

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

- POST** : **SAFETY AND HEALTH OFFICER/SENIOR SAFETY AND HEALTH OFFICER**
- SALARY** : Rs 19575 x 475 - 21950 x 625 - 23200 x 775 - 32500 x 925 - 37125 x 1225 - 40800 x 1525 - 42325
- QUALIFICATIONS** : A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate **or** passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level";

OR

- C. Equivalent qualifications to A and B above acceptable to the Board.
The Diploma in Occupational Health and Safety of the University of Mauritius or the Diploma in Occupational Safety and Health Management of the University of Technology, Mauritius or an equivalent qualification in accordance with part 1 of the First Schedule to the Occupational Safety and Health Act.
- D. Candidates should also
- (i) be registered as Safety and Health Officer in line with Section 29 of the Occupational Safety and Health Act 2005; and
 - (ii) be computer literate.

Experience in the field of occupational health and safety is desirable.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience claimed.

DUTIES :

- 1 To advise Management on all matters relating to safety and health.
- 2 To ensure compliance with the provisions of the Occupational Safety and Health Act and subsidiary legislations.
- 3 To plan, organize, implement and maintain adequate health and safety measures in the Authority.
- 4 To carry out regularly a risk assessment of all work operations within the Authority and formulate and implement appropriate measures to obviate any risks to the safety and health of employees of the Authority.
- 5 To liaise with Government Institutions, private organisations or individuals on all matters related to the safety and health of employees of the Authority.
- 6 To investigate any occupational accident and recommend on measures to prevent any occurrence.
- 7 To deal with legal matters relating to safety and health and represent Management in Court cases.
- 8 To act as Secretary to Safety and Health Committees.
- 9 To carry out surveys and assess health and safety requirements and recommend adequate health and safety measures in Private Secondary Schools.
- 10 To audit and review any safety and health measures and procedures to ensure occupational safety and health.
- 11 To design, plan, implement and evaluate training programmes aimed at meeting the requirements of occupational safety and health legislation in force.
- 12 To make use of Information and Communication Technology in the performance of his duties.
- 13 To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Safety and Health Officer/Senior Safety and Health Officer in the roles ascribed to him.