

# POSITION DESCRIPTION



## SAFETY AND HEALTH OFFICER

Position No.	MEL23
Vacancy Type	Internal & External
Classification	PSI 6
Employment Type	Permanent position

### How to Apply

Online applications are preferred.  
For online application and downloading Application Form, please visit: <https://www.mauritiusmetroexpress.mu/job-vacancies/>

Via email:

Applications together with scanned copies of academic qualifications can also be emailed to: -  
[career@metroexpressltd.org](mailto:career@metroexpressltd.org)

Via post:

Applications together with scanned copies of academic qualifications can also be addressed to: -

**Human Resources Manager**

Metro Express Limited,  
Level 3, SICOM Tower, Wall Street, Ebène 72201

The envelope or the title of the email should be clearly marked "Safety and Health Officer".

### Position deadline

**Monday, 15 July 2024**

Application made without completed MEL Application Form and received after the closing date will not be considered.

### Job Title:

Safety and Health Officer

### Reporting Line:

Manager, SSREQ

### Function/Division:

Service Support Division

**Location:** Richelieu

### Qualifications:

- BSc in Occupational Safety and Health Management or any qualifications specified in Part I of the First Schedule of the Occupational Safety and Health Act 2005
- At least 5 years of relevant experience in the field of health and safety.
- Experience in engineering will be an advantage.

**Attributes:**

- a) Strong knowledge of occupational health and safety regulations and standards.
- b) Excellent communication and interpersonal skills.
- c) Detail-oriented with strong analytical and problem-solving skills.
- d) Proactive and able to work independently as well as part of a team.
- e) High level of integrity and professional ethics.
- f) Good organizational and time management skills.
- g) Proficiency in using relevant software and tools for safety management.

Successful candidates will undergo a structured training program to equip with the knowledge and skills to perform the duties ascribed.

The incumbent shall be reporting to the Manager, Safety, Security, Risk, Environment & Quality under the **Safety, Security, Risk, Environment & Quality Department**. The duties and responsibilities include but not limited to:

1. Carry out the duties of a Safety and Health Officer as provided in Section 20 of the OSHA 2005.
2. Develop, implement, and maintain health and safety policies and procedures in compliance with legal requirements and company standards.
3. Support the development of Occupational, Health and Safety (OHS) policies and programmes.
4. Conduct regular risk assessments and audits to identify potential hazards and ensure corrective actions are taken.
5. Provide guidance and support to management and employees on health and safety matters.
6. Investigate incidents and accidents and prepare detailed reports with recommendations for preventing future occurrences.
7. Organize and conduct training sessions and workshops on health and safety practices for employees.
8. Ensure that all safety equipment and systems are properly maintained and functional.
9. Monitor and analyse safety performance metrics and prepare reports for senior management.

10. Liaise with regulatory bodies to ensure that the Company is compliant with mandatory regulations.
11. Foster a culture of safety awareness and continuous improvement within the organization
12. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

**MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.**