

# BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

**POSITION: SAFETY, HEALTH AND ENVIRONMENT PROFESSIONAL / Ref: REC/01/22**

**Minimum Requirements:** • National Diploma in Safety Management • 3 years' experience as a Safety Specialist / Officer • Driver's License (Code EB) • Computer Literacy.

**Required Competencies:** • Computer literacy (MS office: Word, PowerPoint, Excel) • Thorough knowledge of applicable OHS Legislation including but not limited to the OHS Act and Regulations and the COID Act • Good understanding of environmental issues and legislation • Knowledge of OHS management processes in Local and National departments • Knowledge of safety procedures • Knowledge on risk assessment procedures and tools • Knowledge of the OHS reporting • Thorough knowledge of accidents / incidents investigation protocol and reporting • Knowledge of environmental regulations • Thorough Knowledge on ISO SHE Management systems • Knowledge on ISO Quality Management Systems • Knowledge of the NOSA 5-star System / related.

**Specific Functional Responsibilities:** • **Contractor Monitoring** • Inspections and reporting in accordance to procedures and checklists • Regular on-site inspections and reporting in order to ensure compliance with OHS legal and other requirements including but not limited to the ELIDZ OHS specifications • Ensures SHE file compliance is maintained with up to date contracts / letters of good standing, as well as applicable legal and other requirements • Develop and submit formal SHE file audit feedback for approval • Ensure contractor SHE file compliance before work commences • **Monitoring of SHE Agents** • Performance of SHE agents is monitored and assessed through on-site inspections and confirmations of adequacy of SHE agent reports • Participate in the periodic review of the SHE Agent scope of work • Provide SHE agents with guidelines for reporting where applicable • Meet with SHE Agents to ensure adequacy of engagement and performance for the duration of the project • **Construction & ELIDZ Site Monitoring** • Site meeting attendance • Perform SHE Agent function where applicable • Ensure construction site readiness for applicable ISO – Quality, Environmental and the Occupational Health and Safety Management System audits • Conducts regular site and facility inspections /audits and related reporting in order to ensure compliance to SHE legal and other requirements • **SHE System Maintenance** • Support the development, review, update and maintenance of SHE Policies, Procedures as well as any other relevant documents • Operate according to standard operating procedures and within the parameters of applicable legislation • Participate in the maintenance and evaluation of a safety, health and environmental (SHE) risk register as well as in SHE risk management programmes in the workplace for ELIDZ and service contractor activities • Apply occupational health, safety and environmental principles and protection procedures • Monitor contractors, providing services to the organisation for SHE compliance • Ensure receipt of valid injury statistics from construction projects and other relevant sources and verify for reporting purposes • Conduct inspections / audits and related reporting to ensure that SHE processes, and procedures are followed to the letter in order to ensure compliance • Participate in internal and external SHE system audits to test for compliance to legal and other requirements • Utilise and maintain defined nonconformance systems and related protocol for instances of SHE non-compliance • Participate in the identification of organisational SHE training needs and the maintenance of a SHE training matrix • Maintain organisational SHE induction requirements • Coordinate and participate in the employee PPE needs analysis and maintain an organisational PPE issue register • Implement non-conformance procedure for areas of non-compliance and maintain related systems and registers • Ensure regular non-conformance plans updates • Participate in the maintenance of the SHEQ non-conformance management system • **Document Control** • Maintain SHE document control requirements and ensure adequacy of document filing, storage and ease of access • **Emergency Preparedness** • Maintain Emergency Preparedness and testing for compliance to Emergency Preparedness protocols • Ensures that related non-conformance management protocol is adequately maintained including reporting requirements to aid preparedness • **Meetings and Reporting** • Meetings are attended and related reporting noted and filed accordingly • **Inspections** • Zones and zone operational and other requirements are inspected and reported on to ensure achieving and maintaining SHE compliance to legal and other requirements • **Incident Investigation and Reporting** • Conducts and reports on SHE incident investigations to ensure that appropriate action can be taken • **Facilities Monitoring** • Inspect ELIDZ facilities for compliance to SHE legal and other requirements • Implement non-conformance protocols for areas of non-compliance • Standard and non-standard report provision • **Administration** • Develop and submit applicable activity planning, status updates and compliance reports • Maintain SHE non-conformance and information management systems • Provide SHE Administrator with relevant information to update information management systems • Implement applicable Procurement requirements (RFQ's & RFP's) • Services contact supervision • Standard and non-standard report provision • Participation in applicable internal & external SHE related forums • Craft and allocate audit findings • Track audit / inspection action plans for adequacy and delivery • Address action plans for audit findings allocated to SHE • Provide relevant information required to update IMS • Maintenance of SHE systems audit files and trends.

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

**The closing date is 04 February 2022.** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

*The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.*

Tel: 043 702 8200 / [www.elidz.co.za](http://www.elidz.co.za)

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**east london idz**  
business streamlined