



Job Description

Identification No	IMS-EJS/MD/FIN/HRADM/T/001	Revision Number: 01
Date of Issue	02-01-2026	Revision Date: 01-05-2026

Job Title: Health, Safety & Facility Coordinator

Department: Commercial

Reports To: Commercial Lead

Job Summary

The Health, Safety and Facility Coordinator is responsible for ensuring a safe, compliant, and efficiently managed working environment across all company premises. The role integrates occupational health and safety (OHS) management with facility operations, including building maintenance, contractor supervision, emergency preparedness, and regulatory compliance.

The coordinator plays a critical role in preventing workplace incidents, maintaining operational continuity, and ensuring that all facilities meet legal, environmental, and organizational standards.

Main Duties & Detailed Responsibilities

1. Occupational Health & Safety (OHS) Management

The coordinator is responsible for developing, implementing, and continuously improving workplace safety systems.

Key duties include:

- Develop, review, and enforce Health & Safety policies, SOPs, and guidelines aligned with national regulations and international standards (e.g., OSHA or equivalent local authority requirements)
- Conduct comprehensive workplace risk assessments, hazard identification, and job safety analyses (JSA)
- Perform routine safety inspections across offices, production areas, warehouses, and external sites
- Identify unsafe conditions or behaviors and recommend corrective and preventive actions
- Ensure all employees, visitors, and contractors comply with safety rules and PPE requirements
- Lead investigation of workplace accidents, injuries, illnesses, and near-miss incidents
- Prepare detailed incident reports, root cause analyses, and corrective action plans
- Maintain a centralized safety database and documentation system
- Monitor and report key safety performance indicators (KPIs), such as incident rates and compliance levels

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2. Emergency Preparedness & Response

The coordinator ensures the organization is prepared for emergencies and can respond effectively.

Key duties include:

- Develop and maintain emergency response plans (fire, medical emergencies, chemical spills, natural disasters, etc.)
- Conduct regular emergency drills (fire evacuation, lockdown, first aid response)
- Train designated fire wardens, first aiders, and emergency response teams
- Ensure availability and functionality of emergency equipment (fire extinguishers, alarms, emergency exits, first aid kits)
- Coordinate with local emergency services and regulatory authorities when required
- Evaluate and improve emergency preparedness based on drill outcomes and real incidents

3. Facility Management & Maintenance

The coordinator oversees the physical infrastructure of the organization to ensure safe, functional, and efficient operations.

Key duties include:

- Plan and implement preventive and corrective maintenance programs for buildings, utilities, and equipment
- Supervise maintenance activities including electrical, plumbing, HVAC, structural repairs, and office infrastructure
- Inspect facilities regularly to ensure safety, cleanliness, and operational efficiency
- Manage space allocation, office layout, and workplace ergonomics
- Coordinate with external vendors, contractors, and service providers for repairs and installations
- Ensure timely resolution of facility-related issues and service requests
- Monitor utility usage (electricity, water, waste) and recommend efficiency improvements
- Oversee security systems, access control, and physical asset protection in coordination with security teams

4. Compliance, Audits & Reporting

The coordinator ensures full compliance with legal and organizational safety standards.

Key duties include:

- Ensure compliance with occupational health and safety legislation, building codes, and environmental regulations
- Prepare for and support internal and external audits (safety, environmental, ISO standards if applicable)
- Maintain all required safety documentation, permits, inspection records, and certifications
- Track compliance deadlines and ensure timely renewal of certifications (fire safety certificates, inspection approvals, etc.)

- Develop and submit monthly and quarterly safety and facilities performance reports to management

5. Training, Awareness & Communication

The role includes building a strong safety culture across the organization.

Key duties include:

- Conduct safety induction training for new employees, contractors, and visitors
- Organize ongoing safety awareness campaigns and refresher training sessions
- Develop and distribute safety communications such as posters, alerts, newsletters, and notices
- Advise management and staff on safety best practices and facility usage guidelines
- Promote employee participation in safety committees and improvement programs

6. Budgeting & Procurement Support

The coordinator may also support financial and procurement activities related to safety and facilities.

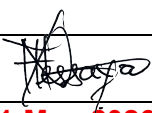
Key duties include:

- Assist in developing annual budgets for safety and facility operations
- Track expenditure on maintenance, repairs, safety equipment, and contractors
- Prepare procurement requests for safety equipment (PPE, fire safety tools, signage, etc.)
- Evaluate vendor quotations and support selection of qualified service providers
- Ensure cost-effective use of resources without compromising safety standards

Key Performance Indicators (KPIs)

- Reduction in workplace incidents and accidents
- Compliance rate with safety inspections and audits
- Timeliness of maintenance response and issue resolution
- Completion rate of safety training programs
- Emergency preparedness effectiveness (drill performance)
- Facility uptime and operational efficiency

Approval and Signature

Approved by:	Human Resource Coordinator
Signature:	
Date:	01-May-2026



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Employee Acknowledgement and Signature

I, ROSEMARY WENCESLAUS HANGA, acknowledge that I have read and understood the duties, responsibilities, and requirements outlined in this Job Description for the position of Front Desk Officer. I agree to perform my duties to the best of my ability and comply with the company's policies and procedures.

Employee Name: ROSEMARY WENCESLAUS HANGA

Employee Signature: 

Date: 1/5/2026