

**Walvis Bay Salt Holdings (Pty) Ltd - an equal opportunity employer - through its subsidiary operating companies, is the largest producer of solar sea salt in Sub-Saharan Africa. Inclusive of its value addition processes the Group's annual output is more than 1 million tons of product.**

### **Position Purpose & Summary**

Reporting to the Managing Director, the incumbent will implement, monitor and maintain the WBSH Occupational Health and Safety Policy, Objectives and Targets, as well as the Occupational Health and Safety strategy, systems, programmes, plans, procedures and emergency response in accordance with ISO45001 and applicable legislation, across the operation.

The position is graded C4.

### **Key Functions & Responsibilities include:**

- Overall responsibility of the Health, Safety and Environmental function, while ensuring the attainment of corporate policy and strategy.
- Review, provide input and implementation of Standard Operating Procedures, Work Instructions according to quality management procedures, SHE policies and procedures to ensure that Occupational Health and Safety is improved across the entire operation.
- Implement and maintain the Occupational Health & Safety management system component of the companywide SHEQ-FS based business management system (BMS).
- Maintain the Emergency Response Plan, and activate, lead and coordinate Emergency Response Procedures for the entire operation.
- Conduct site audits of Emergency Response readiness, including emergency response drills, evaluations and debriefs and recommendations for improvement.
- Design, maintain and recommend improvements on procedures, forms and operational checks for internal reporting of compliance/noncompliance with Occupational Health & Safety requirements.
- Analyse Occupational Health & Safety control data for the different departments and produce reports containing recommendations
- Maintain and enforce Occupational Health & Safety protocols and procedures, as it applies to the Occupational Health & Safety function.
- Implement procedures for the proper and timely assessment of occupational health and safety risks and impacts and implement the necessary controls or management measures.
- Ensure occupational hygiene is maintained across the operation (toilets, change-houses, kitchens, dustbins) by doing hygiene inspections/audits of facilities across site.
- Accurately capture Occupational Health & Safety performance indicators, generate clear and concise Occupational Health & Safety monitoring records, analyse these to determine trends in Occupational Health & Safety performance, recommend changes and report through to management.
- Take necessary action to communicate, advise and assist the direct Line Manager according to performance levels or adherence to Occupational Health & Safety requirements or procedures, and maintain relevant records.
- Participate in Root Cause Analysis of audit findings or incidents and follow-up on implementation of Corrective Actions (CA) and accurately report on relevant outstanding actions.

- Acts as custodian of the documents and records of the Occupational Health & Safety function (manage documentation) as per document control procedure.
- Continually improve the effectiveness of the SHERQ BMS by contributing to, and participating in management reviews of the system to ensure its suitability, adequacy and effectiveness.
- Drives Incident & Accident Management via SharePoint – ensures that incidents and accidents are logged, attended to and closed out and that the system reflects the current status of all reported Occupational Health & Safety related incidents and accidents.
- Assist other departments to investigate, monitor, document and report on Occupational Health & Safety related accidents, customer complaints or queries.
- Make recommendations for changes in equipment and or processes to correct non-conformance to Occupational Health & Safety standards and requirements.
- Determine applicability of administrative and regulatory requirements and laws and implement applicable regulations and standards to ensure compliance is met.
- Implement approved communication strategy for the improvement and awareness of Occupational Health & Safety issues across all departments.
- Train and educate peers and workforce on the Occupational Health & Safety objectives and on the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.
- Compile management reports, audit reports, bi-annual management reviews, compile and distribute internal audit reports etc.
- Ensure safety toolbox talks are conducted and effective.
- Present safety induction and reinduction, and facilitate the entire induction and assessment process.
- Develop & present Occupational Health & Safety related training material.
- Coordinate the SHE Committee function, including SHE rep committee nominations, compilation of SHE statistics and trends for review by the Committee and minute taking.
- Ensure compliance to ISO 9001 and HACCP requirements.
- Reduce nonconformance by operating according to quality standards and procedures. Provide input to develop plans for reducing re-occurrences.
- Ensure that set goals and targets for safety activities and environmental initiatives are met.
- Ensure that goals and targets for food safety activities and initiatives are met.
- Perform risk and environmental impact assessments for the section.
- Conduct regular field inspections to verify site is being operated in compliance.
- Health, Safety & Quality Standard deviations: take action via Job Request, Incident Report, employee training, counselling & disciplinary action.
- Attend and participate in department HSE meetings and assist in resolving HSE concerns and issues.
- Responsible for incident reporting, logging on SharePoint, Investigating and implementing CPA.
- Conduct incidents investigations.
- Responsible for housekeeping in area of responsibility and ensure subordinates do routine housekeeping and perform necessary inspections.
- Contractor Management:
  - Oversee Security Contractor
  - Oversee Advanced ILS Medic Contractor.
- Road Signage: Assess, guide and advise on the need for new signage or replacement signage on site.
- Waste Management: Ensure wheely bins are empty by conducting spot checks, inspecting waste areas, and arranging for waste removal from site.

#### **Minimum Educational, Experiential & Certification Requirements**

- National Diploma in Safety Management or related field.
- At least 8 years relevant experience in Safety and Occupational Health in mineral processing or similar industry.

- Certificate (SAMTRAC/SHEBA/NEBOSH or similar) will be an added advantage.
- Computer literate
- Code B / BE driver's license.

### **Knowledge Requirements**

- Namibian Labour Act (Act 11 of 2007) and associated Occupational Health & Safety Regulations
- Mining Ordinance
- ISO, HACCP, & Food Safety Knowledge
- Road Traffic & Transport Act
- Knowledge of development and implementation of Occupational Health & Safety Management Systems
- Legal requirements pertaining to Occupational Health & Safety
- Document Control Procedure
- Risk assessment procedures, root cause analysis and hazard identification
- Industry Standards
- Knowledge of development and implementation of Occupational Health & Safety Management Systems
- Plant / site work processes
- Occupational Health & Safety Performance Indicators
- Systems Audit Procedures
- Emergency Response coordination and plans
- Contractor management
- Knowledge of Environmental Standards and Requirements. EIA & EMP
- SHEQ policy and procedure drafting and implementation
- SHEQ training material development and training facilitation

### **Competency Requirements**

- Corporate mission, vision and values orientated and driven
- Detail focussed
- Results and Quality orientated
- Excellent proactive written and oral communicator
- Organising and planning focussed
- Ability to operate independently

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**Location: Walvis Bay**

**Closing Date: 31 January 2024, 19:00.**

**To apply for this position please visit: [https://jobopportunities.net/jobs\\_search.aspx](https://jobopportunities.net/jobs_search.aspx).**

**For assistance on the portal, please contact the Tara Nawa team at +264 (064) 402 403.**

- **The Company reserves the right not to fill this position.**
- **Only short-listed candidates will be notified, and no documentation will be returned.**
- **Walvis Bay Salt Holdings (Pty) Ltd is an EQUAL OPPORTUNITY employer - Women and Differently Abled Persons are encouraged to apply.**