

Health and Safety Advisor Job Description

Duties and Responsibilities:

- Investigates non-physical claims to confirm the liability or otherwise of the organization, for it to deny or settle the claim
- Carries out duties as may be required by the health and safety manager
- Monitors compliance with the use of quality materials for various work schedules
- Liaises with health and safety regulatory authorities
- Trains employees on best practices that will ensure safety while carrying out day to day work schedules
- Ensures that where necessary changes occur in the organization's work practices if such changes will lead to a marked reduction in the likelihood of avoidable hazards occurring
- Maintains a record each for in-house accidents, both settled and contended claims, and best practices for the organization to ensure its practices are healthy and safe
- Plans with the health and safety manager to train or retrain junior workers to ensure that the team is well-skilled
- Ensure that safety and personal protective equipment are used following manufacturer's instructions.

Health and Safety Advisor Requirements – Skills, Knowledge, and Abilities

- Ability to take note of fine details and not to leave any stone unturned
- Ability to work effectively with others
- A background experience in fast moving industries
- Sound knowledge of health and safety regulations and laws
- Ability to work strictly according to instructions
- Ability to keep official secrets

- Ability to communicate both orally and in writing
- Good interpersonal skills
- Ability to identify health hazards and nip them in the bud
- Ability to lead others and work simultaneously as a member of a team
- Ability to control demeanor and act confidently in challenging and emergency circumstances
- A Bachelor of Arts or Science degree in Safety Management or in any related field like engineering and Science Lab Technology is a major requirement. A professional certification in health and safety management will be an added advantage. Experience in a previous similar role will also serve as an added advantage.