

Title: Health and Safety officer

Reports to: The Principal

Responsibilities
● Undertaking audits, inspections, risk assessments, accident investigation
● Delivering presentation and briefing sessions on workplace health and safety issues
● Conducting risk assessment and enforcing preventative measures
● Advise and instruct on various safety-related topics
● Review existing policies and measures and update according to legislation
● Stop any unsafe acts or processes that seem dangerous or unhealthy
● Record and investigate incidents to determine causes and handle worker's compensation claims
● Prepare reports on occurrences and provide statistical information to upper management
● Oversee installations, maintenance, disposal of substances etc.
● Inspects workplace areas to ensure compliance with health and safety legislation
● Instructs workers in the proper use of protective clothing and safety devices and conducts routine tests on that equipment;
● Proven track record of advising on health and safety issues
Skills
● Minimum of 5 years' experience in the HSE field, schools' factories, hospitals are preferred.
● Aware of the local/international HSE codes and requirements.
● NEBOSH, IOSH or similar certification,
● Excellent user of MS office (word and Excel)
● A positive attitude, and strong interpersonal skills
● Strong organizational and time management abilities
● A committed team player with the ability to take initiative.
● Excellent command of the English and Arabic language, both spoken and written.
● Good understanding of both local and international Health and Safety regulations and standards with a good understanding of ISO 450001 preferred.

Interested candidates to send their CVs at recruitment.wholeschool@ncbis.co.uk