



THE NAIROBI HOSPITAL

Career Opportunity

The Nairobi Hospital, a leading health care institution in the region has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player, and well informed with the ability to effectively add value to enable good outcomes in line with our Strategic Plan (2019-2024).

HEALTH AND SAFETY OFFICER

REF: TNH/HRD/HSO/11/2022

Reporting to the Quality Coordinator, the successful candidate will be responsible for implementing, maintaining and updating the Hospital's occupational health and safety (QEOSH) Programmes.

ROLES AND RESPONSIBILITIES

- Plan and execute OSHAS certification (ISO 45001:2018) for the Hospital and OPCs.
- Comprehensive hazard identification and assessments for all jobs and activities in the Hospital and OPCs.
- Specialist job hazard analysis for all jobs/ activities in the hospital and development of safe systems of work to address health and safety issues.
- Development of a permit system of work for identified high-risk jobs/ activities to protect the health and safety of staff, patients, visitors, and other stakeholders.
- Training of staff in various departments on safe systems of work related to the nature of activities.
- Ensure that all the facilities are licensed with the necessary regulatory bodies relating to health and safety.
- Ensure that all accidents are documented, investigated and recommended improvements implemented. This also includes reporting to regulatory bodies. i.e. DOHSS.
- Lead in root cause analysis for occupational health and safety incidents.
- Development in conjunction with HOD's key lagging and leading occupational health and safety indicators using international benchmarks.
- In conjunction with relevant HODs, develop mandatory occupational health and safety policies required by statutory and regulatory requirements and monitor compliance. Amongst these are;
 - Health and safety policy.
 - Emergency response and evacuation plan.
 - Radiation safety plan.

- Control of substances hazardous to health plan.
- Fire safety plans.
- In liaison with a Designated Health Practitioner (DHP), plan, coordinate, entry, exit and routine occupational medical examinations including monitoring of the implementation of findings.
- Lead annual plan of health and safety committee that includes;
 - Designing and delivering training on health and safety issues
 - Inspections and follow-ups
 - Statutory occupational health and safety audits and follow-ups,
- Collaborate with third parties and contractors on site on occupational health and safety matters.
- Develop and implement an awareness plan for q-pulse for the following modules, i.e. inspections, occurrence and incident for effective use and uptake in the following areas of the Hospital;
 - Galleria, Warwick, Capital Centre, Southfield, Rosslyn Riviera and Kiambu OPCs
 - A&E, Division of Clinical Services, PMC, Radiology, Oncology, Medical Records, Human Resources, Finance, Procurement, Credit Control, Security, Engineering, M&CS, Catering, Laundry, College of Health Sciences, CEO's Administration.
- Schedule and execute quarterly OHS & Fire safety inspections in all OPCs, all departments/ sections in the Main Hospital.
- Train inspectors, track inspections and ensure corrective action plans for Occupational Health and Safety emerging issues have been developed, implemented and hoisted in q-pulse.
- Train Inspectors, track inspections and ensure corrective action plans have been developed, implemented and hoisted in q-pulse.
- Develop action trackers in q-pulse and follow them through with respective HODs for the following regulatory audits;
 - Directorate of Occupational Health and Safety Services (DOHSS) OHS and fire safety audits for six (6) OPCs and main Hospital.
 - OHS regulatory tests
- Create, hoist OHS standard operating procedures (SOPs) and track review for timely escalation to HODs.
- Run on weekly and monthly basis OHS q-pulse analysis dashboards for escalation to HODs
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

EDUCATION AND EXPERIENCE

- Bachelor of science degree in occupational health and safety.
- Minimum five (5) years' experience in occupational health and safety.
- Professional certification either by NEMA, DOHSS or NEBOSH.
- Experience in implementation of health and safety management systems; Kaizen/ 5S, OSHA 2007 and ISO 45001:2018.

- Quality systems training on QMS, EMS and ISO 45001:2018.

CORE COMPETENCIES

- Ability to interpret standards and relate to actual practice.
- Strong interpersonal skills, for negotiating changes in the workplace and influencing others to adopt them.
- An understanding of health and safety legislation and how to interpret it.
- Sound knowledge of technical and operational processes.
- The ability to think ahead and anticipate potential problems.
- Presentation skills in order to lead training sessions.
- Ability to communicate complex information in a straight forward way
- A thorough and methodical approach.
- A cutting edge in timely follow-up.
- High level of integrity.
- Detail-oriented.
- Ability to work on own initiative.
- Flair for high-performance standards.
- Ability to manage workload and prioritize effectively.
- Co-operative and diligent.

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, your current remuneration, testimonials and full contact details of 3 referees, to reach the undersigned not later than **15th December 2022**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

The Nairobi Hospital does NOT charge recruitment fees.

Human Resources Manager
The Nairobi Hospital
P. O. Box 30026 - 00100
NAIROBI

Email: recruitment@nbihosp.org