

# ANGUILLA ELECTRICITY COMPANY LIMITED ANGLEC

## JOB DESCRIPTION 1

**JOB TITLE:** Health & Safety Officer

<b>DIVISION</b>	<b>DEPARTMENT</b> Administration	<b>SECTION</b>	<b>UNIT</b>
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<b>GEOGRAPHIC LOCATION</b>  Corito Power Station	<b>TITLE OF IMMEDIATE SUPERVISOR</b>  Functionally reports to Chair of the Safety & Audit Committee. Administratively reports to General Manager.
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**1. KEY DUTIES**

- 3.1 Develop and monitor the Company's safety rules and work protection code.
- 3.2 Plan and organize occupational health and safety programs, activities, procedures and policies.
- 3.3 Develop appropriate emergency plans and response capabilities.
- 3.4 Make recommendations for changes and improvements related to health, safety and hazard management.
- 3.5 Prepare reports on risk analyses and monitor/follow up with the respective Department Heads on recommendations made.
- 3.6 Organize and schedule various safety related training/awareness programs.
- 3.7 Maintain a safe and secure work environment for employees.
- 3.8 Maintain & update records and inform management as required.
- 3.9 Manage Anglec's security system and procedures for compliance as outlined policy documents.
- 3.10 Monitor all worksites for all hazards related to health, safety, security and the environment.
- 3.11 Monitor and gather data on activities related to occupational health and safety.
- 3.12 Communicate safety, health, environment and security issues to all staff.
- 3.13 Promote job safety through various channels.

**2. KEY RELATIONSHIPS**

Administratively reports to General Manager.

Functionally reports to Chair of the Safety & Audit Committee.

Works closely with the Internal Auditor, Information Technology Officer, Human Resource Officer and Department Heads.

Liaise with government and regulatory agencies.

**3. PERSONAL QUALIFICATIONS**

The incumbent should possess an Associate's Degree in Mechanical Engineering or Electrical Engineering and at least three (3) years relevant experience. A Bachelor's of Science Degree in Occupational Health & Safety is preferred. It is also important to have management and leadership skills, interpersonal, customer relational skills and conflict resolution skills.