

ROLE PROFILE	
Job Title:	Health & Safety Administrator
Level:	Skilled Workers/Junior Management
Reports To:	Health & Safety Manager
Context/Scope:	The primary focus of this role will be to assist the Health & Safety Manager through ensuring that all H&SMS tasks and required admin work is up to date thus allowing the Health & Safety Manager to focus on growing the health & safety management system to meet ISO45001 standards.
Dimensions:	
a) Financial	The cost of signage, PPE and Health & Safety related expenditure items can amount to a significant Rand value. As such, it is imperative for Health & Safety to ensure that adequate controls are in place to maintain the required minimum and maximum stock levels.
b) Leadership and Functional Responsibilities	<p>Leadership</p> <ul style="list-style-type: none"> • Strong inter-departmental interaction to ensure that the needs of the Health & Safety Management Systems are met. • Assist the Departments in understanding the importance of Occupational Health & Safety Act compliance, ISO45001:2018 standards, Municipal bylaws, NEMWA and NEMA and all other relevant requirements. <p>Functional</p> <ul style="list-style-type: none"> • Updated monthly HSE reports. • Issuing and capturing of job cards for HSE requirements. • Assisting Safety Reps with documentation and on iComply. • Capturing Incident, IOD and Near Miss reports. • Waste figures and capturing of monthly figures. • Organizing HSE surveys, competitions & employee campaigns. • HSE document control and revisions. • All admin functions including HSE Meeting minutes, Action plans, Organograms Risk Assessments, drafting toolbox talks etc. • Providing administrative support to the H&S Manager and other team members. • Managing and organising safety files, records and documentation. • Carrying out inductions and other in-house training requirements.
Qualifications and Experience Required	<ul style="list-style-type: none"> • A degree or diploma in administration, or similar, is required. • Knowledge of the Occupational Health & Safety Act, ISO45001 and HIRA would be advantageous. • Incumbent would need to have attention to detail and an ability to work independently. • Possible experience would include administrative roles, with exposure to H&S being advantageous. • Computer literate, which must include Microsoft Word, Excel & PowerPoint. • Experience in an FMCG environment is advantageous. • An ability to converse in isiZulu would be advantageous.
Operational Working Conditions	<ul style="list-style-type: none"> • Based in the heart of the beautiful KZN Midlands.

