

Terms of Reference (ToR) for a Safety Officer

1. Position Title

- Safety Officer

2. Purpose

- To ensure the health and safety of all employees, contractors, and visitors by implementing safety policies and practices in compliance with legal regulations.

3. Key Responsibilities

- Risk Assessment: Conduct regular risk assessments to identify potential hazards.
- Policy Development: Develop, implement, and review safety policies and procedures.
- Training: Provide safety training and orientation for new employees.
- Inspections: Conduct regular safety inspections of the workplace and equipment.
- Incident Investigation: Investigate accidents and incidents to determine root causes and recommend corrective actions.
- Reporting: Prepare and submit safety reports to management and regulatory bodies.
- Emergency Preparedness: Develop and maintain emergency response plans.

4. Qualifications

- Education: Bachelor's degree in Occupational Health and Safety, Environmental Science, or a related field.
- Certifications: Relevant safety certifications
- Experience: Minimum of 3 years of experience in a safety role, preferably in a similar industry.

5. Skills and Competencies

- Strong knowledge of safety regulations and best practices.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Office and safety management software.

8. Review and Amendments

- This ToR will be reviewed annually and amended as necessary to reflect changes in regulations or organizational needs.

Degree Requirements

- Bachelor's Degree: A degree in Occupational Health and Safety, Environmental Science, Engineering, or a related field is typically required.
- Additional Certifications: Professional certifications such as NEBOSH, OSHA, or equivalent are often preferred and enhance job prospects.