



BEKKER STEEL

steel service centre 

JOB TITLE:	Safety Officer	DEPARTMENT:	SHEQ
REPORT TO:	Production Manager	SALARY:	TBA
HOURS:	Mon – Thurs. (07H45 – 16H45) Fri – (07H45 – 14H00)	START DATE:	A.S.A.P.

PRINCIPLE DUTIES & RESPONSIBILITIES:

The following roles and responsibilities are critical to fulfil the duties as an Safety Officer in Bekker Steel (Pty) Ltd, as set out by Production Manager, ISO45001 and the OHS Act 85 of 1993.

Your main duty is to ensure that Bekker Steel (Pty)Ltd is in compliance and adheres to Occupational Health and Safety (OHS) and ISO45001 guidelines and to create and maintain a Safe and Healthy Environment where production personnel can do their work to an optimum standard of production. You will be responsible for planning, implementing, and overseeing company's employee safety at work:

- Ensure all employees do Safety Induction on returned from December holiday or annual leave.
- Compile and arrange for Toolbox talks to be conducted weekly.
- Do monthly and weekly inspections as required to satisfy the requirements of the OSH Act and Regulations.
- Maintain Incidents and Accident Register.
- Maintain Safety Statistics.
- Conduct Risk Assessments and retain Documented Information.
- Enforce preventative measures as established in the Risk Assessments.
- Complete the required Investigation Documents for all Incidents and Accidents as required.
- Do the Root Cause Analyses for all Incidents and Accidents.
- Ensure that safety systems, policies, and procedures are in compliance with all applicable regulations as indicated in the OHS Act 85 of 1993 and ISO 45001(Latest Edition).
- Update Safe Working Procedures and perform annual evaluation of operators against the applicable Safe Working Procedures
- Encourage staff to follow safety procedures.
- Ensure that safety training programs are up to date.
- Guarantee that all employees follow the safety policies, procedures, and work instructions.
- Arrange Bi-Weekly Safety Walks and retain evidence of the observations made.
- Arrange Bi-Monthly Safety Committee Meetings and retain Minutes/ Action Plan for this meeting.
- Daily presence on the fabrication floor is essential to ensure that everybody adhere to the correct use of and the safe operation of Cranes, Forklifts, and other Fabrication Equipment
- Assist with the internal audits of the ISO45001 system.



ISO Certificate No. 49 0093 QM08



Directors: JAK Bekker, RP Bekker, R McClymont, HB Stopforth

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Reg No. 2004/007363/07
VAT No. 4400211019



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Safety Officer requirements and qualifications:

- 5 years minimum of experience as a Safety Officer or similar role.
- Excellent knowledge of legislation and procedures.
- Excellent Communication Skills.
- Excellent knowledge of potentially hazardous materials or practices
- Experience with writing policies and procedures for health and safety.
- Familiarity with conducting data analysis and reporting statistics.
- Proficient in MS Office
- Working knowledge of safety management information system
- Grade 12.
- Relevant National diploma in Safety Management/ Risk Management or relevant equivalent qualification.
- COMSOC 2 Certificates will be required.
- SAMTRAC advantageous.
- Valid driver's license.
- You will be required to pass a medical fitness certificate to be considered for this position.

Please send Curriculum Vitae to info@bekkersteel.co.za



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