

AAA GROWERS LTD	DOCUMENT TITLE: <i>Employment Record – Job Description</i>		REVISION No: 4	ISSUE DATE: 01/06/12
	DEVELOPED BY: <i>Shani Kunik</i>	AUTHORIZED BY: <i>Farah Shamji</i>	PAGE: <i>Page 1 of 1</i>	REF. NR: <i>E-5/F/8FB Nurse</i>

Level of Employment:	8FB
Position of Employment:	NURSE
Purpose/ Objective:	To coordinate all first aid activities on the farm.
Reporting to:	FARM MANAGER
Cover in Case of Absence:	
Employees Name:	
Date of Commencement:	
Department:	ADMIN
Location of employment:	TIMAU

Role:

1. First aid

- a. To coordinate all first aid activities on the farm and be Chief first aider in the farm.
- a. To sensitize all worker on the farm on importance of VCT and counselling.
- b. Carry out health screening of all workers joining the farm and those from sick leave or leave before proceeding to their work place.
- c. Administer non prescriptive (over the counter) drugs as and when necessary.
- d. Identifying ailments that are self induced, ie drinking and it's after effects, personal injuries and illnesses sustained outside the work place.
- e. Up dating the general register as per the requirements of HOSSA, in regards to sickness, injuries and painting of buildings.
- f. To advise and be keen on identifying and advising managements on disease outbreaks that poses a threat to food contamination.
- g. To be the referral officer to cases that require advanced treatment to doctors and hospitals.
- h. Incharge of monitoring and report to management progress of employee patients taken to hospitals either in or outpatients.

2. Health & safety

- a. To advise management on incidences of occupational diseases, and preventative/control methods and procedures.
- b. Responsible for all health and safety training on the farm.
- c. Co-ordinate all matters on health and safety in the farm
- d. Assist in the auditing of all health and safety issues.

3. Trainings

- a. To liaise with the officials from the ministry of health on training programmes that might be of importance to farm workers i.e. HIV campaign awareness
- b. To coordinate all first aid training on the farm
- c. Health education trainings-general hygiene practices like washing of hands before handling food, after visiting the toilet, general body hygiene etc

4. Records

- a. Responsible for completion of data, reports, records related to sickness/ illness on the farm
- b. Keeping records on all injuries and accidents that occur on the farm by filling the General register for factories and other work place as prescribed by the ministry of labour under section 62 of the act.
- c. Keeping records on healthy screening of all workers joining the farm.

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

Employee signature: _____

Date: _____

Name :	Sign:	Approved by:	Sign:
Reason for change: Job description review			Date: