



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

QHSE SAFETY OFFICER

Job Title:	QHSE Safety Officer	Division:	Health and Safety - Tobago
Reports To:	Tobago Manager (With a reporting line to the General Manager (GM)- QHSE – Trinidad)	Based At:	Tobago Operations Worksite

Job Purpose:

Oversight for aspects of the Company's operations and policies to ensure compliance with company, governmental and international QHSE rules, regulations, and best practices.

Key Accountabilities and Responsibilities

- Maintains responsibility for strict enforcement of SWMCOL's QHSE written policies, procedures, and standards of conduct.
- Assists in the development of SWMCOL's QHSE procedures and policies aligned to or in accordance with internally recognized standards, regulations, and best practices.
- Conducts internal QHSE and compliance auditing, responds promptly to detected offenses, develops corrective action, and report's findings to the Tobago Manager and GM-QHSE, via established channels.
- Oversees and monitors the implementation of the QHSE and legislative compliance programs.
- Revises QHSE programs to align organizational changes with stipulated local legislations and policies and procedures of the organization.
- Reduces vulnerability to operational down-time, fraud, abuse, waste, and accidents.
- Ensures that contractors, sub-contractors, and agents are fully aware of all the compliance requirements.
- Designs and conducts investigations of accidents and near-misses; the root cause of HSE complaints put forward by staff members, customers, clients and contractors; responds to "hotline" calls or suspected violations and reports the results to the Tobago Manager and GM-QHSE; follows up to ensure that corrective actions are implemented where necessary and ensures that any certification requirements are complied with.
- Conducts pre-operational risk assessments on new sites and design risk mitigation measures.



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- Assists in the development of required documentation, operational checks and reports for the QHSE Management System to be compliant with internationally recognized standards and guidelines.
- Monitors and analyses equipment performance, process efficiency, control systems operation and CP system design.
- Monitors safe work systems.
- Conducts QHSE Inspections that includes conditions of work and equipment.
- Assists in establishing safe work practices for specific work activities in collaboration with the relevant specialists within the departments.
- Performs job site safety compliance inspections and safety audits on safe work procedures/practices, physical conditions, emergency response equipment, Job Hazard Analysis, prepares written reports, recommendations, and develops hazard control measures.
- Assists in developing and implementing field location emergency response procedures, and evacuation plans.
- Develops and implements Training Programs to promote continuous improvement in QHSE knowledge and education.
- Attends monthly departmental meetings.
- Performs any other related duties as assigned by the Tobago Manager in conjunction with the QHSE Manager.

Qualification and/or Experience:

Critical:

- Certification in Occupational Health Safety and Environment or related field.
- NEBOSH Qualified in general Health and Safety (A minimum of 30 hrs. training)
- Minimum five (5) years experience
- Experience in a waste management environment will be an asset.
- Any other equivalent combination of qualifications and experience.

Important:

- Good knowledge of local and international Health and Safety management systems, standards, and regulations.
- Sound knowledge of safety principles and risk assessment methods and techniques.
- Excellent analytical and problem solving skills.
- High level of integrity
- Competent in use of MS Suite.