



VACANCY # 05/2012
OCCUPATIONAL HEALTH & SAFETY OFFICER (OHSO)

Airports Fiji Limited (AFL), a Government Commercial Company in the business of operating airports and providing air traffic management facilities and services in the Fiji Islands provides challenging and rewarding employment opportunities in the aviation industry.

We are looking for a dynamic, confident person with suitable qualification and experience for the position of **Occupational Health & Safety Officer** to be based at Nadi Airport. The OHSO will report to the Manager Safety & Risk Management.

QUALIFICATION & EXPERIENCE

- Bachelor's Degree or equivalent from an accredited university in Occupational Health & Safety, Safety Engineering, Occupational or Environmental Health, Industrial Engineering or Industrial / Occupational Hygiene or an OHS related field with minimum of seven (7) of progressively responsible experience managing, administering and delivering OHSEQ program. Plus an Accredited OHS Auditor's certification and Accredited OHS Trainer certification.

- **OR** A Post-graduate certificate or Diploma or Masters in Occupational Health & Safety from an accredited university with another discipline such as mechanical engineering, civil engineering, structural engineering, medical background, legal background etc. Also having a minimum of seven (7) years progressively responsible experience managing, administering and delivering an OHSEQ program. Plus an Accredited OHS Auditor's certification and Accredited OHS Trainer certification.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge in field of OHS compliance, auditing, monitoring, training and enforcement
- Knowledge of governmental regulations and applicable standards such as AS4801, AS18001, EMS 1400, ISO9000
- Technical expertise in analysing numerical and claims data and industry performance measures such as Lost Time Injury rates, Frequency rates, and OHS recordable rates etc
- Knowledge of OHS systems and industry 'best practices'
- Effective written and oral communication skills
- Ability to compose and present reports to all levels of the AFL Corporate Business Management
- Knowledge of MS Word, Excel, Power Point and related MIS

TERMS & CONDITIONS

This will be a Contracted position and the terms and conditions of employment will be discussed with prospective candidates at the time of interview.

Written applications together with Curriculum Vitae, certified copies of your tertiary qualifications & references must be clearly marked:

“Vacancy No. 05/2012 – OHS Officer” and addressed to:

The Chief Executive Officer
Airports Fiji Limited
Private Mail Bag
Nadi International Airport

OR hand delivered at our ‘Registry Office’ located at the AFL Headquarters, AFL Compound, Namaka, Nadi, **no later than 4pm on Friday, 10th February 2012.**

AIRPORTS FIJI LIMITED
JOB DESCRIPTION

POSITION	:	Occupational Health & Safety Officer
DIVISION	:	Corporate
DEPARTMENT	:	Safety & Risk Management
LOCATION	:	Nadi Airport
REPORTS TO	:	Manager Safety & Risk Management
DIRECTLY REPORTING TO THE INCUMBENT	:	OHS Admin Officer

PURPOSE OF POSITION

The **Occupational Health & Safety Officer (OHSO)** is responsible through Manager Safety & Risk Management for managing and overseeing the planning, design, and development of an AFL-wide Occupational Health and Safety and Environment program, in order to provide a safe and healthful workplace for employees, to reduce work-related injuries/accidents and eliminate and prevent workplace-liabilities that might contribute to business-disruptions.

The OHSO will act in an advisory, support and audit role to assist the respective AFL-Corporate Business Management in the review, planning, development and implementation of an AFL-Occupational Health, Safety and Environmental Management policies and systems to ensure compliance with legislation, as a minimum.

PRINCIPAL RESPONSIBILITIES

1. Review and recommend OHS policy changes to existing standards and ensure enforcement.
2. Design or review, recommend and implement an effective OHS Management System (OHSMS) that establishes responsibility, authority and accountability. This will include Plant Equipment Machinery System (PEMMS), Chemical Management System (CMS), Hearing Conservation program management system (HCPMS), Industrial/occupational hygiene management system (IOHMS)
3. Consult with other Risk Management staff to develop an effective Environment Management System (EMS) and Noise Management System (NMS).
4. Develop and implement processes, methods and tools designed to measure, evaluate and monitor departmental OHS performance within each department.
5. Define target goals for performance and monitor the achievement of goals.
6. Consult with departmental OHS reps/personnel in the implementation of OHS programs, analysis, problem solving and corrective action plans.
7. Recommend long-range accident prevention and cost-control objectives designed to meet established goals.
8. Evaluate AFL's accident/compensation/ sick leave/ medical conditions/ job descriptions /actual work-place practices / occupational rehabilitation/ medical referrals statistics

9. Oversee the design, preparation, analysis and distribution of OHS data and statistical reports concerning accidents, trends and solutions to work related problems to all AFL departments.
10. Develop and oversee work contracts for OHS Integration with consultants/contractors for services provided to AFL.
11. Identify and coordinate opportunities to share common resources AFL-wide such as training, equipment, consultants and other resources
12. Develop and initiate new programs and services related to OHS strategic long-range plans such as an AFL corporate OHS management system strategic plan and program
13. Oversee review and approval process for departmental Accident prevention plans and related matters
14. Develop and implement a sound OHS document and record management system.
15. Monitor national OHS legislation and regulations applicable to AFL and recommend and implement programs to ensure AFL is in compliance with all OHS regulations.

GENERAL RESPONSIBILITIES

1. To encourage and maintain high morale and skill levels among staff by ensuring good communication and appropriate recognition of excellent performance.
2. To act as source of specialized expertise and advice for other divisions of AFL.
3. To prepare reports as may be required or seem expedient concerning operations under the control of the MSRM.
4. To take practical steps to ensure personnel safety whilst at work, and that no personnel action or inaction causes harm to any other person.
5. To support quality management principals and apply these effectively to all processes and to work towards to achievement of appropriate ISO, or other, certification of those processes.
6. Contribute to the successful discharge of the functions of the SRM Section by ensuring that the service he/she provides are delivered efficiently and effectively, and that deadlines and targets are met.
7. Other ancillary duties which may be allocated by the Manager Safety Risk Management whenever required.