



**DEMERARA HARBOUR BRIDGE CORPORATION  
SUPERVISORY JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY OFFICER</b>	<b>LOCATION:</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>HUMAN RESOURCES MANAGER</b>	<b>GRADE:</b>	<b>07</b>
<b>DEPARTMENT:</b>	<b>HUMAN RESOURCES</b>	<b>SECTION:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>

**1. SUMMARY STATEMENT:**

Responsible for the development and implementation of safety programmes at **DHBC** and inspecting the **Head Office, Demerara Harbour Bridge** and **Asphalt Plant** to ensure compliance with Occupational Health and Safety regulations.

**2. NATURE AND SCOPE OF THE JOB**

The **Occupational Health and Safety Officer** is responsible for investigating reports of suspected Occupational Health and Safety violations and accidents and must also observe dangers and violations of Occupational Health and Safety and Environmental laws and practices.

The **Incumbent** is required to participate in Occupational Health, Safety and Environmental surveys; planning, scoping, reviewing and preparation of environmental impact analyses and on-going activities for Occupational Health, Safety and Environmental risk assessment and emergency responses. The **Incumbent** undertakes risk assessment to identify hazards and the potential effect and related risks and determine and prioritise appropriate control measures.

The **Occupational Health and Safety Officer** is required to:

- Identify hazards in **DHBC's** environment and recommend appropriate safety gears.
- Recommend safety measures and coordinate safety programmes to minimize accidents, injury and incidental loss.
- Ensures proper storage and handling of chemicals and the efficacy of waste handling and processing equipment.
- Develops Inspection Checklists and oversees Checklist Safety Inspections.
- Establishes written procedures/manuals for use and maintenance of equipment.

The **Incumbent** provides Staff-training on safety practices, fire prevention demonstrations; garbage; toilets and general hygiene; proper use, storage and handling of mercury including retort use; use of environmental and other databases and applicable UN Environmental Conventions, National Policies and Action Plans and International Guidelines.

**3. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

*(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)*

**AREA/TITLE:**

**RESPONSIBILITY:**

**INTERNAL:**

Human Resources Manager

To advise on programmes, strategies and activities to fulfill the requirements under Occupational Health and Safety law and regulations; to ensure legislative compliance.

Human Resources Committee

To monitor and evaluate the implementation of the coordinated Work Programme; to institutionalize employee/client/stakeholder awareness and training programmes; to coordinate relevant informational, to monitor competitions designed to promote and reward healthy and safe work practices.

Internal Audit Department

To participate in internal and external audits and inspections of the Environmental Management System and identify and implement improvement initiatives.

Joint Workplace Safety and

To participate in developing and directing employee safety educational

Health Committee programmes for workers and supervisors; to advise on hazardous chemicals, physical or biological agents in force.

**EXTERNAL:**

Stakeholders To monitor, evaluate and advise appropriately on non-compliance of OHS rules and regulations; to advise on current thinking of environmental and social impacts of the environment; to record complaints.

Environmental Protection Agency/Guyana National Bureau of Standards To participate in the implementation of policy, conformance to laws, conventions; to participate in education and training, competition and awards activities.

**4. DUTIES, WORK FIELD, TRAITS:**

<b>D U T I E S  R E Q U I R E D</b>	<p><b>JOB TITLE: Occupational Health and Safety Officer</b></p> <p><b>DESCRIPTION OF DUTIES:</b></p> <p><b>DEVELOPS</b> policies and procedures to ensure the health and safety of all employees, contractors and visitors to the <b>Corporation</b>.</p> <p><b>PROVIDES</b> the main source of advice and guidance to the <b>Corporation</b> and its management on health and safety matters.</p> <p><b>MONITORS</b> the <b>Corporation's</b> operations, processes and procedures to ensure that they comply with health and safety regulations.</p> <p><b>DESIGNS</b> and <b>UNDERTAKES</b> surveys in <b>OHS</b> practices and accident investigation and all Health and Safety issues and reports on same in a timely manner.</p> <p><b>LEADS</b> the preparation and submission of reports and environmental approval documentation for external agencies and internal stakeholders in accordance with operational requirements.</p> <p><b>ORGANISES</b> and <b>UNDERTAKES</b> environmental audits to determine aspects of site environmental performances.</p> <p><b>UNDERTAKES</b> accident investigations and compliance monitoring and reports on same in a timely manner.</p> <p><b>KEEPS</b> and <b>ANALYSES</b> accident records for <b>DHBC</b> and issues periodic reports showing safety performance and accident trends.</p> <p><b>PROVIDES</b> any necessary training to managers and staff to ensure that they comply with all health and safety requirements.</p> <p><b>DEVELOPS</b> an annual programme and budget for <b>OHS</b> activities for the <b>Occupational Health &amp; Safety Section</b>.</p> <p><b>PRODUCES</b> annual and other reports reviewing <b>OHS</b> performance of <b>DHBC</b>, highlighting strengths, weaknesses, opportunities and threats and make recommendations for improvements.</p> <p><b>CONDUCTS</b> activities for stimulating and maintaining interest in <b>OHS</b>.</p>
	<p>The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the jobholder from carrying out other related activities that may be inherent in the job.</p>



**5. SUPERVISORY JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE**

<b>JOB TITLE: Occupational Health and Safety Officer</b>		
<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>
1	<b>EDUCATION</b>	Degree in Occupational Health and Safety or Environmental Science. Ability to lead staff in safety and environmental management systems, rehabilitation techniques reporting are essential. Ability to maintain operations within strict environmental regulations. Knowledge of computer systems essential.
2	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Up to seven years' professional training in Environmental Management Systems, rehabilitation techniques and energy efficiency. Examines development proposal designs and projects.
3	<b>TECHNICAL/ PROFESSIONAL</b>	Conducts surveys to detect excessive exposure of employees to hazardous substances and conditions such as toxic vapors and gases etc. Advises on storage, use and hazards of equipment and chemicals.
4	<b>PROBLEM SOLVING /DECISION MAKING</b>	The Incumbent identifies unsafe working conditions and practices and recommends corrective action. The Incumbent seeks legal advice, determines the physical condition of safety and security procedures and potential perils.
5	<b>INTERPERSONAL</b>	The interpersonal contacts are with clients, staff or, individuals in settings that are structured or unstructured. The purpose and extent of each contact differs and the role and authority of each party is identified and developed during the course of the contact.
6	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for the development and implementation of safety programmes at <b>DHBC</b> and inspecting to ensure compliance with Occupational Health and Safety Regulations.
7	<b>PROCEDURES/ REGULATIONS/ COMPLIANCE</b>	Ensures that statutory requirements related to Occupational Health and Safety are observed; identifies unsafe working conditions and practices and recommends corrective action; conducts surveys to detect excessive exposure of employees to hazardous substances and compounds.
8	<b>TEAMWORK</b>	The Incumbent works with other staff members, the public, communities, police and fire service in promoting DHBC's Health and Safety Policy. Advises on safety procedures and practices and participates in safety seminars. Serves on committees to advise on related matters.
9	<b>WORKING ENVIRONMENT/ SAFETY OF OTHERS</b>	The Incumbent works in an office setting and is usually exposed to minimal hazards, demands and stresses. However, the officer conducts safety checks twenty five to fifty percent (25% - 50%) of the time and may be exposed to moderately hazardous conditions.