

# Key responsibilities of positions under the Day Worker Deployment List

## SAFETY & COMPLIANCE DEPARTMENT

### **Coordinator Safety Health & Environment**

- Coordinate the SMS planning, implementation, monitoring and improvement of all safety, health and environment programmes.
- Assures that ATS complies with applicable statutory and regulatory requirements related to safety, health and environment.
- Implement safety, health and environment monitoring program that includes survey, inspections, test, observations, reporting, deviations, non-conformities and lapses and provide recommendations for their corrective actions and improvement.
- Maintain a reporting system in the identification of safety, health and environment hazards and monitoring of the progress of the IAMS reports to ensure hazards are addressed and risk mitigated in a timely manner.
- Monitoring safety concerns in the aviation industry and their perceived impact on the organization's operations aimed at service delivery.
- Promote a healthy work environment by planning, implementing and maintaining work programmes that encourage are clean and health work station for employees, adhering to Government guidelines for workplace safety, Health and Safety at Work Act (1996) and the International Labour Safety Standard, OHS 18001.
- Coordinate and communicate (on behalf of the Manager Safety and Compliance / CEO) with international agencies on issues relating to safety.
- Ensure that the organization meets any applicable food safety related statutory and regulatory requirements through its FSMS and that it harmonizes the standards to ensure confidence to customers and consumers.
- Investigate workplace accidents, managing workers' compensation programs and lagging areas that pose as safety risk and create hazardous conditions.
- Coordinate and communicate with the statutory and regulatory authority on issues relating Safety, Health and Environment as may be required.
- Train employees during safety induction. Create and advocate employee awareness of environmental issues promoting conservation and sustainability of nature.
- Liaise with Government, donors and organizations with similar interests on environmental related issues and updates.
- Ensure that the Food Safety Management System is effectively established, documented, implemented and maintained to ensure its suitability, adequacy and effectiveness and is within the framework of the FSMS.
- Ensure that management principles include customer-focused, leadership, involvement of people, process approach, system approach to management, continual improvement, factual

approach to decision making and mutual beneficial supplier relationships as deployed within the FSMS.

- Act as company spokespersons during government health inspections and hearings.
- Ensure that the implementations of environmental campaigns are effective.
- Carry out impact assessment for environmental awareness projects.
- Provide timely advice and information required by the Manager Safety and Compliance for submissions to Management Review Board (MRB).
- Develop safety, health and environment monitoring program that includes survey, inspections, test, and observations.
- Plan and organize staff safety training.
- Prepare and assist to facilitate the budget and ensures that funds are allocated appropriately to respective Safety, Health and Environment programs.
- Develops policies and procedures for workplace safety, draft company safety manuals and communicate the latest government regulatory changes.
- Draft and implement Occupational Health and Safety programs and ensure that the program goals protect employee health and prevent workplace hazards and injuries.
- Draft environmental policies.
- Assess environmental projects and evaluate the performance of projects and employee awareness levels and employee performance in relation to environmental issues.
- Analyse environmental matters and write reports on behalf of line manager.