

NOTES

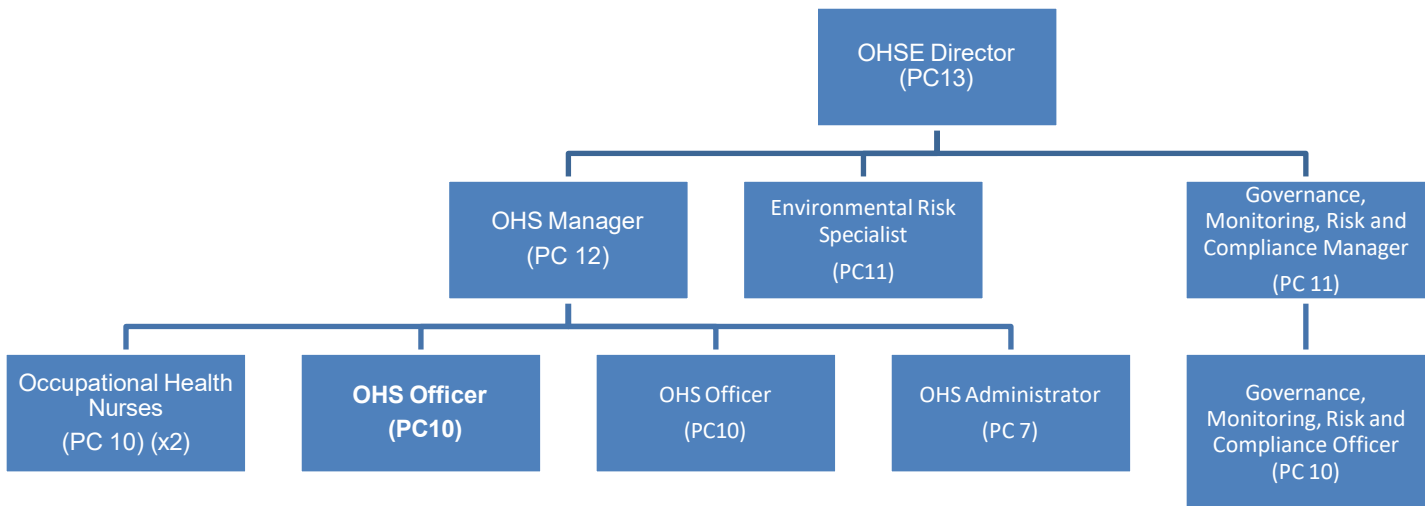
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	OHS Officer		
Job title (HR Business Partner to provide)	OHS Officer		
Position grade (if known)	10	Date last graded (if known)	2023
Academic faculty / PASS department	Pass		
Academic department / PASS unit	Properties and Services		
Division / section	OHSE Division		
Date of compilation	October 2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager’s manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to design, develop and implement Statutory OHSE Training and Events Safety programmes across the University of Cape Town Campuses. The supporting functions consist of execution of assurance programmes in Fire safety, Construction Projects Safety, Vendor Safety, Disaster & Emergency Preparedness, ensuring that there is conformance to all OHSE requirements which is aligned to the Occupational Health and Safety Act 85 of 1993 and its regulations, the City of Cape Town By-Laws and internal UCT policies across the University of Cape Town aligned to ISO 45001 & 14001 systems requirements.

The successful incumbent will report to the OHS Manager within the OHSE Division.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient</p>
1.	OHSE Training	35%	<ul style="list-style-type: none"> a) Design, develop, implement and coordinate all OHSE statutory training programs. (programs on the SuccessFactors platform) b) Review feedback surveys on attendee's experience and address areas for improvement with respective service provider. c) Establish an OHSE Training matrix . d) Ensure that a system for maintaining electronic certificates is in place. e) Engage faculties/departments in advance to establish targeted training needs and appropriate budget provision. f) Engage Human Resource Training regularly and provide updates on training registers as required to satisfy regulatory requirements. 	<ul style="list-style-type: none"> a) Training registers per faculty/department b) Records of feedback survey; dashboards UCT-OHSE c) Training matrix d) Repository of documents/shared folders Annual forecasting e) Training registers/attendance registers

