



Health Safety Environment Officer

MeTL Group · Tanga, Tanga Region, Tanzania. Full-time Matches your job preferences, job type is Full-time.

Governance Risk & Compliance Professional | Head of GRC @ MeTL Group (The largest conglomerate in Tanzania) | Startup Advisor | Facilitator for Foreign Investments | Compliance Consultant

About the job

HSE Officer should discharge his duties in order to make the organization fulfill their legal, ethical, moral and economical responsibilities of the organization pertaining to Health, Safety and Environmental demand of the business. In the course of his employment, he shall abide by the law of the land and the rules set by the organization as well as any recognized standards to which the company has accreditations.

Responsibilities

HSE officer is responsible for promoting and maintaining the health and safety management system and H&S culture within the company and ensure that everyone in the company follows HSE policies under the law as well as the acceptable standards. The prime duties including but not limited to:

I. Advise, support and coordinate with HBU, managers and employees at all levels to fulfill their legal, moral, ethical and organizational obligations pertaining to health, safety and environment such as:

a. Making sure that the Business Unit (BU) & Service Provider (SP) supports safe working practices and complies with the HSE laws and other HSE standards.

b. Identifying workplace health, safety and environmental hazards, developing suitable and effective plans/strategies to economically reduce the risk to people, environment and property to an acceptable level.

c. Periodically consulting internal stakeholders (such as SHEREPs, Trade Unions, employees, service providers, contract employees etc.,) with respect to their occupational health and safety

matters. HSE officer shall be the secretary of the Occupational Health and Safety committee to catalyze and ensure the fair HSE consultation process through quarterly meetings done in suitable, smooth and effective manner.

d. Allocating time and resources, preparing HSE budget taking in to account the CAPEX, OPEX, consumables, revenue, potential emergencies, HSE Trainings, legal costs and upcoming HSE programs/initiatives etc.,

e. Adopting necessary HSE polices as well as adaptation to the internal, national and international HSE standards and implementing them effectively at the workplace.

f. Conducting suitable and sufficient risk assessments in their respective areas to list all the foreseeable risks and possible ways to reduce the risk to ALARP. Help figuring out Risk profile, significance and prioritization.

g. Identifying the potential emergency scenarios and develop suitable response plans including the identification of emergency equipment, procurement, training, practice for minimizing the loss.

h. Decision making of purchasing, procuring, installing or utilizing services of any service provider or safety equipment, fire equipment or environmental monitoring equipment.

i. Investigating the accidents and incidents including near misses to find out the root cause, devise action plan to prevent recurrence.

j. Fulfilling the HSE legal requirements as well as the Audit recommendations that are related to HSE.

II. Set up HSE operational procedures & systems and review them periodically in consultation/ in coordination with Group HSE Manager:

a. Incident investigation procedure

b. Risk assessment procedure

c. HSE Internal Training System

d. Hazard reporting procedure

e. Permit To Work System

f. Emergency Response Procedures

g. HSE internal budget

h. Constitution of Occupational Health and Safety committee.

i. Tool box talk procedure & topics

j. Any other procedure / internal standard as instructed from time to time.

III. An HSE officer is expected to carrying the following tasks in his day-to-day operations:

a. Understand the KPIs assigned to him and strive to achieve them positively.

b. Fully comply with the site PPE rules, inculcate/promote the behavioral change/improvement through leading by example.

c. Keep up to date with HSE legislation and relevant standards that will affect the company.

d. Taking daily rounds of the site conducting safety intervention upon observing the unsafe act/behaviors.

e. Coordinate and ensure that the supervisors conduct TBT before every start of the shift/activity/handover.

f. Be a part of the Risk assessment team to assess the risks of specific activities carried out at the site, record and communicate the risk assessment to relevant personnel.

g. Prepare specific checklists and regularly inspect the work area as per the checklists to ensure that legal requirements, company policies, fire requirements, internal safety standards and procedures are implemented, followed at all levels as well as to identify new / potential hazards, unsafe acts, conditions and behaviors that might go unnoticed.

h. Document reports of every inspection and submit the findings to HBU regularly and discuss them in the informal or OHS committee meetings.

i. Review the effectiveness of various control measures put in place and suggest improvements.

j. Periodically conduct/organize specific internal audits to identify conformities, non-conformities and opportunities for improvement.

k. Prepare and submit HSE reports as prescribed by the law, license/certificate/permit conditions within the timeframe to the enforcement authorities upon approval of HBU. For example, Reportable accidents as prescribed under Occupational Health and Safety Act 2003 etc.,

l. Ensure the certificates/permits/licenses relevant to HSE are valid.

m. Prepare an HSE Training Calendar and Conduct in-house HSE trainings for managers and employees to disseminate the current and relevant information / instructions to the employees at all levels.

- n. Be a part of the team to investigate incidents, near misses, accidents, unsafe acts and conditions. Record and analyze all workplace accidents and incidents including near miss for statistical purposes.
- o. Generate a monthly performance report of HSE in accepted format and report to Group HSE Manager before 5th of every month.
- p. Help the management to deal with external audits, statutory inspections, penalty, notices & external HSE campaigns etc.,
- q. Coordinate with HBU to comply with the requirements of statutory trainings, statutory medical examinations & statutory audits etc.,
- r. Help to ensure that all the equipment (Process, safety, fire, emergency, transportation, measuring or any other) at the BU is procured, transported, stored, handled, installed and operated safely.
- s. Ensure that the company disposes of all waste and hazardous substances safely and without harm to the society/environment complying with the norms and stipulations.
- t. Measure and ensure that the noise, emissions and effluents are well below the stipulated limits, maintain a record of such measurements to prove the compliance.
- u. Provide advice with regards to particular topics, such as occupational illnesses, safeguarding company equipment and fire risks.
- v. Support the business unit in practicing the emergency response plans by advising and observing the mock drills and suggesting ways to improve. Prepare a mock drill calendar and communicate to the management ahead of time.
- w. Ensure that suitable fire extinguishers, fire hydrants and any other fire prevention equipment are put in place where there is a risk of fire. Ensure that the site and fire equipment are fulfilling legal requirements, license/permit/certificate conditions and are in good working condition.
- x. Ensure that the emergency equipment (Fire extinguishers, Eye wash, Emergency siren, smoke detectors etc.,) are tested/inspected periodically in order to maintain them in good working order and prevent failures.
- y. Intervene the unsafe acts and behaviors at the workplace and correct them on the spot, then generate a report of such observations to find the root causes and suggest controls.
- z. Attend weekly meeting with HSE Group Manager to discuss the progress on HSE management system implementation.
- aa. Create and retain the records of all the HSE relevant information and control the flow of HSE documents and information as per the HSE Document control procedure.

bb. Fulfil any other tasks that are delegated from time-to-time by the Group HSE Manager or by HBU under the scope of his HSE duties as prescribed by the law.

Qualifications

HSE Officer shall possess below attributes and qualifications.

- a. Graduate Degree in Health and Safety or related field
- b. Excellent verbal and written communication skills. Fluency in both English and Kiswahili.
- c. Basic computer knowledge of MS-Office.
- d. Persuading skills, pleasing personality and good conduct history.
- e. Self-motivated, proactive and positive attitude towards the challenges at work.
- f. Critical eye to look for dormant hazards/discrepancies at the workplace.

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