

## **Junior Technical and Standards Officer**

### **Role Objective:**

- To create an environment at work place in which people can operate safely
- To ensure that most operations are environmental friendly
- To carry out all necessary Environment, Health and Safety related activities

### **Key Responsibilities:**

#### **Personal Protective equipments**

- ❖ Carry out PPE needs assessment on monthly basis across all sites
- ❖ Check status of PPE on regular basis for all employees
- ❖ Spearhead the PPE ordering process as per schedule through the Group Compliance Manager
- ❖ Monitor use of PPE by all staff to ensure proper use
- ❖ Assist stores in issuing PPE to ensure proper record keeping

#### **Fire safety**

- ❖ Monitoring of firefighting appliances
- ❖ Oversee maintenance of firefighting appliances by Nimrod
- ❖ Conduct fire drills at least twice per year per year
- ❖ Ensure that all fire related signage's are in place

#### **First Aid**

- ❖ Ensure adequate representation of FA staff in each department at the farm
- ❖ Take part in selection of new FA staff
- ❖ Monitor the use and management of FA kits
- ❖ Organize quarterly meetings with FA staff

#### **Environment, Health and Safety Committee**

- ❖ Organize Meetings every three months at the Farm
- ❖ Identify hazards at the Farm
- ❖ Discuss solutions
- ❖ Train members to train their colleagues
- ❖ Organize for internal OH&S training for departments once a quarter at the Farm
- ❖ Prepare monthly reports

#### **Hazards**

- ❖ Identify hazards at the Farm and enter into hazard logbook
- ❖ Make sure hazards are removed
- ❖ Put up signage's i.e. No smoking, danger, authorized persons only etc.
- ❖ Discuss hazards with staff at the workplace

#### **Fairtrade Audits/Inspections**

- ❖ Assist in the Preparation of farm audits.
- ❖ Assist in carrying out quarterly internal audits as per the standards/legal requirements

- ❖ Submit necessary reports on timely
- ❖ Assist in carrying out yearly NEMA self-audits across at the farms.

### **Sprays**

- ❖ Auditing of spray tickets for the farm on daily basis: to check if the whole process is fully followed.
- ❖ Monitoring the re-entry Interval: for sprayed Green houses, to check if the re-entry time is observed depending on the chemical class sprayed.
- ❖ Conduct random audits for the Greenhouse re-entry sheets if they are properly filled as per the laid down procedure.

### **Soil and Water**

- ❖ Follow up in liaison with Head Office, soil and water sampling, when to be sampled using the calendar set in place.

### **Marie Programme Sirtelt (MPS ABC)**

- ❖ Update and monitor water, chemical, energy usage.

### **Hygiene**

- ❖ Monitor sanitation and cleaning procedures compliance for the Farm
- ❖ Conduct random audits for the hygiene records within the Farm.

**Any other duties as may be assigned from time to time by the immediate supervisor, manager or senior management.**

### **Qualifications:**

- BSc in Environmental Science Graduate with a minimum 2 years' post-graduation work experience
- Must have working knowledge of Social compliance in a fresh produce set up
- Computer Literate
- Detailed and with keen attention to detail
- Excellent communication and interpersonal skills
- Good numerical and planning skills
- Must be self-starter, a team player and of high integrity
- Must be able to work under minimum supervision with strict targets and timelines