

Axton Matrix invites suitable qualified candidates to apply for the position of **Health & Safety Officer**.

The successful candidate will be responsible for, but not limited to:

- Assist with management of a construction health and safety file
- Confirm necessary documentation was submitted to the relevant authorities i.e. Notification of construction work
- Attend regular site, technical and progress meetings and report on HSE performance on site. Must be able to develop technical reports
- Facilitate health and safety committee meetings
- Identification of the hazards and risks relevant to the construction project through regular coordinated site inspections
- Establish and maintain health and safety communication structures and systems, distribution of health and safety specific documents to sub-contractors
- Compiling project specific emergency response and preparedness plans
- Testing the effectiveness of the emergency response plans
- Conduct site safety inductions
- Evaluate the levels of compliance of subcontractors to the project specific health and safety plan and client specifications through inspections and audits
- Oversee the reporting and investigation of project related incidents
- Manage the maintenance of all records i.e. HSE working files
- Participation in senior management reviews of the health and safety systems
- Use of trend analysis to identify system deficiencies and incident trends, outline relevant improvements
- Incorporation of changes into health and safety plan years' experience working on large civil projects
- Development of technical reports in relation to health and safety issues and communicate in meetings through presentations to diverse groups of stakeholders

Minimum Requirements & Attributes

- Must hold relevant Safety Courses including OHS Act
- Be registered with the SACPCMP
- Candidates must have a minimum of 5 years' experience working on large civil project and have temporary works/ bridge experience
- Be willing to be based on sites across Southern Africa



T: 011 675 1601/1637 f: 011 6751585 e: info@axtonmatrix.com www.axtonmatrix.com

Registered Address:
886 Almond Rock Avenue,
Strubensvalley,
Roodepoot,
1724

Head Office:
Unit 5 Constantia Kloof Office Estate,
620 Kudu Street,
Constantia Kloof,
Roodepoot,
1737

Should you meet the requirements please email your CV and supporting documents to marilyn@axtonmatrix.com. No applications will be accepted after the below deadline date.

Deadline Date: Wednesday, 14th June 2017