



**CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION**

Ministry/Entity: Ministry of Health

JOB TITLE:	Occupation Health and Safety Officer (New)
JOB GRADE POST NUMBER:	GMG/AM (to be determined)
DIVISION/BRANCH:	Corporate Services Division/Human Resource Management & Development Branch
SECTION/UNIT:	Employee Relations Unit
REPORTS TO:	Director, Employee Relations
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Director, Employee Relations, the Occupation Health and Safety Officer ensures the general safety and wellbeing of the staff of the Ministry of Health.

2. KEY OUTPUTS (Results, Deliverables)

- Occupation Health and safety education programmes coordinated, promoted and conducted;
- Occupational Health and Safety seminars and workshops coordinated and conducted;
- Accidents and cause of accidents investigated.
- Database developed and maintained;
- Reports prepared

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/ Administrative Responsibilities

- Prepares individual Work Plan;
- Ensures that Occupation Health and Safety policies and procedures are properly documented;
- Prepares and submits report

B,) Technical/Professional Responsibilities

- Assists in developing the Occupational Health, Safety and Wellbeing programme for the Ministry;
- Reviews and recommends amendments to employee relations policies and strategies based on the impact of implementation and ensures their alignment with the Ministry's strategic objectives and best practices

Occupation Health and Safety Officer
Division/Human Resource Management and Development Branch,
Ministry of Health.

Prepared by: HR Consultant,

July 20, 2016

- Promotes positive attitudes towards employee health, safety and wellbeing at work;
- Manages the development and implementation of measures which would seek to minimize risk of occupation injury and illness in the work place;
- Maintains a safe work environment for all employees;
- Conducts safety inspections;
- Conducts periodic assessments of the culture of the organization through the design and use of appropriate tools and techniques such as employee survey and focus groups;
- Identifies and addresses new challenges to health and safety in the work place;
- Evaluates the probability and severity of accidents;
- Design health and safety educational and training programmes for employees in the Ministry;
- Collaborates with the Director, Human Resource Planning and Development (HRPD) and other HRM&D staff in the conduct of and evaluation of health, safety and welfare programmes;
- Investigates accidents and produce statistics for the preparation of reports;
- Investigates the causes of work related injuries and work related fatalities;
- Develops and maintain a database of occurrence of work place injuries to identify trends and make recommendations to enhance safety in the work place;

C.) Other Responsibilities

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Occupation Health and safety education programmes coordinated, promoted and conducted in accordance with established guidelines ;
- Occupational Health and Safety seminars and workshops coordinated and conducted in a timely manner;
- Accidents and cause(s) of accidents investigated, documented and action taken to control, minimize and or eliminate/prevent recurrences;

Occupation Health and Safety Officer
 Division/Human Resource Management and Development Branch,
 Ministry of Health.

Prepared by: HR Consultant,

July 20, 2016

- Database developed and maintained in an agreed format;
- Reports prepared are accurate and comprehensive;
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Corporate Services	Obtain/give advice, receive directives, and guidance, and provide feedback.
Director, Human Resource Management & Development	Collaborate, share information, provide feedback
Director, Employee Relations	Obtain advise, receives directives, provide reports, recommendations and feedback
Staff in the Ministry	Collaborate, obtain and share information, feedback

ii) External Contacts

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Consultation and guidance
Ministry of Labour and Social Security	Clarification on established guidelines as well as safety guidelines instituted by the Ministry

6. REQUIRED COMPETENCIES:

Core

- Strong people management skills;
- Good negotiation and dispute resolution skills;
- Strong analytical and problem solving skills;
- Excellent planning and time management skills;

Occupation Health and Safety Officer
 Division/Human Resource Management and Development Branch,
 Ministry of Health.

Prepared by: HR Consultant,

July 20, 2016

- Good communication skills;
- Ability to motivate, persuade and influence others;
- Good leadership and creativity skills;
- Ability to exercise tact and diplomacy in dealing with employees;
- Flexible approach to work;
- Strong goal/result orientation;
- Keen listener;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Sound knowledge of Government/Ministry's policies and procedures;
- Knowledge of the relevant Laws, Acts and Regulations and guidelines that governs Occupation Health and Safety;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A Diploma in Occupation Health and Safety or a related field from a recognised institution;

Minimum of four (4) years working experience in a similar environment;

OR

- A Degree in Occupation Health and Safety or Environmental Health from a recognised institution;

Minimum of three (3) years working experience in a similar environment;

- Training in emergency procedures;
- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- Required to work beyond normal working hours whenever the need arises;

9. AUTHORITY TO:

- Conduct seminars and workshops;
- Make recommendations on health and safety issues;
- Recommend action to prevent recurrence;

10. WORKING CONDITIONS

- Normal office conditions;
- Potential hazards