

POSITION DESCRIPTION

REF 1314 REGIONAL OHS OFFICER – WAILOKU DEPOT

Salary Scale	\$18,858.00 - \$23,572.50 per annum	Position Type	Established
Structure:	Department:	Operations	
	Sub – Section	Occupational Health & Safety	
Location:	Wailoku Depot		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

Position Objective

The Regional OHS Officer is responsible for the development and effective implementation of WAF's OHS Policy as well as relevant safety programs to address noncompliance within the designated WAF region of operations.

The incumbent will also be responsible for providing sound advice with respect to OHS Policy and OHS legislative requirements to regional managers.

Key Accountabilities

1. Effective execution of OHS plans within the designated Region

- A proactive OHS committee with representation from all departments formed with concerns addressed and OHS action plans implemented
- Regular safety inspections of all WAF sites, locations & buildings conducted
- Regular organisational OHS audits carried out and organisation's operations compliance with OHS policies & programs ensured with OHS standards and systems continuous improvement maintained
- Managers advised of breaches in safety, environment and security standards or hazardous situations with assessment and management of risks monitored.
- Rehabilitation of employees after accidents or injuries is managed and employees satisfactory return to work is ensured

- Quality and timely risk assessments conducted:
 - Dangerous areas of work assessed, and risks ascertained
 - Responded to employees' safety concerns and investigations carried out with appropriate recommendations to management submitted
- Work areas for potential accident and health hazards identified and tested
- Hazards, accidents, injuries and health issues within the workplace recorded and reported in a timely mann
 - quality advice provided to managers with respect to how identified issues/non-compliance is to be addressed
 - Hazards and risks identified are effectively monitored and assessed
- Facilitate the investigation of accidents and unsafe work conditions, study possible causes and recommend remedial action
- Workers' compensation claims effectively monitored & audited
 - any required documentation compiled and submitted
- Timely information and reports to Supervisor OHS submitted for effective decision making.
- Active and innovative contribution towards WAF's health and wellness programs in the region ensured
- Proactive consultation with Regional Managers on OHS related matters is ensured
- Relevant OHS Legislations and Acts fully complied with in the Region's operations
 - Non-conformance to safety, environment and security standards identified and escalated to relevant managers with corrective action plans monitored for timely closure of corrective actions.

2. Review and refinement of the OHS Policy

- Effective contribution to timely and relevant OHS Policy revisions ensured
 - Recommendations / observations from OHS audits and staff feedback submitted to Management as recommendations for policy amendments and / or changes.
 - Development of health and safety systems and procedures effectively assisted

3. Effective and timely OHS trainings delivered

- Health, safety and environment training needs for all staff assessed and the implementation of relevant training to address needs coordinated in partnership with the HR Department

- Oversight of training for OHS reps, fire wardens, fleet and properties staff delivered
- Evaluation of training of OHS reps, fire wardens, fleet and properties staff conducted
- Management and staff awareness on safety accountabilities and responsibilities carried out effectively and at appropriate time
 - Staff OHS awareness conducted
 - brief presentation on OHS are provided to staff
- Evaluation tools for OHS trainings developed, implemented, assessed and considered for the refinement of future trainings.

4. Timely, relevant and compliant reporting

- All internal and external reporting requirements in regards to WAF's OHS function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information request by superiors addressed in a timely manner

5. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the Supervisor OHS effectively and efficiently addressed

6. Organisational Values promoted and demonstrated at all times

- Support toward the alignment of deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- Certificate IV in Occupational Health and Safety

EXPERIENCE, SKILLS, & ABILITIES

- Have at least 3years of experience in an OHS role in a medium to large organization
- Competent in conducting OHS Hazard Audit/Risk Management and OHS Management Systems Audits
- Possess Knowledge in ISO 45000:2018
- Possess at least TOT's Module 1
- Strong Knowledge of HASAWA 1996 and associated regulations and Code of Practice
- Good communication skills
- Knowledge of Emergency Evacuation Procedures
- Computer Literate (Microsoft Office & Outlook)
- Dealing with property related matters will be an advantage

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked "[Confidential REF: 1314 Regional OHS Officer – Wailoku Depot](#)" and should be received no later than **5pm on the 8 December 2023** and could be:

Mailed to:

The Manager Human Resources
Water Authority of Fiji

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building

Emailed to:

or hr.recruit@waf.com.fj