



OCCUPATIONAL HEALTH AND SAFETY OFFICER

(Payclass 09)

Chemistry Department

Faculty of Sciences

UCT Chemistry Department, Faculty of Sciences is looking for an experienced Occupational Health and Safety Officer with the focus on Chemical Safety. Chemistry is seeking a motivated, highly organised person with experience in the H&S management of laboratories, chemicals, and chemical risks to fill this full-time position with effect from as soon as possible.

The main purpose of this job is to provide specialized professional support to the Laboratory Health, Safety and Infrastructure Specialist (LHSIS) to ensure that Chemistry meets and adheres to all relevant requirements of the OHS Act and Regulations, the National Environment Management Act, Waste Act and Regulations, Municipal Bylaws and any applicable national and international guidelines and standards.

The Occupational Health and Safety Officer reports directly to the LHSIS and is responsible to ensure the assessment and minimization of SHE risks across all Chemistry's laboratories. The incumbent will ensure the implementation of UCT's occupational, biosafety, bio- and chemical security and hazardous chemical agent safety policies, monitor safety procedures, develop and review laboratory SOPs.

Requirements for the job:

- Relevant NQF level 7 qualification
- 5 years' relevant SHE experience of which at least 2 years include experience in a laboratory environment (academic research or industrial laboratories) which use hazardous chemicals.
- Advanced computer literacy especially in MS-Office, including spreadsheets and database implementation.
- Excellent English oral and written communication skills.
- Ability to work effectively under pressure within a team and independently.

Advantageous:

Experience in:

- Project management.
- Hazardous chemical agent and waste risk assessments, waste management, online chemical inventory set-up.
- Biosafety level 2 laboratory, biohazardous agent and waste risk assessments.

Appropriate training will be provided as part of career development.

Responsibilities:

- Assist line manager to maintain Chemistry's applicable administrative controls and to archive all relevant legally required OHS documents.
- Provide hazardous chemical agent risk assessment and management support. Assist to set up and maintain a Chemical Hygiene or Safety Plan.
- Conduct regular safety inspections in laboratories and chemical stores.
- Conduct incident investigations and assist in health and safety related audits.
- Educate and train SHE representatives, students and staff in OHS requirements and safe chemical practices.
- Liaise with stakeholders including building inspectors, contractors, etc.
- Complete any online reporting or logging as is required.
- Set-up quarterly health, safety and environmental management update/feedback reports.
- Inform and/or advise line manager on matters of urgency, concern and progress in i.e. chemical, laboratory, safety management etc. and carry out any reasonable instruction/s as required by the line manager.
- Communicate new or changes to existing legislation, standards, guidelines and best practices to line manager and SHE Reps.

The annual remuneration package, including benefits for 2023 is between R465 633 and R547 802.

Please note that the appointment may be contingent on being certified fit to fulfil the inherent health requirements of the position

To apply, please e-mail the below documents in a **single pdf file** to Ms Natasha Khan at recruitment06@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position, and
- Curriculum vitae (CV)

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test

Reference number: E230154

Closing date: 17 March 2023

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf . "

UCT reserves the right not to appoint