

CAREER OPPORTUNITIES AT EN-SURE LIMITED

June 2019

Health & Safety Officer

The candidate will form part of En-Sure's Health & Safety Team. The Candidate's main duties will be to assist in the delivery of the Company's health & safety services in line with applicable OHS legislation, especially on construction sites. These may include:

1. Preparing documentation as relevant for health & safety services (e.g. Health and Safety Plan, Risk Assessments, inspection follow-up reports, accident reports, etc.) and assisting in maintaining such documentation;
2. Conducting site health & safety compliance inspections at construction sites and providing appropriate feedback to Clients and Contractors / sub-contractors to facilitate compliance with regulatory requirements;
3. Providing / assisting in training of site personnel in occupational health & safety issues, emergency procedures, etc.;
4. Attending site and progress meetings as necessary;
5. Undertaking fire drills or similar exercises to ensure adherence to health & safety protocols;
6. Providing support in OHSAS 18001 audits or similar, review plant certification and training records;
7. Generally promoting a positive health & safety culture on all jobs;
8. Assisting in the development and implementation of the Company's health and safety programme;
9. Undertaking such duties as may be assigned by superiors, including research, on-site monitoring, office work, and report production;
10. Assisting the monitoring and compliance team in delivering projects on time and to the expected quality;
11. Undertaking any other assignments as may be directed by the Directors of the company;
12. May be occasionally required to work shift hours depending on project exigencies; though this would not be the norm and would be agreed beforehand.

The ideal candidate is expected to have:

- a) A diploma in occupational health & safety (MQF Level 5) or NEBOSH certificate;
- b) Be registered as a Competent Person in Health & Safety with the Occupational Health & Safety Authority (or have the necessary qualifications to obtain such registration within a reasonable time).

In addition, the candidate is to:

- a) Be of high integrity, accountable, well-organized, and highly motivated;
- b) Enjoy working outdoors;
- c) Have good verbal and written communication skills in both Maltese and English;
- d) Thrive on working in a challenging environment with tight deadlines;
- e) Be ready to be trained in other disciplines that may be required for compliance monitoring on construction sites;
- f) Be ready to be trained in the use of new technologies, software and equipment required for the completion of the tasks assigned; and
- g) Possess a valid driving licence.