

## Health and Safety Consultant

### Goal

To perform supportive, research-based and advisory activities, by order of the SH&E expert and in conformity with protocols and work agreements, resulting in the prevention of labour conditions-related risks and/or contributing to improved working conditions in the institution.

### Context

Reports to/follows hierarchically structured guidelines from:

- Service Department Director
- Head of Department

<b>RESULTAREAS</b>			
<b>Main activity</b>	<b>Frame</b>	<b>Result</b>	<b>Activity</b>
<b>1. Health and Safety Study</b>			
To conduct a workplace study at the instruction of an SH&E expert or as a result of a direct complaint and to produce reports on the study	Laws and regulations  Protocols and work agreements  By order of the SH&E expert(s)	Person involved and that person's superior have been provided with advice regarding the prevention or reduction of health risks	<ul style="list-style-type: none"> <li>- Conduct on-site workplace studies in relation to complaints/the patient's symptoms, particularly in the area of ergonomics, work hygiene, safety, climate and noise</li> <li>- Carry out, or delegate the carrying out of, measurements</li> <li>- Compare the results of the workplace study with norms and consult with others if necessary</li> <li>- Report on findings to the SH&amp;E expert, superior and person(s) involved</li> <li>- Advise superior and the person involved as a result of the findings</li> </ul>
<b>2. Performance of Risk Inventory and Evaluation (RIE)</b>			
To perform activities as part of the RIE	Laws and regulations  Protocols and work agreements  Year plan  By order of the SH&E expert(s)	Identified risks and execution of the resulting activities	<ul style="list-style-type: none"> <li>- Supply data for the RIE</li> <li>- Compile RIE questionnaires</li> <li>- Supervise the execution of the RIE and perform activities such as measurements and inspections</li> <li>- Analyse data from the RIE questionnaires and suggest solutions</li> <li>- Verify and report on whether the risk-reducing measures are observed</li> </ul>
<b>3. Information Provision</b>			
To contribute to the development of informational material and to provide information to individuals and groups about SH&E risks	Informational objectives and material determined by the SH&E experts  Year plan	Increased knowledge among superiors, employees and other involved parties on SH&E risks and stimulated awareness of health	<ul style="list-style-type: none"> <li>- Contribute to the development of informational material through participating in SH&amp;E work groups</li> <li>- Organise and hold informative meetings</li> <li>- Provide information to individuals and groups on specific themes (such as travelling in the tropics, transmittable diseases, ergonomics, RSI, fire, machine safety, etc.)</li> <li>- Provide information and advice over the telephone and otherwise</li> </ul>
<b>4. Equipment Management</b>			
To manage and maintain certain specified existing equipment		Equipment is operational	<ul style="list-style-type: none"> <li>- Use equipment in accordance with the regulations</li> <li>- Conduct first-line maintenance of equipment</li> <li>- Detect defects and engage third parties if necessary</li> <li>- Keep a record of maintenance and repair data</li> <li>- Commission inspections and calibrations of the equipment in accordance with the maintenance contract</li> </ul>
<b>5. Certification</b>			

## RESULTAREAS

<b>Main activity</b>	<b>Frame</b>	<b>Result</b>	<b>Activity</b>
To monitor all study programmes and perform all activities required for certification	Requirements of professional associations or statutory requirements	Valid certification as required	<ul style="list-style-type: none"><li>- Participate in seminars, conferences and training courses</li><li>- Keep abreast of professional literature</li><li>- Satisfy the prescribed rules on reporting, etc.</li></ul>

### Ranking criteria Health and Safety Consultant

Function level	Health and Safety Consultant 1	Health and Safety Consultant 2
<b>Ranking criteria</b>		
<b>Number of health and safety disciplines</b>	Works in multiple areas within the health and safety discipline.	Works in one of several areas within the health and safety discipline.
<b>Health and safety study, RIE and information provision</b>	Works under SH&E expert(s) but with a large degree of independence.	Works according to strict instructions from SH&E expert(s).

### Ranking Rules Health and Safety Consultant

Health and Safety Consultant 2 applies if all criteria as described for Health and Safety Consultant 2 are met

Health and Safety Consultant 1 applies if all criteria as described for Health and Safety Consultant 1 are met