



Job Description

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Dept/Unit:
Human Resources

Safety Officer

Reporting to: Project Construction Manager/Senior Safety Officer
Department: Project Management
Division: Operations
Project/Location: Project Site
Rank: Supervisory

MAJOR RESPONSIBILITIES

1. Manage daily safety compliance and performance of project contractors.
2. Track, manage, and report overall safety performance based on DOLE reporting requirements.
3. Provide weekly reporting on safety manners.
4. Investigate safety accidents and incidents, plan for and prepare corrective action to address the safety accidents and incidents.
5. Ensure compliance of construction activities to prescriptions of DOLE OHS Standards
6. Conduct risk assessment and enforce preventative measures.
7. Perform other relevant tasks as may be required by DOLE OHS regulations.

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KEY PERFORMANCE INDICATORS

1. Number of workplace incidents or accidents that occur within a specific time frame. It helps assess the effectiveness of safety measures and the ability to prevent and mitigate incidents.
2. Number of near misses reports or incidents that had the potential to cause harm but didn't result in injuries or damage which indicate the effectiveness of the safety culture and proactive hazard identification.
3. Percentage of employees within the project team who have completed mandatory safety training programs. It assesses the level of awareness and preparedness of the workforce regarding safety protocols.
4. Number and severity of safety audit findings which gauge the effectiveness of safety processes and the level of compliance.
5. The number and quality of safety inspections conducted within a specific period demonstrate the commitment to regular monitoring of work areas and identification of potential hazards.
6. Level of employee engagement and participation in safety initiatives and programs, such as safety committees, toolbox talks, and safety suggestion programs.
7. Compliance with safety regulations, industry standards, and internal safety policies is crucial. Monitoring compliance rates helps identify any areas of non-compliance and take appropriate corrective actions.
8. Completion of risk assessments for various tasks or projects ensures that potential hazards are identified, evaluated, and adequately addressed before work commences.
9. Effectiveness of safety communication channels, such as safety meetings, safety bulletins, and incident reporting systems, in promoting safety awareness and disseminating important safety information.
10. Performance during internal and external audits, including compliance with document control procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.

QUALIFICATION AND COMPETENCY REQUIREMENTS

MINIMUM EDUCATION and EXPERIENCE

1. Must possess a bachelor's degree.
2. Must be a certified Safety Officer.
3. Must have completed 40-hour Construction Occupational Safety and Health training.
4. Preferably 2 years of relevant experience.

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KNOWLEDGE

1. Strong understanding of occupational health and safety principles, regulations, and best practices specific to the construction industry. This includes knowledge of local, state, and national safety codes and standards.
2. In-depth knowledge of construction processes, equipment, tools, and materials is essential. The safety officer should be aware of the potential hazards associated with various construction activities and be able to develop effective control measures.
3. Familiarity with safety management systems, such as OSH's Safety and Health Program Management Guidelines, is crucial. Understanding how to implement and maintain safety programs, conduct risk assessments, and develop safety policies and procedures is important for ensuring a safe work environment.

SKILLS

1. The ability to assess potential risks and hazards, conduct thorough inspections, and identify safety gaps is vital. Should possess strong observational and analytical skills to recognize potential hazards and develop strategies to mitigate risks.
2. Effective communication is essential for a safety officer. They need to communicate safety guidelines, procedures, and policies to workers and management clearly and concisely. Additionally, they should be able to provide training and conduct safety meetings effectively.
3. Skills to conduct thorough investigations to determine the root causes. This includes gathering evidence, interviewing witnesses, analyzing data, and preparing comprehensive reports.
4. The ability to develop and deliver safety training programs is crucial. A safety officer should be skilled in creating engaging training materials, conducting safety orientations, and providing ongoing safety education to workers.

ATTRIBUTES

1. Must pay close attention to detail to identify potential hazards and ensure compliance with safety regulations. Small oversights can have significant consequences in terms of worker safety.
2. Possess leadership skills to motivate and inspire workers to prioritize safety. They should also collaborate effectively with project managers, supervisors, and workers to create a safety-conscious culture.
3. Quick thinking and problem-solving abilities are necessary for addressing safety issues promptly. A safety officer should be able to assess complex situations, make decisions, and implement solutions in a timely manner.
4. Should be adaptable and flexible, able to adjust safety protocols and strategies as needed to address new challenges and risks.