



## Safety Coordinator

Health, Safety & Environment (Construction)

Full time

SGD 3,000 - 3,700

### Job Responsibilities:

- Implement workplace safety & health procedures in line with the requirements of the WSH (Construction) Reg 2007 / Safety & Health Management System.
- Ensure site security by implementing suitable security measures.
- In charge of cleanliness and hygiene onsite.
- Liaison with relevant authorities on all matters concerning site health, safety and security.
- Inspect and rectify any unsafe place of work, correct unsafe work practices and ensure a safe working environment.
- Conduct monthly WSH audits and WSH committee meetings.
- Assist in accident and injury investigations and conduct independent investigations on all incidents (including accidents, near misses, etc.) and recommend improvements in safety & health.
- Promote safety & health onsite.
- Conduct regular housekeeping audits on site.
- Represent WSHO in his absence.

**Job Requirements:**

- At least a professional certificate / Nitec or equivalent.
- Must possess at least an Advance Certificate in Workplace Safety and Health by BCA.
- Must possess professional knowledge in law and regulations (WSH Act and Environment).
- At least 3 years of working experience in the construction/manufacturing industry.
- A good team player with good communication skills and multi-tasking.
- Able to handle physical work & Healthy.
- Hardworking and driven.
- Able to write and speak in English and Mandarin as needed to liaise with Chinese Clients and workers.
- Computer literate with MS word, Excel, PowerPoint, etc.