



## JOB DESCRIPTION

### A IDENTIFICATION INFORMATION

A1	<b>Job title:</b>	Safety Health & Environment Manager
A2	<b>Department/Programme:</b>	Administration
A3	<b>Section/Project:</b>	Safety Health & Environment
A4	<b>Reports to (position):</b>	General Manager
A5	<b>Supervises (Name of Positions):</b>	Safety Health & Environment Officers

### B JOB DESCRIPTION

**B1 Overall purpose of the job.** Ensure that the o manage and co-ordinate activities pertaining Safety, Health and Environment issues and monitor the implementation and compliance of the Safety, Health and Environment programs.

### B2. Key Responsibilities

#### Process Manager

- Establish and set annual SHE objectives and targets
- Enhance safety practices amongst company employees and ensure that all National legislation is compiled with to provide a safe and accident-free environment
- Plan and establish policies, procedures & work instructions for all SHE related issues.
- Guide the Safety Supervisor to establish operational plans and procedures to minimize or eliminate safety hazards
- Establish and review procedures and instruments used to investigate, assess, follow up and control the safety-related impact of various activities on the Estate.
- Promote environmental awareness through educational campaigns within the company.
- Practice In-Management review meetings to review environment policy objectives and targets and audit findings.
- Guide and coach all other company staff in the performance of their functions ensuring that they are in harmony with statutory environment regulations, draw up and participate in the identification of environmental training requirements for staff/employees and implement such programs.
- Co-ordinate with the Government and its appointed agencies like NEMA, District Environment Officer etc, on all company matters relating to the Environmental Management
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- Advise Management on all matters relating to the environment
- Gather, compile and manage information on the environment and submit such records to relevant authorities such as NEMA as maybe required by Law.
- Compile and keep an up to date register of all environmental legislation/requirements and ensure that the relevant staff is knowledgeable about the various laws that impinge on their activities.
- Draw up programs for implementation, monitoring & evaluation program ensuring that they comply with relevant governing laws and are environmental friendly.
- Assess all environmental aspects of the company's operation and design action plan and mitigation measures and oversee all implementation of all environmental management programs.
- Carry out annual in-house environmental audits.
- Perform any other related duties as maybe assigned by the General Manager/Management from time to time.

#### Knowledge, qualifications & Experience

**C1.1 Education:** A bachelor of Science degree in Industrial Chemistry from an accredited University.

**C2.2: Experience, Skills, and Competences:** A minimum of 5 years of working experience in a large production industry. Skills in sensitization and promotion of safety practices, effective and



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efficient service delivery, planning, monitoring and evaluation skills, good interpersonal and good communication skills

**Communication Skills:** Being a management role the position requires constant interactions with, and excellent communication skills in order to pass down instructions.

**Ms Office:** A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, **Interpersonal Skills:** The candidate must be a helpful, calm, and professional individual, with good time management skills. **People Skills:** An individual who is able to garner the trust and respect of departmental heads and management.