

Health and Safety Officer (based in Cape Town)

We have a vacancy for a Health and Safety Officer, to be based in **Cape Town**.

If you appreciate a company culture that encourages ownership, innovation and client delight, you will thrive in our diverse, driven team.

Position Summary

Responsible for communicating Health and Safety values to the contractors and staff of the integrated output-based facilities management and/or construction related services, and to ensure compliance to Health and Safety standards and measures are integrated throughout all work systems and processes.

Key Accountabilities / Principal Responsibilities:

Key Duties

- Communicate and coordinate Health and Safety information on site
- Provide information reports to the client and management
- Attend client meetings
- Communicate Occupational Health and Safety Act (OHSA) values to contractors and staff
- Build a solid and effective team that strives for a culture of zero harm to people, and zero impact on the environment
- Ensure line supervisors are familiar with their responsibilities as they relate to contractor safety
- Communicate safety strategy and supporting initiatives
- Participate in quarterly safety forums
- Regular review of contractor performance and implementation of improvement plans where necessary
- Investigate health and safety complaints and injuries immediately
- Manage work orders assigned through the computer-aided facilities management system (CAFMS)
- Implement and maintain company Health and Safety plans and procedures in alignment with amendments to legislation, industry and company policy
- Administrative requirements and responsibilities:
 - Legal appointments
 - Emergency preparedness programmes (EPP)
 - Evacuation procedures
 - OHS monthly report
 - Risk assessments
 - Safe work procedures
 - Compliance certificates
 - Permits
 - Contractor appointments
 - Contractor compliance and safety
 - Staff medicals
 - Letter of 'good standing' with the Compensation for Occupational Injuries and Diseases (COID) department
 - Provision of registers
 - OHSA
 - Construction regulations
 - Occupational health and safety file
 - COVID-19 statutory requirements

Key Responsibilities

- Ensure employees and contractors comply with health and safety legislation and that safety policies and practices are adopted and adhered to with quarterly audit conducted
- Conduct emergency evacuation drills twice a year
- Conduct risk assessments and develop safe work procedures
- Establish customised risk assessments for the functional areas and align with safe work procedures
- Complete OHS monthly reports and stats and submit to divisional manager and corporate OHS manager
- Monitor and review all site safety plans and implement corrective actions required
- Report all deviations, risks and incidents to the Regional Manager and Operations Manager
- Ensure all new installations and maintenance comply with health and safety regulations and standards
- Ensure safety files for contractors are compiled and updated
- Ensure that all documentation is available for inspections by client, agent of the client, Safety Inspector and employee(s)
- Identify and develop mitigation plans for health and safety issues and risks
- Ensure staff medicals are on file and current
- Conduct accident / incident reporting and investigation
- Conduct OHS inductions / Safety awareness and Tool Box talks monthly with all staff on the facility
- Maintain records of inspection findings and produce reports with recommendations for improvements
- Manage and ensure the safe storage and / or disposal of hazardous materials and equipment
- Appoint health and safety representatives and establish a health and safety committee
- Appoint first aiders and fire marshalls for the site
- Ensure first aiders and fire marshalls are trained and correctly deployed at at the client site
- Provide training needs analysis for personnel and ensure adequate training is provided
- Formally investigate health and safety complaints and incidents by customers and staff and make recommendations to prevent future recurrences
- Monthly visits to all sites that fall under your area of responsibility
- Daily monitoring of work orders assigned to you on the CAFMS and submission of a weekly report to the Regional Manager on all closed-out work orders.
- Keep up to date with new legislation and maintain a working knowledge of all OHS legislation and any developments which affect the business

It should be noted that, for operational reasons, it may be necessary to perform tasks other than those described herein from time to time.

Prescribed procedures may be amended by management as and when required.

Qualification Requirements and work-related experience

- Grade 12
- Must have min 5 years OHS working experience in the built environment
- Must have previous OHS experience dealing with contractors
- Registered with the relevant statutory bodies (SAIOSH and/or SACPCMP)
- Must have:
 - SAMTRAC or equivalent
 - Risk assessment certificate

- Incident investigation certificate
- Fall protection planner certificate
- Knowledge of ISO 450001 management system approval process
- Knowledge and experience of OHS administration processes
- Valid code 8 driver's license with clean infringement record
- Own reliable transport/vehicle

People and Management Skill

- Leadership ability
- Results orientated with sound feedback and follow-up
- Accident and incident investigation
- High level of both verbal and non-verbal communications
- Thorough with good attention to detail
- Proactive approach and ability to take initiative
- Good organisation and time management
- Customer orientated and ability to deal with all sectors of business
- Ability to work independently and as part of a broader team
- Ability to prioritise and manage deliverables in a fast-paced, multiple site environment

Key Result Areas

- Understand role of reporting to the business and clients alike
- Understand the role of managing staff to ensure output is aligned with business requirements
- Understand interworking of various teams to ensure client financial compliances
- Understand that feedback and communication are critical to success

Additional Responsibilities and Skills

Have the ability to take on additional responsibilities. Incorporate the current and additional clients into existing processes and make effective decisions at strategic, technical and operational levels as and when that may be required.

Interested? Submit your CV now.

All vacancies advertised by Afroteq are in full adherence to South African labour legislation, including the Employment Equity Act, Labour Relations Act, and Basic Conditions of Employment Act.

We strive to create an inclusive workplace that values diversity and welcomes applications from all qualified individuals, regardless of race, gender, disability, or any other protected characteristic.

Our recruitment process is fair and equitable, focusing on the qualifications, skills and experience that are relevant to each role. We ensure that all candidates are treated equally and no discrimination will be tolerated.

By submitting your application, you consent to the processing of your personal information in accordance with the Protection of Personal Information Act 2014 (POPIA) for recruitment and hiring purposes.

If you have not received a response within 30 days of the closing date, please consider your application unsuccessful. However, your information may be retained for future opportunities unless you request otherwise.

For information on Afroteq, including more information on our company culture, visit our website at www.afroteq.co.za

Please note, relocation costs will not apply.

Applications to be addressed to Matthew Toontjies: recruitment@fm-solutions.co.za

Closing Date for applications: Wednesday, 29 April 2026, by 16h00