



The Sports Company of Trinidad and Tobago Ltd.

Career Opportunity

HEALTH, SAFETY, SECURITY & ENVIRONMENT OFFICER

Department: Office of the CEO
Reports to: Manager, HSSE

Job Summary

The incumbent is responsible for the occupational health and safety program and environmental system compliance within SporTT's operations, including conduct of audits and inspections, staff training, maintenance of compliance computer system records and submission of prescribed reports.

Duties and Responsibilities

- Participate in the investigation of incidents and ensure proper records are completed and submitted, including corrective actions
- Coordinate in the implementation of corrective actions as it relates to the incident and ensure "lessons learned" are communicated throughout the Company
- Coordinate and deliver training programs or media which will increase proficiency in safe practices and promote HSSE consciousness where requested
- Participate in the scheduling of safety meetings across Company locations to review HSSE performance and policies
- Propose, implement and monitor measures necessary to comply with HSSE legislation and codes of practice
- Assist with the implementation of Job Safety Analysis and inspect job site activities during particularly difficult or hazardous work situations
- Conduct pre-operational risk assessments on new sites and design risk mitigation measures
- Participate in workplace safety audits and ensure that any remedial recommendations are implemented
- Ensure that statutory requirements are being upheld throughout the organization
- Prepare correspondence, reports and other documents
- Maintain an accurate and current electronic and hard copy filing system
- Conduct all duties in conformance with Health, Safety, Security and Environment requirements
- Perform other related duties as required



National Cycling Velodrome,
Off Couva Main Road,
Balmain, Couva, Trinidad, W.I.
Tel: (868) 225-4886
E-mail: communications@sportt-tt.com
Web: www.sportt-tt.com

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Minimum Qualifications and Experience

- Training as evidenced by possession of a recognised University degree in Occupational Safety, Health & Environment
- Certification in Medical First Responder Training
- Minimum of three (3) years' working experience in the field of Health and Safety or related field

Or any equivalent combination of qualification and experience

Competencies

- Knowledge of Management Systems, Risk Assessment, Accident Prevention, Emergency Preparedness, Contractor Management, and HSSE Legislation
- In-depth knowledge of the Occupational Health and Safety Act (2006)
- Ability to analyze information quickly and to problem solve and think strategically, position and formulate appropriate recommendations
- Strong communication and presentation skills
- Proficient in the use of Microsoft Office Suite

All applications with full resumes should be sent to:
The Human Resource Department
The Sports Company of Trinidad and Tobago Ltd.
National Cycling Velodrome
Off Couva Main Road, Balmain
Couva

Or via email to: recruitment@sportt-tt.com
Subject: Position Title

Deadline for submission of applications: Monday 28 May 2018

We thank all applicants for your interest. However, only shortlisted applicants will be contacted.

www.sportt-tt.com

1 868-225-4TTO (4886) Ext. 123-125