

**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED:** 17 March 2023

**CLOSING DATE:** 24 March 2023

**JOB TITLE:** OHS Co-ordinator (12 months contract)

**REGION:** Eastern Cape Regional Office (East London)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office based in East London.

**Objective of the Position**

Ensure compliance to Occupational Health and Safety Act, No 85 of 1993 by all employees and persons working at construction and plant hire sites and that Management is advised immediately of occurrences that may make TMT liable for prosecution by the authorities. Ensure that all offices comply with the Health and safety standards as prescribed by the Act.

**Key Performance Indicators**

- Develop OHS systems, safety programmes and safe systems of work at office and project sites
- Assist and advise the organization with compliance and administration of safety precautions and enforcing all HSE issues related to the projects
- Compile a risk assessment, safe working procedures and method statement
- Identify, evaluate and analyse the risks to which employees may be exposed to and ensure that these risk assessments are then communicated to the workforce
- Compile a protection plan that is to be implemented on every project and ensure it is strictly implemented
- Provide rules, standards and guidelines to regulate smoking within premises, buildings and sites
- Liaising at all levels to ensure a positive H&S culture
- Monitor OHS risks and liabilities and advise senior management
- Advise on best practice and legislative changes
- Work closely with HR and the Health Professionals to reduce lost time due to OHS reasons
- Measure, analyse, record and report on OHS aspects as per required intervals
- Ensure that regular emergency drills are conducted to improve evacuation procedures
- Ensure that all appointments are done and the communication of the responsibilities to the appointee is explained
- Chair monthly safety meetings with health and safety representatives and contractors and prepare agenda/minutes of meetings
- Ensure all health and safety representatives conduct a monthly health and safety inspections of their work areas
- Support best practice investigation of incidents, near misses and accidents

- Ensure that all deviations mentioned in meetings are rectified and corrected
- Ensure that only authorized persons enter the site by issuing each employee with an access card
- Compile a contract with appointed contractors at the beginning of each project which defines their responsibilities and contract obligations in terms of health and safety
- Ensure no vehicle enters the site without a vehicle permit. All other vehicles to sign in and random searching to be carried out by the security company to prevent theft
- Ensure the security guards on duty do not allow any goods to be removed off site without a valid gate pass
- Conduct random inspection relating to the following high risk activities: excavations, scaffold, formwork and support work, all lifting machinery and lifting tackle and portable electrical tools
- Immediately bring to management's attention any serious deviations that may have been noted
- Conduct regular fire prevention and construction facilities inspections with findings documented and reported to management
- Identify non-conformances and report it to management and ensure that the non-conformances are rectified by relevant responsible individuals
- Liaise with external bodies as appropriate for OHS related issues
- Train employees in the use of a safety harness and the use of a fire extinguisher
- Ensure that all employees are inducted prior to be permitted to work on site
- Facilitate health and safety education to line managers and employees to ensure understanding of OHS legislation and policies
- Ensure that all teams conduct a toolbox talk

#### **Qualifications and Experience**

- A degree or national diploma in health and safety management or related field is required
- At least 3 years' experience as a Safety Officer using leading methodologies, practices and processes
- Good knowledge of occupational health and safety legislation and regulations
- Good knowledge and understanding of construction health and safety requirements
- Exposure to project and programme management and administration skills
- Understanding of the water sector legislative/regulatory environment
- Proven experience in managing multiple stakeholders including service providers, communities, clients and project teams is required

Interested candidates are requested to e-mail their CVs to: [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za). Please also visit our website at [www.themvulatrust.org.za](http://www.themvulatrust.org.za) for more information.

**PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS**

**N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.**

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.