

VACANCY NOTICE

REF: C01072024

POSITION	HEALTH & SAFETY EXECUTIVE
POSITION LEVEL	EXECUTIVE
LOCATION	KUCHING, SARAWAK
INDUSTRY	EDUCATION
TYPE	FULL TIME
REPORTS TO	Manager, Building Facilities & Occupational Safety & Health Committee (OSH)

JOB SUMMARY

The position is an administrative position at in Sarawak. Currently these include:

- Generate and promote a positive health and safety culture. This represents a key role in helping to control occupational risk;
- Ensure all safety legislation legislations are adhered to, and policies and practices are adopted; and
- Assist in planning, implementing, monitoring and reviewing the protective and preventative measures that the University is required or chooses to follow, and work to minimise operational losses, occupational health problems, accidents and injuries.

KEY RESPONSIBILITIES

1. OSH Management

- Establish annual OHS plan, setting of targets and action plans to address and improve OHS processes based on University's Key Result Areas.
- Develop, implement and maintain the OHS manual that consist of OHS policy, procedures, guidelines and work instructions, in accordance with OSHMS ISO45001:2018 standards requirement.
- Plan and coordinate with relevant regulatory and/or authority bodies on any regulatory assessment (eg: CHRA, NRA, IAQ etc) and mandatory inspection by authority (eg: certificate of fitness inspection and renewal).
- Plan and coordinate on OHS internal and external audits with relevant internal Unit and external certification body as part of OSHMS ISO45001:2018 requirement.
- Plan, manage and become the Secretary of Occupational Health and Safety Committee and assist its sub-committees where deem required.
- Develop and maintain related registers and reports as required by the relevant OHS statutory requirements.
- Maintain and analyse statistics, records, data and information related to health and safety for report presentation in unit, committee and management review meeting.

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- Advise and review any investigation or any near miss, incident and accident according to legal requirements and propose to management for corrective and preventive action.
- Plan and coordinate safety inspection and campus walkabout, generate finding and provide recommendation reports for its corrective or preventive action

2. Collaboration with Stakeholders

- Train, guide, advise and collaborate with University's stakeholders on implementation of OHS procedures in accordance with OSHMS ISO45001:2018 standards and OSH (Amendment) Act 2020.
- Organise and collaborate with relevant internal and external parties for OHS promotion through campaign, awareness program, training, briefing and orientation.
- Organise and collaborate with relevant parties for OHS awareness and engagement sessions with students.
- Liaise and collaborate with relevant units to ensure OHS compliance by outsourced contractors including cleaners and security guards. Provide briefing and training on periodic basis.
- Liaise and collaborate with relevant unit or authorities for emergency or evacuation drill sessions.
- Plan and manage annual plan and training for Emergency Response Team, OHS Committee and relevant working groups. Provide advice to other units on recommended OHS trainings. Work effectively as a member of the team, and provide input, advice and assistance as required.

3. Risk Management

- Conduct and assist in reviewing hazard identification, risk assessment and risk control (HIRARC), general risk assessments to support health and safety management. Maintain its register for annual OHS reporting.

4. Leadership

- Provide mentorship to subordinates.
- Provide guidance, direction and assistance to Head of Units in ensuring appropriate OHS systems are in-placed

5. Professional Development

- Proactively undertake self-development to keep abreast of the changes in relevant statutory requirements.
- Actively pursue necessary educational developments and opportunities
- Keep up-to-date with new legislation and maintain the working knowledge in the area of health and safety legislation and any developments that will affect the University

6. Occupational Health & Safety (OSH)

Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:

- Execute OHS requirements in respective work areas;

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- Maintain cleanliness, good housekeeping and overall safe work environment; and
 - Undertake immediate correction and improvement action on any noncompliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.

JOB REQUIREMENTS

- A Bachelor's degree in a relevant discipline from a recognised institution with a minimum three (3) years relevant working experience
- Certified and Registered with DOSH as OSH-Coordinator.
- Safety and Health Officer with Green Book or currently pursuing the last stage of exam for Green Book competency will be an added advantage
- Certified OSHMS ISO45001:2018 Internal Auditor or IRCA Certified ISO45001:2018 Lead Auditor will be an added advantage
- High proficiency in written and spoken English
- Good report writing skills, with the ability to analyse, assess and make recommendations

APPLICATION PROCESS

Interested candidates are invited send the documents below career.unitalent@gmail.com or whatsapp to +6012-5227761

- Updated CV
- Qualifications (Certificates & transcripts)
- A recent passport sized photo