

Health & Safety Officer at Reputable Company

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Company: Reputable Company

Location: Ghana

Category: other-general

KEY RESPONSIBILITIES

- Conduct regular safety inspections of the workplace, equipment, tools, and machinery to ensure they are in good working condition and meet safety standards
- Provide training sessions, workshops, and safety orientations to employees and contractors to ensure they are aware of proper safety protocols and emergency procedures.
- Conduct thorough risk assessments to identify potential hazards and risks in the workplace.
- Develop, implement, and communicate safety policies, procedures, and guidelines to all employees
- Identify and evaluate potential hazards, and implement appropriate control measures to minimize or eliminate risks.
- Ensure that appropriate personal protective equipment is available and utilized correctly by employees where required.
- Perform periodic safety audits to assess the effectiveness of safety programs and ensure compliance with regulations.
- Investigate accidents, near misses, and safety incidents to identify root causes and recommend corrective actions
- Maintain accurate and detailed records related to safety activities, incidents, training sessions, and safety-related communications
- Work closely with management, supervisors, and employees to build a culture of safety and ensure that safety practices are integrated into daily operations.
- Perform periodic safety audits to assess the effectiveness of safety programs and ensure

compliance with regulations

QUALIFICATION

- Education: Bachelor's degree in Environmental engineering, Occupational Health and Safety, or a related field (or equivalent experience)
- Professional certification such as certified safety professional (CSP) or Occupational Health and Safety Technician (OHST), NEBOSH is a plus
- Strong knowledge of safety regulations, guidelines, and best practices

EXPERIENCE

- Minimum of 5 years' experience as a Safety Officer in general construction or civil engineering.

SKILLS AND ABILITIES

- Proficient in Microsoft Office Suite, R software and other relevant software
- Problem-solving abilities and attention to detail
- Proven ability to work independently and as part of a team
- Communication and interpersonal skills
- Detail-oriented with strong analytical and problem-solving abilities

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