Human Resources Officer
- Industrial Relations Officer
- Management Consultant
- Public Servant - Australian Public Service
- Training Officer

## PERSONAL REQUIREMENTS
To be a health and safety officer you’ll need to have a wide range of skills including:

- tact and diplomacy;
- able to work as part of a team;
- able to work independently
- integrity and honesty;
- Approach every query / task with an open mind;
- Good communication and negotiation skills;
- Strict with company policy / Rules and enforcing to work under the Act of 85 of 1993 regulations
- Energetic and regular site inspection
- Hard working and enforcing daily housekeeping at the workplace;

## CHALLENGES
- Management not embracing safety and they do not lead by example.
- Require too much time – becomes difficult to balance family and work
- Having to stop a contractor who is working unsafe.
- Learning different languages, communication.

## JOB SATISFACTION
- Very practical way of life during and after work
- Training and advising top management about safety, educating them on how to maintain the safety files.
- Challenging my supervisor regarding safety on site.
- Saving life’s
- Identifying risks before they come or results in an accident.
- Interacting with different people
- Team work is important
- Organising safety meetings with varies divisions

## ADVICE FOR JOB SEEKERS
If your the type of person who likes to feel important (and don't we all!) then the role of Health and Safety Officer may be ideal for you. You will be responsible for ensuring that safety requirements are met on site. You will also encourage and educate employees to take precautions and adhere to safety rules to protect themselves and the equipment they use from damage. This is a very important job in construction.
## WORKING ENVIRONMENT

Health and Safety Officers is predominantly a site base job with some time spent in the office to compile reports etc.

This is definitely not a nine to five job, owing to having to conduct inspections and investigations. You also need to travel to various sites.

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### EDUCATION AND TRAINING

Most new entrants have a BTEC higher national certificate or diploma (HNC/HND) or a degree.

It is possible to start in a junior post and work your way up to supervisory and management positions with training and experience.

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### LENGTH OF STUDY

It is advisable to start as a Safety Representative on site and then to gain experience and develop as a Safety Officer over the years. The minimum period being two years.