

**POSITION:** Safety Officer

**LOCATION:** Limpopo, Vele Colliery

**REPORTING TO:** Chief Safety Officer

**JOB SUMMARY STATEMENT:** To ensure compliance to legislation, mine policies, codes of practices, standard rules, and procedures in respect of safety issues in a designated area of responsibility.

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**KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):**

**EXPERIENCE AND REQUIREMENTS:**

- Grade 12(Matric),
- Valid Driver's License with own transport,
- 5 years' safety experience in the mining industry,
- Be willing to work extended hours and take up standby duties,
- Open cast experience.
- Comsoc1 & 2/Samtrac
- Computer literacy (Outlook, Excel and Word)

**DUTIES & RESPONSIBILITIES**

- Conduct physical condition inspections as per planned legal inspection schedule to ensure optimal safety performance management.
- Control and manage the safety and hygiene of the workplace at the project.
- Participate in safety audits including all logistical arrangements
- Facilitate Risk and Change Management processes
- Co-ordinate safety meetings
- Order and Manage PPE ordering
- Conduct Planned task observation as per schedule
- Provide safety statistics and reporting to management
- Present Induction
- Ability to train and coach employees
- Conduct Visible Felt Leadership
- Ensure that the physical visibility of workers is according to the requirements and standards of the respective project / operating unit at which the project is performed.
- Conduct actual investigations according to safety protocols and corporate requirements
- (All damages, injuries - 'FAI'S, MTIs, LTI'S, near misses and non-conformances).
- Finalising report and news flash report and getting signoff and copies of associated documentation.
- Co-ordinate the Emergency drills and conduct Internal audit in respective areas.
- Participation in in-the field safety coaching and ensuring that middle managers drive the safety Management system.
- Ensuring that reporting is accurate and timeous reporting.
- Contractor Management - Assisting and guiding contractor during contractor pack process.
- Be willing to work shifts include standbys, holidays, and weekend.



Suite Mw 206, Private Bag X1838, Middelburg, 1050

Company Registration #: 2013/020183/07

VAT #: 4340242918

Tel: (013) 246 1826

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• **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of all safety related regulations and acts

**BEHAVIOURAL COMPETENCIES:**

- Adhere to company's principles and values
- High regards to safety regulations and standards
- Enthusiastically productive
- Dependability - being reliable, responsible, and dependable, and fulfilling obligations.
- Co-operation with co-workers and supervisors

**CLOSING DATE:** 05 December 2022

**CV'S TO BE SUBMITTED TO:** [cv@jcimining.co.za](mailto:cv@jcimining.co.za)

*JCI Mining will respond to short listed candidates. Candidates who have not been contacted within two weeks of the closing date can assume that their application has been unsuccessful.*