

Brac University (BracU)
Job Description

Job Title: Officer/Senior Officer (Health & Safety)

Position Purpose

This is a full-time on-site role for an Officer/Sr. officer(Health & Safety) at BRAC University. The role involves overseeing and implementing health and safety policies, procedures, protocols, conducting risk assessments, and ensuring compliance with health and safety regulations.

Organizational Relationships

Position Type: Regular/Contractual

Reporting to: Senior Manager, Health & Safety

Hours of Work: 40 hours per week. Must return to duty whenever needed.

Functional Relationships:

Internal Contacts: Students, Faculty, Staff, Deans (Internal Stakeholders)

External Contacts: External stakeholders

1.0 Key Accountabilities

Specific Duties & Responsibilities

- 1.1.1 Develop, implement, and maintain health and safety (H&S) policies, procedures, and programs in compliance with legal and regulatory requirements
- 1.1.2 Conduct regular reviews, inspections, and audits to ensure the effectiveness of the health and safety (H&S) management system
- 1.1.3 Identify potential hazards and conduct risk assessments for activities
- 1.1.4 Develop and implement risk mitigation plans to prevent incidents
- 1.1.5 Design and deliver health and safety (H&S) training programs for employees, faculty, students, contractors, and other stakeholders
- 1.1.6 Promote a culture of health and safety (H&S) responsibility through continuous education and awareness campaigns
- 1.1.7 Monitor and ensure compliance with all relevant health and safety (H&S) regulations, standards, and guidelines
- 1.1.8 Prepare and submit monthly health and safety (H&S) reports to regulatory bodies and internal stakeholders as required
- 1.1.9 Lead investigations into health and safety (H&S) incidents and near-misses, identifying root causes and implementing corrective actions
- 1.1.10 Maintain records of incidents, inspections, Health & Safety documents, and training activities
- 1.1.11 Develop and implement environmental management plans to minimize the impact of construction activities on the environment
- 1.1.12 Develop and maintain emergency response plans and conduct regular drills to ensure preparedness
- 1.1.13 Coordinate with local emergency services and stakeholders to enhance response capabilities

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1.1.14 Liaise with clients, regulatory authorities, and community stakeholders on H&S matters

1.2 General Duties & Responsibilities

1.2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including cross-institutional-wide activities

1.2.2 **General Responsibility** to undertake all other duties as directed by the supervisor

1.3 Qualifications

- Bachelor's degree in Engineering, Environmental Science or a related field
- Industrial exposure is highly desirable
- Professional certification is desirable

1.4 Knowledge, Skills and Aptitudes

- 1.4.1 A minimum of 2 years of experience in the relevant field
- 1.4.2 Strong analytical, problem-solving and decision-making skills
- 1.4.3 Ability to work independently and as part of a team in a fast-paced environment.
- 1.4.4 In-depth knowledge of H&S regulations, standards and best practices
- 1.4.5 Strong interpersonal skills and are adept at building relationships with different stakeholders
- 1.4.6 Excellent verbal and written communication skills both in Bangla and English
- 1.4.7 Proficiency in MS Office and the use of the Internet
- 1.4.8 Excellent organizational skills
- 1.4.9 Ability to work with a diverse group of colleagues is essential
- 1.4.10 Experience of using initiative and creativity to resolve problems, identifying suitable solutions and opportunities for improvement
- 1.4.11 Methodical approach to work and high level of attention to detail
- 1.4.12 Flexible approach to work and positive response to changing requirements
- 1.4.13 Understanding of the importance of confidentiality
- 1.4.14 Ability to work collaboratively across departments and service areas

1.5 Other Duties

It is acknowledged and agreed that the changing needs of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the Employment Contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.