

VACANCY

HEALTH, SAFETY AND TRANSPORT OFFICER PROCESSING PLANT / QUALITY ASSURANCE DEPARTMENT



NAMIB POULTRY

BECAUSE YOU DESERVE BETTER

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka.

Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available at our state-of-the-art Processing Plant. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

PRIMARY PURPOSE OF THE POSITION

Responsible for developing, implementing, and maintaining health and safety programs for Namib Poultry's farming operations and processing plant.

A proactive approach to occupational health and safety, risk assessment, and regulatory compliance is required:

1. Creating and maintaining a safe and healthy work environment for all employees while ensuring compliance with industry standards and regulations.
2. Coordinate all Drivers in the Services Department efficiently and effectively.

KEY FUNCTIONS AND RESPONSIBILITIES

• **Health and Safety Program Development**

Develop, implement, and maintain comprehensive health and safety programs for both poultry farming operations and the processing plant.

Coordinate and Conduct Induction with all contractors and staff, and set up an annual induction program for all staff in coordination with the HR and Clinic departments.

Ensure that safety policies and procedures align with industry standards, regulations, and company guidelines.

• **Risk Assessment and Hazard Identification**

Conduct regular risk assessments and hazard identification activities in farming and processing areas.

Collaborate with relevant departments to implement control measures and mitigate identified risks.

• **Regulatory Compliance**

Stay informed about health and safety regulations relevant to the poultry industry and ensure company compliance.

Ensure compliance with company Safety, Health, and Environment (SHE) Procedures, Policies, and legislation.

Integration of Food Safety Requirements into the Safety, Health, and Environment (SHE) Program to ensure compliance.

Liaise with regulatory bodies and participate in inspections as required.

• **Training and Education**

Develop and deliver health and safety training programs for employees, emphasizing best practices and compliance.

Implement Workplace Health & Safety Programs Training (SHE REP, First aid, Firefighting, and forklift training.)

Conduct orientation sessions for new hires to instil a strong safety culture from the start.

• **Incident Investigation and Reporting**

Lead investigations into incidents, accidents, and near-misses, determining root causes and recommending corrective actions.

Maintain detailed records of incidents, prepare reports, and share findings with relevant stakeholders.

• **Emergency Response Planning**

Develop and maintain emergency response plans for farming and processing operations.

Coordinate drills and training exercises to ensure effective responses in case of emergencies.

• **Audits and Safety Inspections**

Conduct regular safety audits and inspections of facilities, equipment, and processes on a monthly basis.

Report structuring and feedback to be provided on inspections monthly.

Collaborate with department heads to address and rectify identified safety deficiencies.

Audit Safety, Health, and Environment (SHE) Programs and Occupational Health and Safety (OHS) Requirements as per schedule.

Facilitate and complete Risk Assessments (including Buildings) and Safety Inspections.

• **Personal Protective Equipment (PPE) Management**

Oversee the selection, provision, and proper use of PPE across all relevant operations.

Ensure that employees are trained on the correct usage and maintenance of Personal Protective Equipment (PPE).

• **Data Analysis and Reporting**

Analyse health and safety data to identify trends, areas for improvement, and opportunities for proactive interventions.

Maintain and monitor Occupational Safety and Health Administration (OSHAS)

documentation. Prepare and present regular reports to management on health and safety performance.

Report to Management on a scheduled basis: Weekly/Monthly basis.

A1 Highway Klein Okapuka Farm Windhoek, KH, Namibia | P.O. Box 20276

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- **Continuous Improvement Initiatives**
Drive continuous improvement initiatives to enhance health and safety processes and outcomes.
Encourage employee engagement in safety improvement suggestions and initiatives.
- **Transport**
Oversee and coordinate all Drivers within the service department to ensure efficient and timely transportation for staff.
Maintain Schedules, monitor vehicle conditions, and ensure compliance with company and safety regulations regarding transportation activities.
Verify and schedule services of vehicles for roadworthiness on a monthly basis.
Establish and implement service plans and effective management of vehicle expenses.
Coordinate driver performance and vehicle inspections on the implemented driver performance programs.
Complete and investigate vehicle accidents and incidents. And report to the SHEQ manager within 24 hours.
Leave planning of all drivers and ad-hoc task planning on farms and other departmental requirements.
Manage driver overtime and schedules effectively and ensure monthly overtime IS submitted to the Management
- **General**
Maintain, and implement Occupational Health and Safety (OHS) administration, and support employees, supervisors, and managers on the implementation of Safety, Health, and Environment (SHE) Management and Occupational Health and Safety (OHS) documentation.
Coordinate Monthly Safety, Health, and Environment (SHE) activities -Review Safety, Health, and Environment (SHE) Checklist and assist in Preparation for Safety, Health, and Environment (SHE) Monthly Meetings.
Minute and assist with chairing the Safety, Health, and Environment (SHE) Monthly Meeting.
Review and prepare the Monthly Workman's Compensation (WCA) Register.
Manage SHE rep inspection reports and maintain documented evidence of improvements and deviations.
Coordinate the rollout of Key Occupational Health and Safety (OHS) Projects and Programs.
Facilitate Occupational Health and Safety (OHS) Induction Programs and Awareness Programs.
Facilitate annual Screenings as per schedule.
Coordinate the Namib Poultry's First Aid Requirements.
Nominated as the Fire Coordinator for Namib Poultry and coordinated activities on the Fire Fighting Team.
Attend Monthly Safety feedback meetings with NMI group representatives.
Assist with the planning, monitoring and inspection processes for the Transportation of the employees for NPI
Carry out additional Ad Hoc Tasks requested by applicable management(superiors).

MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4)
- Bachelor's degree / Diploma in Occupational Health and Safety, Environmental Science, or related field.
- 2 - 4 Years experience in a health and safety role, preferably in the agriculture and/or FMCG industry.
 - *Strong knowledge of health and safety regulations, standards, and best practices.*
- Experience within the Transport Industry will be advantageous.
 - *Valid Driver's License preferred.*
- Proficiency in English (Spoken and Written) being bilingual will be advantageous.
- Availability and willingness to work overtime, weekends, and on public holidays.
- Namibian Citizen
- Computer Literacy

The company offers a competitive salary and market-related employee benefits.
Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.
Candidates who qualify for the above position should send a short CV to the HR department.

Email: HRSalaries@npi.com.na

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

**THE SUBJECT LINE FOR APPLICATIONS SHOULD BE:
HEALTH, SAFETY AND TRANSPORT OFFICER
ONLY APPLICATIONS WITH THIS SUBJECT LINE WILL BE CONSIDERED.**

CLOSING DATE FOR APPLICATIONS: 31ST of December 2024

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