

## JOB DESCRIPTION

### HEALTH, SAFETY AND ENVIRONMENT OFFICER

JOB DETAILS			
Position Title:	Health, Safety and Environment Officer	Grade	
Department/Division:	Facilities and Maintenance		
Reports to:	Assistant Manager – Facilities and Maintenance		
Supervises:	None		
Last Updated on:	November 1, 2023		

#### **Job Purpose**

The Health, Safety and Environment Officer is responsible for overseeing health, safety and environmental policies and procedures at RIT Dubai. The incumbent contributes to the review and development of health and safety guidelines and assists RIT Dubai in understanding occupational health and safety hazards.

#### **General Duties and Responsibilities:**

Responsibilities include, but are not limited to:

- Develop and update health and safety policies and procedures to ensure compliance with relevant regulations and best practices.
- Conduct regular risk assessments of university facilities, laboratories, and activities to identify potential hazards and implement preventive measures.
- Respond to and investigate accidents, incidents, and near misses. Develop and implement corrective and preventive action plans.
- Organize and deliver health and safety training programs for staff, faculty, and students. Promote safety awareness and best practices.
- Ensure that the university complies with all applicable health and safety regulations. Keep abreast of regulatory changes and advise on necessary adjustments.
- Develop and maintain emergency response plans, conduct drills, and coordinate with relevant emergency services.
- Participate in or lead safety committees and meetings to engage the university community in safety initiatives.
- Conduct regular safety inspections of university facilities, equipment, and processes. Document findings and ensure corrective actions are taken.
- Maintain accurate records of safety incidents, inspections, and training activities. Prepare reports and documentation for regulatory agencies as required.
- Oversee the safe storage, handling, and disposal of hazardous materials in accordance with regulations.
- Promote a culture of safety by organizing safety campaigns, awareness events, and recognition programs.

- Advise on the design and construction of new buildings and modifications to existing structures with regard to safety, health, and welfare.
- Support academic staff in developing a safe operating procedure for the laboratories.
- Oversee the safety performance of contractors to ensure adherence to established safety guidelines.
- Advise on health and safety aspects in the planning and execution of university events.
- Establish mechanisms to meet international standards in quality management, environmental management, and occupational health and safety.

### **Job Qualifications:**

- Bachelor's degree in occupational health and safety, environmental science, or a related field is preferred, it's not always mandatory.
- Occupational Safety and Health Diploma, NEBOSH General Certificate, NEBOSH International Diploma.
- Relevant industry certifications (e.g. HSE Auditor, first aid, CPR, firefighting certified, etc.)
- Excellent communication skills (spoken, read and written) in English.
- Must have 2 to 3 Years of relevant experience in a similar role
- Ability to work under pressure, multi-tasking and meet deadlines
- Accuracy and attention to details
- Self-driven, motivated, supportive, team player and transparent.

### **Application Process:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu). Please submit the following items as part of your application:

- Subject line must include the source, your name and position you are applying for; e.g.: RIT Website –Name – HSE Officer
- Resume or curriculum vitae
- Contact information
- A cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements, and how these address the required and preferred qualifications for the position.
- Names, addresses and phone numbers of three references

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted.

For more information, please visit RIT Dubai website at [www.rit.edu/dubai](http://www.rit.edu/dubai)