

PROPOSED SCHEME OF SERVICE

- Organisation:** Mauritius Oceanography Institute
- Post:** Health and Safety Officer (Part Time)
- Salary:** MOI 1 : Rs 17700
- Effective Date:** January 2016
- Qualifications:** A. Diploma in Occupational Health and Safety of the University of Mauritius or a Diploma in Occupational Safety and Health Management of the University of Technology, Mauritius;
- OR
- An equivalent qualification acceptable to the MOI Board
- Role and Responsibilities:** To be responsible for the promotion of an occupational safety and health culture in the Institute and ensure compliance/enforcement of Health and Safety regulations currently in force.
- Duties:**
1. To advise management on all matters related to safety and health under the Occupational Health and Safety Act and related legislation and ensure that all other provisions are complied with;
 2. To assist in the preparation, elaboration and implementation of plans to maintain adequate safety and health measures;
 3. To ensure and facilitate compliance with legislation related to occupational safety and health at the Institute;
 4. To audit and review any safety and health measures and procedures to ensure occupational safety and health;
 5. To investigate any occupational accident and recommend on measures to prevent its occurrence;
 6. To inspect all areas, assess all risks and make recommendations thereon including provision of protective equipment;
 7. To design, plan and conduct training programmes in line with the requirements of occupational safety and health legislation in force;
 8. To identify hazards, evaluate the level of risk and advise on appropriate control measures and develop appropriate plans to mitigate the risk level;

9. To enquire into all complaints related to occupational safety and health and recommend an any safety and health measures to be implemented;
10. To carry out in-depth investigation on any work-related illness, occupational accident and incident and submit a report thereon together with corrective actions to be taken;
11. To perform such other duties as provided for in the Occupational Safety and Health Act and any other relevant legislation;
12. To use ICT in the performance of his duties; and
13. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.