



HSA
Committed to *Caring* for You



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 127-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

OCCUPATIONAL HEALTH AND SAFETY OFFICER

Salary range: CI\$65,640 – CI\$88,248 per annum

The Occupational Health and Safety Officer will monitor and maintain the Occupational Health & Safety and Disaster Preparedness Programmes, ensuring a safe environment for staff, patients, and visitors within all Health Services Authority facilities. This Officer will develop and deliver occupational health and safety initiatives for staff to minimize the impact of occupational injuries/illnesses.

Primary Responsibilities: The successful candidate collaborates with members of the risk management team and provides guidance and advice to staff for compliance with Health and Safety policies and procedures. He/she will develop, plan and present continuing education programmes in the areas of occupational health, fire safety awareness, disaster preparedness and workplace health and safety. The candidate does not have a budget but provides information regarding programme needs to the Senior Manager for input into the Corporate Services budget.

The successful candidate will inspect the workplace for potential hazards, identify potential hazards, assess the risks, and report potential hazards. This includes overseeing all on-site inspections, assisting inspectors and surveyors in the performance of their duties; provides report as required in follow-up to surveys, inspections, and audits. Will recommend modifications to HSA facilities and practices to ensure safe working conditions and improvements in the work environment. The candidate conducts fire and disaster drills to comply with hospital health and safety requirements and to ensure that equipment is functional, and staff are aware of what to do in an emergency. Will monitor occupational health and safety programme and assists with the development of return-to-work strategies following serious injury or a period of prolonged ill health.

Qualifications and Experience: The successful candidate should possess a Bachelor's Degree Nursing, or another Healthcare Profession, Environmental Health, Applied Sciences or, Industrial Hygiene. Must have at least four (4) years of related experience in a health care setting. A Certification in Occupational Health and Safety would be an asset. The candidate should have excellent communication skills, strong written and verbal skills.

A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidate.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.

Application Deadline: March 9th, 2025

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Job Description

Job title	<i>Occupational Health & Safety Officer</i>	Job Holder	
Reports to	<i>Occupational Health and Safety Manager</i>	Section	<i>Corporate Services</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands guided by the organization’s strategic plan and in accordance with the National Strategic Plan for Health.

This Occupational Health and Safety Officer is responsible for facilitating the integration of the health and safety programme among various disciplines including medical, nursing and support staff. The post holder is responsible for monitoring the HSA’s occupational health and safety program and support the Health and Safety Manager in the provision and direction to integrate the concepts of health and safety within the Health Services.

Job purpose

- To facilitate monitoring and maintaining the occupational health and safety and disaster preparedness programmes, ensuring a safe environment for staff, patients and visitors within all Health Services Authority facilities.
- To facilitate the development and delivery of occupational health and safety initiatives for staff to minimize the impact of occupational injuries/illnesses.

Dimensions

- a) Post-holder collaborates with members of the risk management team and provides guidance and advice to staff for compliance with Health and Safety policies and procedures.
- b) The post-holder facilitates the development, planning and presentation of continuing education programs in the areas of occupational health, fire safety awareness, disaster preparedness and workplace health and safety.
- c) Post-holder does not have a budget but provides information in collaboration with the Health and Safety Manager regarding program needs for input into the Corporate Services budget.

Duties and responsibilities

- Inspect the workplace for potential hazards, identify potential hazards, assess the risks and report potential hazards.
 - Oversees on-site inspections, assisting inspectors and surveyors in the performance of their duties; provides report as required in follow-up to surveys, inspections, and audits.
 - Recommends modifications to HSA facilities and practices to ensure safe working conditions and improvements in the work environment.
- Conduct fire and disaster drills to comply with hospital health and safety requirements and to ensure that equipment is functional, and staff are aware of what to do in an emergency.
- Monitor occupational health and safety programme and assists with the development of return-to-work strategies following serious injury or a period of prolonged ill-health.

