



Job Title	Manager I – Health and Safety
Department / Institute	Administration
Reporting to	Deputy Principal and Delegate
Main Objective	To oversee health and safety within MCAST

1. Developing and implementing health and safety policies and procedures to ensure compliance with regulatory requirements and to promote safe working practices.
2. Identifying potential hazards and assessing risks in the workplace, and developing strategies to manage and control them.
3. Conducting regular safety audits and inspections of the workplace to identify any safety hazards and assess the effectiveness of existing safety measures.
4. Training employees on safety procedures and protocols, and ensuring that they have the necessary knowledge and skills to work safely.
5. Investigating accidents, incidents, and near-misses to determine the root cause and to develop corrective actions to prevent recurrence.
6. Maintaining accurate records of safety incidents and near-misses, and analyzing the data to identify trends and areas for improvement.
7. Collaborating with other departments and stakeholders to promote a culture of safety and to ensure that safety is integrated into all aspects of the organization's operations.
8. Developing emergency response plans and procedures to ensure that employees know what to do in the event of an emergency.
9. Keeping up-to-date with changes in health and safety legislation and best practices, and ensuring that the organization remains compliant with all relevant regulations.
10. Communicating with senior management and other stakeholders to provide regular updates on health and safety performance, and to seek support for safety initiatives and programs.
11. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.