



## POSITION DESCRIPTION

**DIVISION:** HUMAN RESOURCES  
**JOB TITLE:** OCCUPATIONAL HEALTH & SAFETY OFFICER  
**TITLE OF SUPERVISOR:** HR BUSINESS PARTNER

### ABOUT THE ROLE

Reporting to the HR Business Partner, the Occupational Health & Safety Officer, will be responsible for planning, implementing and maintaining TISA Occupational Health & Safety policies, procedures and programs; which will include driving organization-specific initiatives to enhance lifestyles and increase staff morale, improving workplace culture and productivity. Provide support in managing health conditions and promote wellbeing activities throughout TISA Group.

### KEY RESPONSIBILITIES

- Planning, Developing, Implementing and Maintaining TISA Group Health, Safety and Employee Wellbeing policies, procedures, programs and strategies.
- Collaborating with the HR Department and related stakeholder departments to determine workplace risks, hazards and safety controls.
- Investigate occupational health and safety related complaints, outbreaks of diseases or poisonings and incidents/ accidents.
- Conducting surveys and monitoring programs of the natural environment to identify sources of pollution.
- Providing consultation and delivering training programs to employees on issues of public health, environmental protection or occupational safety.
- Inspect TISA workplaces/work areas to ensure that equipment, materials and production processes do not present a safety or health hazard to employees or to the general public.
- Planning and initiating enforcement procedures to discipline employee(s) or to close an establishment contravening to PNG Industrial Safety Health and Welfare Act of 1961 and TISA Occupational Health & Safety Standards and procedures.

- Planning and facilitating the active promotion for health and wellbeing related policies, procedures and programs to support the wider personal development agenda and productivity.
- Liaise with the Department of Health to conduct periodic health checks and facilitate health awareness for TISA employees.

## **KEY QUALIFICATIONS & REQUIREMENTS**

- Tertiary Education in Health Science, Occupational Health & Safety, Human Resources Management or related field
- Certification in Train the Trainer from recognized institution
- 5 years hands on experience as an OHS or Workplace Wellbeing Officer preferably in a banking/finance industry.
- Knowledgeable in PNG Industrial Safety Health and Welfare Act of 1961 and related regulations
- Proficiency in Coaching, Mentoring and providing health guidance or counsel.
- Experience in performing inspection, investigation and incident reporting.
- Exceptional ability to collaborate, provide technical support, and to train staff.
- Exceptional interpersonal, communication and presentation skills
- Works effectively in a team environment and also able to work under pressure.
- Excellent team player that can work collaboratively with internal and external parties