



GENERIC INFORMATION OF THE POSITION	
1. JOB TITLE	SAFETY OFFICER
2. REPORTING LINE	OPERATIONS MANAGER
3. LOCATION / CENTRE	KTVR DEPOT, 2 BRONS CRESCENT, GAUTENG COMMERCIAL PARK, CLAYVILLE EXT 2
4. SALARY SCALE	CTC R321 591.00 - R401 988.00
5. START DATE	AS SOON AS POSSIBLE
6. EMPLOYMENT TYPE	5 - YEAR PERFORMANCE BASED CONTRACT
7. CLOSING DATE FOR APPLICATIONS	30 JULY 2026

The purpose of this position is to manage and control the Health and Safety of employees and contractors while in the premises of KTVR, to ensure that the KTVR Health and Safety Policy is adhered to and implemented by all heads and managers of Departments

Key Responsibilities:

- Implement safety programs; policies and procedures and loss prevention measures as designed by Senior Safety Officer.
- Review existing KTVR's safety programs and make suggestions for improvement to increase their efficiency and effectiveness.
- Promote initiatives to increase management responsibility for and support safety and loss prevention issues.
- Coordinate and develop resources to enable staff to perform safety duties in a more effective manner, including determining training needs, developing and delivering training programs and evaluating success of training programs.
- Research, review, and interpret local safety laws and regulations to ensure compliance.

- Provide input to the Senior Safety Officer on safety requirements such as regulations, risk analysis, and recommended actions.
- Identify gaps in programs, audit/inspections, agency performance reviews (e.g., incident metrics).
- Perform safety inspections and audits utilizing investigative techniques as root-cause analyses.
- Perform quantitative and qualitative analysis, including financial analysis as it relates to injury and illness costs.
- Participate in the Investigation team/committee, report on any findings and make any safety related recommendations to mitigate root cause of any apparent incidents/occurrences.
- Interpret and communicate/translate safety audit reports

Minimum Requirements:

- Grade 12
- Tertiary relevant qualification in Health and Safety
- At least 3 years' experience in a safety role
- Knowledge of Health and Safety Act
- Knowledge of the COID Act
- Valid code 8 Driver's License

Knowledge and Skills:

- Excellent administration, verbal and written skills required
- Report writing skills
- Communication skills
- Interpersonal related abilities
- Dedicated team player with professional approach
- Ability to follow instructions
- Record keeping abilities
- Ability to work under pressure