

Job Description

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| **Position Title: Environment Health and Safety Manager****Reports To: Site Director** **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Role Description:**Directly responsible for leading the implementation of HSE programs**Key Responsibilities*** EHS processes implemented in accordance with Sodexo, client and applicable legal requirements
* Line management prepared to lead EHS on a daily basis through training and coaching
* Hourly employees prepared to complete their jobs in accordance with applicable EHS requirements
* Audits and inspections completed, line management assisted to develop corrective action plans; and completion of the plans tracked
* Line managers, supervisors and hourly employees trained in completing inspections and in the reporting of leading indicators
* Line managers and supervisors trained on incident reporting, investigation and root cause analysis
* All incident cases reported, classified and investigated
* Business Continuity Planning deployed
* EHS documents and records maintained
* Current on applicable legal and local / national requirements and internal requirements (Sodexo, client)
* EHS reports prepared and issued
* Provide support for bids and tenders Communicate and motivate safety at all levels
* Establish the annual EHS goals by setting objectives and targets according to the EHS policy
* Maintain site specific Risk register with assessment done to impose the action plan to minimize   the risk level
* Responsible for electrical safety management system through performing regular inspection and maintenance of electrical equipment; staff qualified electrical workers

**Qualifications:*** Degree from an accredited institution in a health and safety related discipline that includes some formal safety component
* At least 5 years of experience as leader or team member in
	+ implementing safety systems, policies and procedures
	+ changing a safety culture
	+ developing and leading teams
	+ safety auditing / inspecting
	+ training
* Excellent communication skills
* The ability to liaise with various government agencies levels of management, clients and employees
* The ability to identify areas for improvement
* Strong ability to organize, analyses, interpret and take sustainable corrective action
* Ability to work under pressure
* Fluent English speaker; other languages is added advantage, Preferably Kannada Speaking.

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