



JUNIOR SAFETY OFFICER NEEDED FOR A MANUFACTURING COMPANY IN MIDDELBURG

- Review the effectiveness of health and safety measures – Assist in updating and implementing company safety policy's, safety procedures, inspections, training, Medical plan, toolbox talks, PPE, Incident plans and ensuring staff compliance thereof
- Ensure up to date inspections of interior and exterior work areas identifying risk areas and ensuring they are safely secured. – Continued monitoring and assessing hazardous and unsafe situations and assist in developing measures to assure personnel safety.
- Correct unsafe acts or conditions through regular line of authority
- Assist in Maintaining awareness of active and developing situations
- Ensure that the compiled company Site safety and health plan is implemented and that all legal appointments are up to date
- Perform all duties related to IOD – examine causes of incidents, full investigating and reporting thereof – provide action plan towards further prevention of same incident
- Perform all duties related to required training and coaching of staff.
- Perform all assisting administrative and other duties as required.
- Weekly reporting on progress of work done and regular feedback on outstanding tasks.

Below is a more detailed guide of what is expected from you as Junior Safety officer – within the guidelines of research and information obtained from Health and Safety consultants, the internet and other companies -

- Assist in the development, implementing and maintaining an effective program and ensure compliance to satisfy the requirements of local legislation e.g. the OHS, COID and Environmental Conservation Acts.
- Assist in developing systems to ensure all employees comply with all relevant legal safety requirements.
- Identify safety training needs, organise and co-ordinate safety training courses and prepare training material where appropriate.
- Ensure monthly Safety, Health and Environment reports are submitted to your Senior/Manager.
- Co-ordinate the monthly safety meeting
 - Ensure meeting times are set.
 - Agendas are sent out.
 - Minutes are kept and sent out.
 - Ensure that all support documentation in respect of the safety program is received on time and in the correct format from all concerned parties.
- Assist in the appointment of safety representatives for all departments.
- Completion of Toolbox talks and filing of the attendance registers.
- Ensure baseline medicals are completed where required.
- PPE to be ordered, monitored and issued – ensure accurate record keeping thereof.
- Communicate changes in Safety and Environment legislation to Management.
- Assist in evaluating incident forms, surveys, and audits to establish root causes and together with Supervisors and Managers concerned, formulate a plan of action to correct non-compliant behaviour or conditions.
- Ensure written investigations are done on all accident / incident and near miss related matters keeping all documents filed and up to date.
- Liaise with on site contractors to ensure their compliance with Company safety regulations and adherence to safety standards, including basic safety induction training.
- Assist with and solely conduct surveys and audits as required to identify and minimise the risk to company and employees.



R&F Tissue Mills cc

6 Gram Street / P.O.Box 897
Middelburg, Mpumalanga, South Africa
[T]+27 (0)13 246 1611/3/5

[F] +27 (0)86 519 5533
[E] mohammed@rftissuemills.co.za
[W] www.rftissuemills.co.za

Registration No. 2007/212404/23 | Vat No. 4130244553



- Ensure all inspections needed to be done are done and record kept there of. This includes Fire, first aid boxes, building interior and exterior inspection, chemical and diesel area inspections.
- Identify unsafe acts, conditions, and hazards, investigate root causes and identify corrective and preventative actions and report to management
- Co-ordinate at least two evacuation exercises per year to ensure that all staff become familiar with these procedures.
- Assist with the formulation of emergency/contingency plans for:
 - Natural disasters
 - Industrial action
 - Political unrest
 - Fire
 - Explosions
 - Bomb threats
 - Traffic plan
- Assist in reviewing and update Emergency, Fall protection plan and Safe working Procedures as and when necessary

We kindly ask that if you fit the criteria that you please forward you CV to vacancy@rftissuemills.co.za

****PLEASE USE THE FOLLOWING CODE AS YOUR EMAIL SUBJECT – JNRSA2022**

Thank you.