


Ref #:		
 Government of Trinidad and Tobago JOB DESCRIPTION CONTRACTUAL POSITION		
JOB TITLE: HEALTH AND SAFETY OFFICER		
JOB SUMMARY:		
<p>The Health and Safety Officer will ensure compliance with the Occupational Safety and Health Act by continuously pursuing risk reduction and monitoring/maintaining safe working conditions and practices. Duties include inspection of work systems and procedures, preparation of reports and developing Health and Safety Management Systems.</p>		
REPORTS TO:	SENIOR HEALTH AND SAFETY OFFICER	
SUPERVISION GIVEN TO:	N/A	
DUTIES AND RESPONSIBILITIES:		
<ul style="list-style-type: none"> • Conducts regular inspections of equipment, working environment and structures to ensure compliance with regulations to ensure the safety of Members and staff at the Office of the Parliament; • Assists in conducting safety audits and risk assessments; • Recommends the necessary action to correct areas not in compliance with regulations; • Identifies gaps and makes recommendations to minimize the possibility of illness, injury or losses likely to occur from identified potential hazards involving systems, equipment, material, facilities or processes presently used or planned to be used; • Negotiates with managers and staff to eliminate risk to health and safety; • Ensures workers are provided with suitable protective equipment; • Writes reports on results of inspections and completes other necessary paperwork; • Maintains health and safety records in accordance with legal requirements and approved standards; • Maintains inventories of hazardous material and waste, using appropriate systems to ensure materials are handled in accordance with regulations; • Performs other related duties as required. 		
KNOWLEDGE, SKILLS AND ABILITIES:		
KNOWLEDGE:	<ul style="list-style-type: none"> • Considerable knowledge of health and safety practices and policies. • Knowledge of the role and functions of the Office of the Parliament. • Knowledge of rules and protocol as it relates to the Parliament. • Considerable knowledge of the Occupational Safety and Health Act and related regulation. 	
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> • Strong interpersonal, networking and negotiation skills. • Ability to communicate effectively both orally and in writing. • Must be proactive and have problem solving skills. • Ability to interpret and apply health and safety practices and policies. 	

MINIMUM EXPERIENCE AND TRAINING:

- NEBOSH/OSHA Certificate/Diploma
- At least 3 years' experience in the field of occupational safety and health.