



The National Library of South Africa wishes to make the following appointment at its Pretoria Campus:

Occupational Health and Safety Officer
(12-month fixed term contract)

Reference Number: 01/05/2024

Salary scale: R 453 194.00 – R 526 993.00 Total Cost-To-Company

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific, and innovative development by collecting, recording, preserving, and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources. The NLSA employs approximately 200 employees.

We are inviting applications from suitably qualified persons for appointment on a **12-month fixed term contract**. The successful candidate will report to the Manager: Administration and Facilities Management.

The OHS officer will monitor the NLSA's workplace activities to ensure that all staff, contractors, visitors and Library users comply with health and safety policies and related regulations. The OHS Officer will advise the NLSA on all aspects concerning health and safety as per Occupational Health and Safety Act: 85 of 1993. The successful candidate will be based at the NLSA's Pretoria Campus but will be responsible for all of the NLSA's sites.

KEY PERFORMANCE AREAS

- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and regularly reviewed, updated, and communicated.
- Develop, implement, and manage injury/illness/accident prevention programs and direct and coordinate the participation of various programmes within the NLSA.
- Conduct regular safety audits, including inspection of facilities, work areas, equipment, work practices, and safety devices to ensure compliance with required workplace safety standards and regulations.
- Report findings to the Admin and Facilities management and recommend changes to establish safe working conditions.
- Prepare and present Quarterly health and safety reports, maintain proper documentation to conform with record keeping requirements of the OHS Act.
- Ensure that all service providers and contractors working in the NLSA premises, comply with all relevant health and safety policies and regulations.

- Ensure that the NLSA building, in particular the rented venues comply with the health and safety policy and regulations.
- Ensure that every User of the rented facilities, where required comply with all relevant Municipality by-laws, health and safety policies and regulations.
- Establish and maintain health and safety teams within the NLSA as required by the OHS Act and its regulations, ensure that health and safety training records are kept.
- Conduct fire drills and incidents investigations.
- Participate in monthly meetings when required to report on relevant health and safety matters.
- Perform any other act that will enhance the health and safety of the NLSA staff, visitors, contractors and library users.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- National Diploma, Degree in Safety Management or equivalent qualification.
- The SAMTRAC certificate will be an added advantage.
- Minimum of 3 years of experience as a Safety Officer.
- Valid driving license (Code 8).

KEY COMPETENCIES AND ATTRIBUTES

- High level of accuracy and attention to detail.
- Good interpersonal and communication skills.
- Ability to perform under stressful conditions.
- Ability to write a comprehensive report.
- Ability to work in a team but also independently.
- Stress management skills.
- Effective organisational skills.

The NLSA is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from people living with disabilities.

The NLSA reserves the right to not make an appointment.

Prospective candidates will be subjected to background verification, competency assessments and security clearances.