

Terms of Reference (ToR) for Occupational Health and Safety Officer – Hydropower Project

1. Position Title:

Occupational Health and Safety Officer

2. Project Overview:

This role is for an Occupational Health and Safety Officer engaged in a hydropower project involving construction and operation of a hydroelectric power plant. The officer will be responsible for safeguarding the health, safety, and welfare of all workers, contractors, and other personnel on the project site, in line with all relevant safety laws and regulations.

3. Purpose of the Position:

The Occupational Health and Safety Officer will be responsible for the development, implementation, monitoring, and improvement of health and safety systems, policies, and practices throughout the lifecycle of the hydropower project. The officer will work to ensure compliance with legal, environmental, and health and safety requirements to minimize risks and protect the well-being of all personnel.

4. Key Responsibilities:

a. **Health and Safety Management System:** - Develop, implement, and maintain an Occupational Health and Safety (OHS) plan tailored to the specific needs of the hydropower project. - Ensure that the health and safety systems align with relevant local laws, industry standards, and international best practices (e.g., ISO 45001, OHSAS 18001, etc.). - Regularly review and update OHS policies and procedures to adapt to any changes in project requirements, regulations, or work environment.

b. **Risk Assessment and Hazard Management:** - Conduct thorough risk assessments of all activities and tasks performed on-site, identifying potential hazards and proposing preventive measures. - Develop and implement control strategies to mitigate identified risks. - Monitor and assess the effectiveness of these strategies to ensure the ongoing safety of workers.

c. **Site Safety Inspections and Audits:** - Perform daily site safety inspections to ensure that all work activities are carried out in a safe manner. - Carry out regular safety audits and assessments of the construction site, equipment, and machinery to identify any hazards and ensure compliance with safety standards. - Ensure that all personnel comply with safety procedures and utilize personal protective equipment (PPE) properly.

d. Training and Awareness: - Develop, implement, and maintain an occupational health and safety training program for all workers and contractors. - Conduct induction training for new hires and provide regular safety refresher courses to keep workers informed about potential hazards and safety procedures. - Promote a culture of safety awareness through continuous education, toolbox talks, and interactive safety programs.

e. Accident and Incident Investigation: - Lead investigations into accidents, injuries, near misses, and unsafe conditions to determine root causes and recommend corrective actions. - Maintain accurate and detailed records of all incidents and ensure compliance with reporting requirements. - Analyze trends and statistics related to health and safety incidents to identify areas for improvement and proactively address potential risks.

f. Emergency Preparedness and Response: - Develop and implement emergency response plans and procedures, including evacuation plans, first-aid, firefighting protocols, and other necessary contingencies. - Coordinate and conduct emergency drills to ensure that all workers are familiar with emergency procedures and know how to act in case of an emergency. - Ensure proper maintenance and availability of emergency equipment, such as fire extinguishers, first-aid kits, and emergency exits.

g. Health and Wellness Programs: - Ensure the implementation of health and wellness initiatives to promote the physical and mental well-being of the workforce. - Monitor working conditions, including noise levels, air quality, and ergonomics, to ensure they meet health standards. - Provide support and guidance on work-related health issues such as stress, fatigue, or exposure to harmful substances.

h. Compliance and Regulatory Oversight: - Ensure that the project adheres to local, national, and international health and safety regulations, including compliance with environmental health and safety (EHS) laws and codes of practice. - Maintain up-to-date knowledge of all relevant OHS legislation, industry standards, and best practices. - Liaise with regulatory authorities and external agencies to ensure compliance and address any issues.

i. Personal Protective Equipment (PPE) Management: - Ensure that adequate PPE is available, functional, and used by all personnel on-site. - Monitor the quality and supply of PPE, ensuring that it meets safety standards and is replaced when necessary. - Provide guidance on the correct use and maintenance of PPE to all workers.

j. Documentation and Reporting: - Maintain comprehensive records of all OHS activities, including risk assessments, inspections, training sessions, incident reports, and corrective actions taken. - Prepare and submit regular safety reports to project management, including key performance indicators (KPIs), safety performance trends,

and recommendations for improvements. - Ensure that documentation is kept up to date and easily accessible for audits and regulatory inspections.

k. Promote Safety Culture: - Foster an environment of proactive safety participation and collaboration among workers, contractors, and management. - Encourage employees to report unsafe conditions, hazards, and near misses through a transparent reporting system. - Organize safety awareness campaigns and promote good health and safety practices across the workforce.

l. Liaison with External Stakeholders: - Work closely with contractors, subcontractors, and other stakeholders to ensure they adhere to project-specific health and safety requirements. - Provide safety guidance to external parties working on the project, ensuring all are aligned with the safety expectations of the project.

5. Qualifications and Experience:

- Bachelor's degree in Occupational Health and Safety, Environmental Engineering, Industrial Safety, or a related field.
- Minimum of 2-5 years of relevant experience in health and safety management, particularly in construction, energy, or hydropower projects.
- Experience in risk assessment, emergency response planning, accident investigation, and safety auditing.
- Knowledge of relevant health and safety legislation, standards, and best practices in the hydropower or construction industry.

6. Skills:

- Strong analytical and problem-solving skills to identify risks and implement effective safety solutions.
- Excellent communication skills for training, report writing, and coordination with multiple stakeholders.
- Ability to lead and motivate teams in maintaining a safety-conscious working environment.
- Familiarity with the safe handling of equipment, machinery, and materials used in hydropower projects.
- Proficient in Microsoft Office and safety management software tools.

7. Reporting Line:

- The Occupational Health and Safety Officer will report directly to the Project Manager or Site Manager, and work closely with the Health and Safety Manager (if applicable) to ensure safety protocols are followed.

8. Working Conditions:

+975 17111639
+975 17119885

Rigsar Construction Private Limited
Head Office: Rigsar Building Lv 3-6
Phuentsum Lam (Lower Market)
Phuntsholing, Chukkha

info@rigsarbhutan.com
www.rigsar.bt

- Full-time position, based on-site at the hydropower project.
- The role requires constant field presence, including periodic visits to different parts of the project site to monitor safety conditions.
- Availability to respond to emergencies or incidents outside regular working hours may be required.
- Travel may be required for meetings, training sessions, or audits.

9. Performance Evaluation:

- Performance will be evaluated based on the successful implementation of safety programs, reduction of safety incidents, effectiveness of safety training, and overall safety culture on-site.
- Regular performance reviews will be conducted to assess the officer's contribution to maintaining a safe working environment.



+975 17111639
+975 17119885



Rigsar Construction Private Limited
Head Office: Rigsar Building Lv 3-6
Phuentsum Lam (Lower Market)
Phuntsholing, Chukkha



info@rigsarbhutan.com
www.rigsar.bt