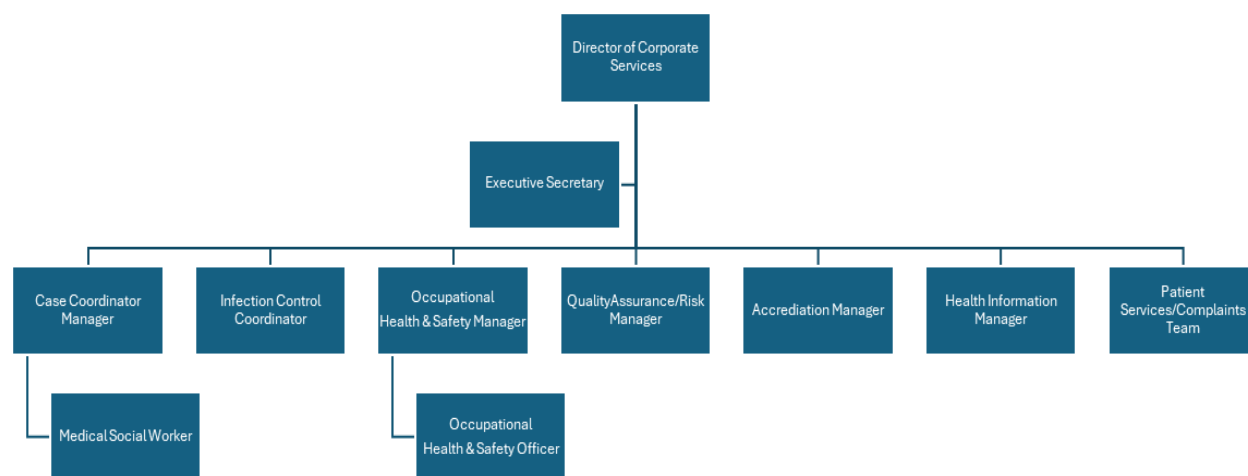
- Respond and conduct investigations into accidents and emergencies.
 - Reviews reports of job-related employee accidents and injuries and recommends corrective action and safer practices as necessary.
 - Review reports of facility safety incidents and makes recommendations as necessary.
- Organize and administer injury prevention assessments to meet specific needs and requirements of various areas of the hospital and works with administrative, supervisory and other personnel to identify and correct unsafe practices or conditions.
- Lead and assist sections with the implementation of health and safety and disaster preparedness initiatives and serve on the hospital's health and safety committee, disaster preparedness committee and other committees as assigned.
- Implement and maintain an inventory of hazardous materials.
 - Develop procedures to identify, handle, use, and dispose of hazardous materials
 - Provide/facilitate training for staff that handle or come in contact with hazardous materials
- Develop, plan, organize and conduct health and safety training for managers, supervisors, and staff; and coordinates the integration of health and safety into the facility-wide training program

Qualifications, Experience & Skills Requirement

The post-holder should possess an Associate Degree in either Environmental Health, Applied Sciences, Industrial Hygiene or other health related sciences; excellent communication skills, strong written and verbal skills and preferable at least four years of related and progressively responsible experience in a health care setting.

Certification in Occupational Health and Safety would be an asset.

Reporting Relationship



Direct reports

The post-holder does not directly supervise any staff but offers guidance and monitors staff activities for compliance with established policies and accepted standards of Health and Safety.

Other Working Relationships

The post-holder reports to the Health and Safety Manager and collaborates with all members of the quality and risk management team and Section Managers. He/she is an integral part of all Health and Safety initiatives within the HSA.

The post holder must be self-directed with the ability to coordinate and prioritize multiple tasks of various types.

The post holder must be available to provide guidance and answer questions for all sections within the HSA.

Decision Making Authority and Controls

The post-holder

- Has access to data, records and all information needed for monitoring, reviewing and investigation of Health and Safety accidents/incidents and is able to make safety related decisions based on the situation and the presenting evidence.
- Reviews and makes recommendations for changes in policies and procedures to the Health and Safety Committee and Senior Manager.

Working conditions

Office space with computer and filing cabinets.

Regular office hours, 8:00 am – 4:30 pm Monday thru Friday with additional hours sometimes required during disaster planning and emergency situations.

Physical requirements

Monitoring and inspection of facilities necessitating walking, standing, climbing and travel between locations. Teaching and frequent rounding also requires standing walking and travel between facilities.

Problem/Key Features

The post holder has to coordinate health and safety programmes and initiatives in multiple complex functional areas with varying team dynamics.

The post holder will have to be available to work as a part of the organization's emergency response team.

The post holder has to cope with frequent interruptions, tight deadlines and the coordination of multiple tasks.

Evaluation Metrics

Delivery of fire safety awareness, fire marshal, disaster preparedness and other in-service training sessions annually

Delivery of agreed number of drills annually

Timely submission of monthly, quarterly and annual reports

Approved by:	<i>Vinton Douglas</i>	
Date approved:	<i>August 2021</i>	
Reviewed:		
Next Review		
Employee's signature:		<i>Date:</i>
Manager's signature:		<i>Date:</i>