

POSITION DESCRIPTION

POSITION TITLE	Health & Safety Officer cum Nurse
POSITION LOCATED AT	Subic Bay - Philippines
REPORTING TO	Senior Human Resources Manager
DIRECT REPORTS	NA
EMPLOYMENT CLASSIFICATION	Full time
POSITION OVERVIEW	To provide support to the company and its employees in promoting health strategies and identify potential safety hazards in the work environment. The Occupational Health Nurse cum Safety Officer serve as the company's compliance officer in all matters relevant to OSH Standards while performing that nurse duties for the employees.

SPECIFIC OBJECTIVES

1. Oversee the overall management of the OSH program in coordination with the OSH Committee.
2. Frequently monitor and inspect any health and safety aspect of the operation being undertaken with the participation of supervisors and workers.
3. Ensure safety standards are met and identify potential safety hazards in the workplace.
4. Assure compliance with regulatory requirements related to clinical operations.
5. Evaluate and treat all injuries and illnesses within the scope of practice consistent with clinical nursing guidelines.

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Assist the government inspectors in the conduct of safety and health inspection at any time whenever work is being performed or during the conduct of an accident investigation by providing necessary information and OSH reports as required by the OSH standards.	Monthly Occupational Safety and Health Reports
Conduct and initiate Safety Meetings and provide reports thereof.	Monthly Safety Meeting Reports
Submission of Annual OSH report to DOLE Regional Office	Annual OSH Reports

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Work closely with employees to raise healthcare awareness by incorporating health promotion strategies to minimize accidents and teach workers to be more responsible in the workplace.	
Secure and develop all records, equipment and programs related to occupational health services.	
Ensure clinic-related matters including but not limited to medicines, equipment and tools are accounted for.	Monthly Clinic Reports
Create emergency workplace preparedness plans.	
Conduct mandatory trainings on Occupational Safety and Health	8-hour Mandatory OSH Training Materials
Prepare Work Accident/Illness Exposure Data Report	
Administer first aid treatments and provide medications to employees as needed and monitor and record employee's conditions.	
Interpret and evaluate diagnostic test based on verification of medical certificates and ensure that the sick employees submit "fit to work" and maintain all records of employee conditions	
Any other duties, consistent with the role, or as required from time to time by the President, Human Resource and Legal Affairs Manager, and other relevant departments.	
Demonstrate a high level of professional and personal standards and conduct.	
Observe OH&S and company policies.	Pro-actively ensure up to date knowledge of and compliance with OH&S policies and procedures and participate in their further development by identifying risks and escalating them appropriately. Observe company policies

COMMUNICATION (regularly communicates with)

Furniture Production Manager, Machine Operators, Designers, Sales Team and other relevant department.

Dunbrae Subic Incorporation

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SKILLS AND EXPERIENCE	DESIRABLE	ESSENTIAL
EDUCATION		
Bachelor's Degree in Nursing		✓
Graduate Studies	✓	
WORK EXPERIENCE		
Minimum 1 year experience in similar role or capacity		✓
TECHNICAL KNOWLEDGE		
Registered Nurse		✓
With Basic Life Support Training and First Aid Training		✓
With BOSH Training (Safety Officer 2)		✓
With Occupational Health Nurses Association of the Philippines Training	✓	
Knowledge in Occupational Safety and Health and Emergency Response		✓
LANGUAGE SKILLS		
Strong written and verbal communication skills		✓

SKILLS, ABILITIES & COMPETENCIES, AND QUALITIES

Hardworking, energetic individual, Detail oriented, Problem Solver, Superior Customer Service skills, Think outside the box, Ability to multi-task and make good decisions, Ability to manage and motivate a team, Ability to work under pressure and balance the competing demands of several managers, Proactive approach, Excellent level of integrity, Trustworthy and target-oriented, Ability to work autonomously

JOB SPECIFICATION ACCEPTANCE

EXPLAINED BY:		
Supervisor / Manager Name	Signature	Date
ACCEPTED BY:		



Part of the DUNBRAE Group of Companies.

Employee Name	Signature	Date