

Job Description

Occupational Health and Safety Officer – Yoni Chiefdom, Sierra Leone

Company Description:

Miro Forestry Company Limited is one of West Africa's leading plantation forestry businesses, employing approximately 1,000 people, operating high quality plantations while preserving ecological environments and supporting local employment and community development.

The Company operates established and expanding plantations in Ghana and Sierra Leone, planting eucalyptus, acacia, teak and other hardwood species for the production of commercial wood products including sawn timber, plywood and transmission poles. The Company has established over 5,000 hectares to date and is planting a further 1,500 hectares per annum in each country.

The Occupational Health and Safety Officer ("OHS Officer") will be based on Miro's Yoni Plantation, near Mile 91, in the Yoni Chiefdom of Sierra Leone with regular travel to Bradford, the employee will be employed by Miro Forestry (SL) Limited ("MFSL").

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The OHS officer's core duty will be overseeing full site responsibility for all OHS management, including compliance to international standards and developing, coordinating and implementing effective management plans to ensure incidents, accidents and near misses are mitigated and circumvented.

The position requires involvement across all aspects of the business from field operations (including nursery, plantation establishment, and maintenance and harvesting), to administration and HR personnel, to train, develop and ensure operation according to documented best operating practices and in conformance with Forest Stewardship Council (FSC), ISO and International Labour Organisation (ILO) standards. The position requires a dynamic individual with a strong interest in Health and Safety and excellent leadership, communication and computer skills. The individual must be self-motivated and team oriented, able to work independently and committed to responsible forest stewardship. The successful candidate will have significant opportunity to grow, develop and be rewarded with the Company.

The OHS Officer will report directly to the Senior Forester and the General Manager with oversight from the Group Environmental, Health and Safety and Social Manager.

Responsibilities:

1. Compliance

- a. Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- b. Ensure that MFSL complies the Principles and Criteria of the Forest Stewardship Council (FSC) and International Finance Corporation (IFC) Performance Standards.
- c. Work with management, the plantation forestry, health and safety and community teams to achieve OHSAS 1801 certification by 2019.
- d. Identify compliance issues that require follow-up or investigation and collaborate with other departments to direct compliance issues to appropriate channels for investigation and resolution.

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- e. Develop, maintain, and revise policies and procedures as necessary and to comply with any changes to standards and regulations. Provide employee training on compliance related topics, policies and procedures.
- f. Conduct periodic internal reviews and audits to ensure that compliance procedures are followed.
- g. File appropriate compliance reports with regulatory agencies.

2. Incident, Accident and Near Miss Management

- a. Ensure a safe workplace environment without risk to health
- b. Ensure the completion and regular review of risk assessments for all work equipment and operations.
- c. Ensure that all accidents are documented, investigated and recommended improvements implemented.
- d. Manage the incident and accident reporting database and ensure all relevant documentation is updated.
- e. Complete prevention inspections on a regular basis and ensure good records are maintained.
- f. Provide support and expertise to management in incident investigation and reporting (including dangerous occurrences and occupational diseases).
- g. Conduct equipment inspections for legal compliance and to promote safe conditions.
- h. Create and implement safety checklists for all relevant operations.
- i. Conduct occupational health and safety related surveys e.g. noise, lighting, exposure to chemical substances and make associated recommendations.
- j. Be responsible for the Company Emergency Preparedness Plan, including regular drills and update plan as necessary, including all stakeholder communication surrounding the plan.

3. Implement the Health and Safety aspects of the Integrated Environmental and Social Management System (ESMS)

- a. Work with central (group) and senior management to co-ordinate and roll out an ESMS in accordance with FSC, ILO and OHSAS 18001 standards.
- b. Manage, champion, upkeep and audit the OHS aspects of the system.
- c. Ensure timely production of all OHS reporting.

4. Road Safety Management

- a. Implement the Company's Road Safety Management Plan with a zero tolerance approach to non-compliance.
- b. Work with multidisciplinary teams to enforce additional road safety precautions and support all teams in implementation.
- c. Conduct frequent spot checks and audits to ensure compliance, reporting on progress.

5. Engage regularly with relevant stakeholders and train employees on OHS issues

- a. Liaise with any stakeholders in relation to OHS- related legislation, rules and company standards.

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- b. Resolve any OHS grievances/ complaints that may arise.
- c. Perform regular OHS awareness training sessions for both internal and external stakeholders.
- d. Conduct safety induction training for new employees and ensure pre-employment medical examinations are done.

6. Documentation

- a. Be responsible for and maintain all OHS documentation.

7. Management and Leadership

- a. Collaborate with all other departments aiming to foster a collaborative, cross departmental, approach and collaboration toward common targets.
- b. Manage annual budget for OHS department. Take responsibility for operating with agreed budgets.

Qualifications and Experience:

- A degree in Safety Management, Forestry Management, or a related field, a Masters Degree would be an added advantage
- A minimum of 3 years working experience in professional safety leadership in a land based sector
- Knowledge of the FSC Principles and Criteria, ILO standards, OHSAS 1801 as well IFC Performance Standards and all enactments relating to best OHS management practices
- Good communication skills in (English and Temne)
- Proficiency with MS Office is absolutely essential
- Well-developed interpersonal and communication skills, both oral and written communications, sound presentation

Remuneration:

- Competitive on application.

Enquiries / Applications:

- Please email applications for this position to sd@miroforestry.com, including a short covering letter (including email and telephone contact details) and a CV.