2.	Events Safety:	35%	<ul style="list-style-type: none"> a) Ensure that procedures and templates on events management are communicated to event organizers and stakeholders. b) Ensure that all risk assessments documented are current, valid and accurate as per the activities of the event. c) Review all documents as per regulations, OHSACT and risk and provide feedback to event organizer on status of compliance. d) Issue recommendations to Event organizer and OHS Manager on endorsement or non-endorsement of event with reasons e) Attending key meetings of events planning and organizing. f) During events of high risk, inspect premises and liaise with external event safety professionals. Escalate noncompliance matters to event organizer and/or OHS manager. g) On conclusion of key events ensure that a OHSE report is provided (either by external OHS expertise or self) as part of event safety records and issued to event organizer. 	<ul style="list-style-type: none"> a) Procedures on OHSE website, MS Forms checklists. b) Repository using technology for efficiency (MS Forms) c) Email/report on status of risk and compliance- teams folders d) Email/report on status of risk and compliance e) Meeting minutes Email/report on status of risk and compliance f) Emails/non-conformance reports g) Close-out report on Event safety kept on record in shared folder.
3.	Fire Safety:	10%	<ul style="list-style-type: none"> a) Ensure that fire safety induction and orientation take place at residences, b) Ensure that a support structure for emergency response is established. c) Provide regular fire safety awareness programs. d) Monitor and keep records of all evacuation drills and make sure all recommendations and findings are recorded and actioned. e) Engage external fire insurance service providers regarding scheduled audits and ensure applicable internal resources are available. f) Escalate matters requiring strategic or budgetary provision to OHS Manager g) Engage regularly with maintenance and operations and technology services on continual improvement or changes to current technology or system. 	<ul style="list-style-type: none"> a) Trained Residence coordinators, attendance registers b) Emergency response procedures; structures c) On OHSE website/ Success Factors d) Registers, dashboards & graphs e) Audit program; meeting minutes f) Repository of reports, dashboards and graphs on status of compliance g) OHSE Compliance meeting audit reports, dashboards and traction of actions

4.	Contractor & Vendor Compliance:	10%	<ul style="list-style-type: none"> a) Evaluation and Approval of contractor OHS files and OHS plans based on OHSE specifications. b) Conduct inspections and audits on facilities related to contractor and vendor management. c) Guide contractors and vendors with the compilation of baseline risk assessments where none is available. d) Record keeping of recurring non-compliant vendors and contractors to share with Maintenance and Operations and OHS manager. e) Attend project site handovers and progress meetings. f) Conduct inspections and audits on construction sites as per the Construction regulations of the OHSACT and UCT policies. g) Ensure that all construction related incidents are investigated with appropriate corrective actions and remediations implemented. 	<ul style="list-style-type: none"> a) Checklists and reports b) Inspection and audit reports with action matrix c) Communications and engagement on baseline risk assessment methodology and templates d) Database of non-compliances and rectification e) Written and verbal communications with responsible project managers or maintenance area managers f) Inspection and audit reports with action matrix g) Repository of construction incident reports; supporting the construction safety performance reports and graphs
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5	Emergency and Disaster Risk Management	10%	<ul style="list-style-type: none"> a) In collaboration with the Campus Protection Services, test all the disaster management plans across the campuses as per the UCT Disaster Management Plan and the legislative framework. b) Monitor frequency of emergency evacuations of all buildings with tracking against targeted frequencies and measure status of compliance. c) Test all Campus wide emergency & disaster plans d) Track all corrective actions and provide report to OHS manager. e) Attend regular emergency and disaster management meetings 	<ul style="list-style-type: none"> a) Meetings/plans; records of disaster roll out plan. b) Compliance status update, graphical reporting and records of traction of corrective actions c) Collaboration with first responders d) Support OHS manager with reports for MANCO and COHSAC e) Records of attendees.
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MINIMUM REQUIREMENTS

Minimum qualifications	NQF 6 -in Occupational Health and Safety			
Minimum experience (type and years)	Must have overall at least 5 years of experience in Occupational Health and Safety Training, Events Safety management . Suitable experience in construction safety management and fire safety compliance			
Skills	Must have strong demonstrable communications skills both verbal and written. Must have good time management skills.			
Knowledge	General Occupational Health & Safety, OHSE Training, Fire Safety, projects safety, knowledge and implementation of the OHS Act 85 of 1993, ISO 45001			
Professional registration or license requirements	CHS Officer registration as per South African Council for the Project and Construction Management Professions (SACPCMP); Advantageous if registered as CHS Manager (SACPCMP) preferable.			
Other requirements (If the position requires the handling of cash or finances.	Candidate must be able to work in a dynamic and high-pressure environment and handle multiple tasks with appropriate prioritization.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Facilitating change	2
	Analytical thinking - Problem solving	2	Information management	2
	Formal presentation	3	Conceptual thinking	2
	Communication	3	Resource management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Vendor & Contractor OHS Compliance, Fire Safety; OHS Training, Events Safety, Emergency Disaster Preparedness
Amount and kind of supervision received	On stakeholder engagement, committee attendance and submission of reports to OHS Manager.
Amount and kind of supervision exercised	Decisions pertaining to significant undesirable events that will result in prolonged work stoppages, termination of contracts or events
Decisions which can be made	Establishing level of risk for events, disasters and emergencies or non-compliance on construction sites
Decisions which must be referred	Non-endorsement of events; Hazard/risk that can entail discontinuation of work. Decisions involving budget provision or strategic decision

CONTACTS AND RELATIONSHIPS

Internal to UCT	Faculty and Departmental OHSE community (OHSE officials); project managers; CMD, P&S (Information technology, maintenance and operations)
External to UCT	City of Cape Town, Fire Department, Department of Health, Disaster Management Events Office