

Job Title	Occupational Health Safety Officer
Grade	3A
Business Unit	Human Resource
Reports to	Manager Human Resources
Location	Suva

Job purpose

To ensure that the Fund adhere to OHS Act and relevant legislations by implementing work procedures relating to the safety, health and wellbeing of our staff.

Duties and responsibilities

- Hands on assistance in the ongoing development, implementation and continuous improvement of OHS Management System for the Fund
- Develop, implement and review of OHS Policy and procedures to ensure compliance to legislations
- Conduct risk assessment and enforce preventative measures
- Initiate and organize OHS Training for employees and executives
- Record and investigate incidents to determine causes and handle worker's compensation claims
- Prepare reports and occurrences and provide statistical information to upper management
- Stop any unsafe acts or processes that seem dangerous or unhealthy
- Coordinate and implement Health & Wellness program within the Fund
- Coordinate and oversee the OHS Committee to ensure compliance to internal policies
- Assist , support and guide staff participating in compliance audits
- Provide assistance to the Properties and Projects Officer
- Perform any other duties assigned by GMHR or MHR

Education & Experience

- Diploma in OHS, Risk Management or similar related field
- Minimum of three (3) years' experience in the similar position.
- Comprehensive knowledge of the OHS, workers compensation Laws and Hazard Management principles.
- Must be an OHS Accredited Trainer registered with the Ministry of Employment, Productivity and Industrial Relations.

Key Competencies

- Proven experience as safety officer
- Interpersonal skills
- Mediation Skills
- Proficiency in Microsoft Office Programs.

- Professional attitude and appearance.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Report writing skills
- Able to coordinate and conduct OHS Training sessions.
- A valid group 2 driving license would be an added advantage.
- Self-driven and takes initiative to prepare plans and assist in the implementation of policies to achieve Fund objectives.

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- All Departments

External Contacts

- Ministry of Labour
- Contractors and customers

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FPNF branches & agencies or, to work in other functional areas for job rotation for developmental purposes.