



JOB DESCRIPTION

Position:	Safety Officer
Location of position:	Various
Reporting to:	Health and Safety Manager
Specific accountabilities:	As follows

Objective

The Safety Officer (SO) is involved in all stages of project development and delivery to ensure that the health and safety policies of the Government of Fiji, the FRA and its funding partners are fully complied with. The SO will work with project teams to ensure health and safety is managed to a consistent, high quality standard and contribute to the creation of a high-performance health and safety culture with FRA employees, external consultants and contractors to support delivery of its design, delivery, operations and maintenance objectives.

Key Duties and Responsibilities

- Ensure that contractor and consultant safety systems and plans meet the relevant safety standards and the FRA overall health and safety plan.
- Ensure that key safety issues are raised to the Health and Safety Manager.
- Conduct site safety inspections to ensure that works are being carried out in accordance with method statements, traffic management plans, the FRA health and safety plan and other project documentation. Ensure that works are being completed in a safe manner to ensure the safety of FRA employees, contractor and consultant workers and the general public
- Supervise, support and guide contractor and consultant safety officers, area managers, site management and other relevant personnel in setting up, implementing and maintaining safety systems.
- Keep and maintain clear and accurate records to comply with FRA internal audit standards.
- Assist managers with safety submissions review, risk assessments and procurement evaluations when requested.
- Communicate and promote health and safety management ethos and concepts.
- Deliver consultant and contractor training together with tool box talks as required and agreed with the Health and Safety Manager.
- Ensure that all contractors and consultants submit the relevant statutory health and safety documentation to the required standard.
- Preparation of periodic health and safety reports detailing key metrics and progress towards health and safety targets for review by the Health and Safety Manager in agreed format.



- Identify areas for improvement submitting to the Health and Safety Manager for consideration.
- Monitor the adequacy of accident inspection and reporting.
- Carry out safety audits of consultant's and contractor's projects.
- Set a personal example of safe behavior.
- Perform any other duties as assigned by the Manager, Head of Department and Chief Executive Officer.

Common Accountabilities

Compliance

- Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law
- Ensure that all actions are within such powers as may have been delegated by the Authority

Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make

Full compliance with the adopted risk management framework within the Officer's area of responsibilities

Organisational Performance

Promptly furnish, complete and accurate financial and non-performance results (against such of the performance targets listed in the Asset Management Plan and Corporate Plan and any other performance criteria within the assigned area of responsibility) throughout the year and for the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target

General Management

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.



Protection of the Authority’s intellectual property rights.

Protection of the Authority’s reputation.

Good public relations.

Others

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually, following submission of the Annual Report to the Minister.

The Health and Safety Manager will appraise the Safety Officers and will be reviewed by the Head of Governance.

Position Specification

- Formal qualification from IOSH & NEBOSH or equivalent from a recognized institution;
- Experience with Construction Design Management (2015) is desirable;
- Minimum of 5 – 7 years of experience in similar role;
- Sound written and oral communication skills;
- Conflict management and resolution skills;
- Valid Group 2 Driver’s licence (preference manual).

This job description has been approved by:

Name	
Designation	
Signature	
Date	