



a world class African city



Re-Advert

VACANCY BULLETIN: 001/2024 REF 002
DESIGNATION: COORDINATOR SAFETY
GROUP: CORPORATE SERVICES
DEPARTMENT: INTERGRATED MANAGEMENT SYSTEMS
REPORTING TO: MANAGER SAFETY MANAGEMENT

Appointment Minimum Requirements:

- National Diploma (NQF 6) in Quality Management
- 3 years relevant experience

Primary Function

Oversee and coordinate safety initiatives, programs, and compliance within the organisation. Responsible for planning, implementing and overseeing company's employee safety. Ensure that the company complies and adheres to Occupational Health and Safety (OHS) guidelines

Key responsibilities

Coordinate the development, implementation, and maintenance of the organization's safety programs and policies. Ensure compliance with local, state, and federal safety regulations and standards. Monitor changes in safety laws and regulations and update organizational policies accordingly. Oversee the reporting of safety incidents, accidents, and near misses. Conduct thorough investigations of incidents to determine root causes and recommend corrective actions. Develop and deliver safety training programs for employees, ensuring they are aware of and adhere to safety protocols. Conduct regular drills and exercises to test the effectiveness of emergency response plans. Conduct regular safety inspections and audits to identify potential hazards and ensure compliance with safety standards. Communicate safety-related information to employees through various channels, including meetings, emails, and bulletin boards. Provide support to the safety committee, including scheduling meetings, preparing agendas, and documenting discussions and action items. Liaise with external safety agencies, inspectors, and emergency response organisations as needed. Maintain accurate and up-to-date records of safety incidents, training sessions, and safety-related activities. Maintain accurate and up-to-date records of safety incidents, training sessions, and safety-related activities.

CLOSING DATE: 13 JUNE 2024 @ 17H00

ENQUIRIES: 011 490 7343/7687

TO APPLY EMAIL:

recruitment.corporateservices@citypower.co.za

BULLETIN: 004/2024 REF 002

NB: The City Power application form must be completed and submitted with the application to the relevant email address provided for the specific position. Failure to complete and submit the form will disqualify the applicant for consideration

Note:

- City Power is an Employment Equity Employer; therefore, preference for this position will be given to candidates whose appointment will enhance representation (especially Gender and Disability).
- If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.