



# VACANCY – RANDFONTEIN

## **OCCUPATIONAL HEALTH NURSING PRACTITIONER – ENVIRONMENTAL HEALTH AND SAFETY (REF: OHNPJW 04112024)**

### **JOB PURPOSE:**

To facilitate maintenance of the health and welfare of employees at the workplace, through ensuring that workers are not affected by substances, processes or disease precursors encountered in the workplace in accordance with relevant legislation.

### **KEY RESPONSIBILITY AREAS:**

The duties and responsibilities of an Occupational Health Nurse Practitioner include, and not limited to the following:

- Manage the administrative and operational activities of the primary health care and occupational health care clinic to ensure a quality, legally, compliant, efficient, and effective service delivery.
- Develop, implement and evaluate a site-specific health evaluation program
- Implement and maintain a Hearing Conservation Program.
- Manage the clinic's budget.
- Oversee and assist with the housekeeping and maintenance of the clinic and clinic equipment
- Implement, supervise, and maintain a Chronic Disease Management Program.
- Implement and maintain statutory and internal company Covid-19 procedures and program.
- Provision of primary health care and emergency service and the follow up of such cases.
- Implementation of infection control measures.
- Manage the performance and recording of Health Risk Assessments and facility inspections and reporting of the findings.
- Performance and monitoring of medical and biological surveillance within the prescribed company protocol.
- Monitor and analyze health trends and the reporting thereof cases according to company policy

### **Risk Management**

- Conduct and review Health Risk Assessments for relevant departments annually or as required.
- Identify health hazards on site and take measures to prevent and/or eliminate identified hazards.

### **Implementation**

- Implementation and maintaining of the Clinic Management System
- Design and/or review of internal Occupational Health regulatory documents (policies/procedures/templates) in line with Legal Legislation and Wilmar Standards for approval.
- Co-ordination of roll-out of new and/or reviewed Occupational Health policies and procedures.

### **Monitoring and evaluation of compliance to Legislation & Wilmar Group Health and Safety Standards**

- Monitor and evaluate compliance of environmental, health & safety activities against policies & procedures, legislative requirements and Wilmar Group Standards.

### **Contractor Management**

- Liaise with the EHS department to ensure that all contractors on site have signed fitness certificates for the job at hand.

### **Reporting**

- Capture data on various platforms, and ensure that it's correct, complete and up to date.
- Analyze data and report on statistics.
- Annual reporting of medical and hazardous biological waste to the EHS department.
- Report COVID-19 cases to COID as per legislative requirements
- Report all other injuries and occupational diseases to COID as per legislative requirements.



- Compile monthly Clinic management reports

#### **Administration of Clinic Management System**

- Keep record of all activities conducted.
- File and maintain legally required documents (soft and hard copies).
- Load job cards on SAP and follow up with the maintenance team.
- Record, type and circulate minutes of First Aid meetings.
- Maintain confidentiality of sensitive information.
- Manage with procurement of stationary, medication, consumables and first aid stock and process payments on SAP.

#### **Qualifications**

Education:

- Bachelor's degree or Diploma in General Nursing, Psychiatry, Community nursing and Midwifery
- Current registration with South African Nursing Council with the Occupational health registered as an additional qualification

#### **Additional requirements:**

- Indemnity and current registration with SASOHN
- Certificate in Audiometry and Spirometry is a must
- Registration with SASOHN as an Audiometrist
- Dispensing license
- Understanding of Occupational Health and Safety Act with Regulations.
- Valid Driver's license
- (Certified copies of all the above-mentioned qualifications, together with CV must be attached to the application form in order to be considered)

#### **Experience**

- Recently qualified OHNP with some experience in the field is advisable.

#### **Skills:**

- Management and co-ordination skills
- Knowledge of database management and manipulation – read and interpret trends for correct reporting
- Good numeracy skills
- Excellent communication skills (verbal and written)
- Ability to deal and interpret different cultures
- Computer literacy
- Proficiency in Microsoft Office
- Strong administrative skills
- Interpersonal skills
- Good time management
- Excellent planning and organisational skills
- Analytical and problem solving skills
- Influencing skills
- Conflict handling
- Presentation

**Preference will be given to South African residents and candidates from designated groups.**

Interested applicants should please send their applications to [wceo-recruitment@za.wilmar-intl.com](mailto:wceo-recruitment@za.wilmar-intl.com) or hand deliver CV to the Human Resources Department. **CLOSING DATE: 30<sup>th</sup> NOVEMBER 2024**