

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

RESULTAREAS

Main activity	Frame	Result	Activity
1. Health and Safety Study			
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"> - 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 - Carry out, or delegate the carrying out of, measurements - Compare the results of the workplace study with norms and consult with others if necessary - Report on findings to the SH&E expert, superior and person(s) involved - Advise superior and the person involved as a result of the findings
2. Performance of Risk Inventory and Evaluation (RIE)			
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"> - Supply data for the RIE - Compile RIE questionnaires - Supervise the execution of the RIE and perform activities such as measurements and inspections - Analyse data from the RIE questionnaires and suggest solutions - Verify and report on whether the risk-reducing measures are observed
3. Information Provision			
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"> - Contribute to the development of informational material through participating in SH&E work groups - Organise and hold informative meetings - Provide information to individuals and groups on specific themes (such as travelling in the tropics, transmittable diseases, ergonomics, RSI, fire, machine safety, etc.) - Provide information and advice over the telephone and otherwise
4. Equipment Management			

To manage and maintain certain specified existing equipment		Equipment is operational	<ul style="list-style-type: none"> - Use equipment in accordance with the regulations - Conduct first-line maintenance of equipment - Detect defects and engage third parties if necessary - Keep a record of maintenance and repair data - Commission inspections and calibrations of the equipment in accordance with the maintenance contract
5. Certification			
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"> - Participate in seminars, conferences and training courses - Keep abreast of professional literature - Satisfy the prescribed rules on reporting, etc.

Ranking criteria Health and Safety Consultant

Function level	Health and Safety Consultant 1	Health and Safety Consultant 2
Ranking criteria		
Number of health and safety disciplines	Works in multiple areas within the health and safety discipline.	Works in one of several areas within the health and safety discipline.
Health and safety study, RIE and information provision	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