



Bank of Baroda – Mauritius is looking for an experienced **Part Time Health and Safety Coordinator** to lead and assist in the execution of strategy and initiatives in health, safety, wellbeing, injury prevention and risk mitigation.

**Key Responsibilities:**

- Provision of expert health, safety and wellbeing advice and technical support to line management
- Identification of issues impacting health, safety and wellbeing at the various Branches
- Compiling Safe Work Method statements, Standard Operating Procedures and various other reports for submission to Top Management
- Managing Workers' Compensation claims and injury management processes
- Investigation of any issues identified as a result of audits and day-to-day operational activities
- Engaging with business partners/ tenants to enable and drive health, safety and wellbeing
- Understanding and interpreting legislative compliance to OH&S principles
- Operational tasks including incident investigations, risk assessments and delivering health and safety training programs
- Maintaining, updating and managing emergency response plans and evacuation procedures

To excel in this role, you should have:

- ❖ A relevant tertiary qualification in health and safety
- ❖ At least 3 years' experience in OH&S at operational level in a large-scale organisation
- ❖ Professional communication skills with demonstrated ability to influence at management level
- ❖ Demonstrated knowledge of health and safety statutory requirements, regulations, codes of practice and guidelines, and the ability to translate and apply these to a work environment

If you feel that you are suited to this position, please forward your CV and cover letter to [hrm.mauritius@bankofbaroda.com](mailto:hrm.mauritius@bankofbaroda.com) or post your application to:

Human Resource Department

Bank of Baroda

Bank of Baroda Building

P.O. Box 553

32, Sir William Newton Street

Port-Louis

Mentioning on the envelope "Application for the post of H & S Officer"

**Application should reach to us on or Before 03<sup>rd</sup> June 2024**

Dated: 17<sup>th</sup> May 2024