

WSH COORDINATOR

Job Summary

You are to oversee and lead the safety team in the implementation of Company's safety management system as well as ensure we meet all regulatory requirements by the relevant authorities

Responsibilities

- Conduct safety briefing and toolbox meeting and keep proper attendance records
- Perform daily site safety inspection, oversee work activities, analyze safety risks, identify unsafe acts, review and propose corrective action, rectify non-compliance and follow-up actions for non-compliance matters for closure.
- Site preparation and coordination of proper documentation, preparation of submission documents (eg application of various permits) before work commencement, maintain such records accordingly.
- Provide support to Project team to prepare risk assessment, safe working procedures, etc
- Ensure appropriate control measures are implemented and documented and all safety matters are complied with statutory, contractual and management systems requirements.
- To carry out investigations into all accidents and near-miss incidents and keep records of safety-related incidents properly
- To prepare and submit all safety and health reports or injury logs to relevant government agencies (if required), clients and the Management
- Undertaking duties and/or responsibilities as and when appropriately assigned

Requirements

- Minimum Diploma / WSQ qualifications in Workplace Safety & Health
- At least 2-3 years of proven experience as Safety Coordinator years in Construction Industry
- Registered as a Certified Safety Professional
- Excellent written and verbal communication skills, good coordination and interpersonal skills and ability to interact and build good rapport with people of all levels
- Good understanding of government safety requirements and in-depth knowledge of ISO & WSH guidelines and practices
- Committed, positive attitude & ability to handle multiple projects independently in a fast-paced working environment.
- Work independently and in a team with minimum guidance and under pressure to meet tight deadlines.
- Willing to take up additional roles and responsibilities as and when required.
- Ability to resolve problems creatively using practical solutions is essential