



Road Traffic Management Corporation

Occupational Health and Safety Officer

Ref No. RTMC/TFM/OHS/2024

Salary Package: Market Related

Position: Occupational Health and Safety Officer
Business Unit: Total Facilities Management
Location: Boekenhoutkloof /Waterfall/ Eco- Park
Job Purpose: The Occupational Health and Safety Officer is responsible for ensuring that all employees work in a healthy and safe manner. The incumbent will conduct OHS audits, coordinate the work done by the Health and Safety Representatives and conduct OHS related training programmes. The incumbent is also responsible for ensuring that risks and hazards are identified timeously.

KEY JOB RESPONSIBILITIES:

- Ensure compliance to the Occupational Health and Safety Act, all regulations as well as all rules and standards.
- Promote awareness and understanding of hazards that can result in harm.
- Give recommendations regarding safe and alternative working processes and mechanisms.
- Complete requisition forms and ensure that safety equipment and PPE aligned to the developed safety standards are purchased.
- Complete the worker compensation claim and ensure that it is send through to the Compensation Fund within set requirements.
- Ensure that all compensation claims are dealt with as per legal and regulatory requirements.
- Ensure that emergency exit / escape route posters are clearly posted and visible on the wall of each floor.

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- Investigate all incidents and accidents and ensure that findings are identified and justified.
- Facilitate the required HIRA (Hazard Identification and Risk Assessment) exercises and make recommendations to improve on all findings.

QUALIFICATIONS AND EXPERIENCE:

- Matric NQF Level 4
- Diploma in Occupational Health and Safety (NQF Level 5)
- SAMTRAC certificate as essential.
- 3-4 years' working experience in OHS.

KEY ATTRIBUTES AND COMPETENCIES:

- Computer Literacy (MS Word, Excel, Emails, and Internet)
- Knowledge of Occupational Health and Safety management principles, frameworks, systems, practices, and processes
- Understanding of road traffic management legislation

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae
- Applications must be forwarded via email to: corporateservicesrecruit@rtmc.co.za
- Candidates are requested to indicate the reference number of the position they are applying for in the email.

NB: Persons with disabilities are encouraged to apply.

Closing date is 16 February 2024 at 16:30 and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

