

IO1342 Health & Safety Assistant SQS-016

General information

Job category	Standard
Status	Published
Department	SQS/Department for Safety, Quality & Security
Division	SQS / Occupational Health & Security Coordination Division
Section	SQS / HSCD / Safety Control Section

Job description

Main job	Safety - Security - Health
Title of the position	Health & Safety Assistant SQS-016
Job family	Functional Assistant - 2
Grade	G4
Direct employment	Required
Purpose	<p>To support the Occupational Health and Security Coordination Division Head in occupational safety and health matters by implementing Health and safety measures in ITER premises and coordinating management of safety contract on this area.</p>
Main duties / Responsibilities	<p>Implements Health and Safety measures in ITER premises for ITER staff and contractors; Develops and updates necessary templates and fill-in documents such as: Health and Safety individual sheets, Document unique required by law, Prevention Plans, Occupational Health and safety questionnaire, etc.;</p> <p>Monitors training needs on all matters related to occupational Health and Safety (e.g. first aid, safety for newcomers, etc.) and propose an annual training plan for the ITER Organization; Carries out training or speeches related to occupational Health and Safety; Participates in development and maintenance of procedures for occupational Health and Safety; Participates in the Prevention Plan development, anticipating potential hazards; Answers to departments' queries on Health & Safety related topic upon demand in a timely manner;</p> <p>Identifies, keeps and updates database of applicable legal requirements; Takes part/leads incident and accidents investigations; Takes part in the on-call duty service established by the ITER Organization outside normal working hours, including nights, weekends and public holidays; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; Performs other duties linked to the above purpose upon management request, as necessary; Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to Occupational Health & Security Coordination Division Head; Acts as an interface between SQS and contracted emergency support personnel (i.e., Infirmary, Ambulance, Fire Department, etc...); Interface with other departments to accomplish SQS objectives; In response to requests from the Director-General/ Department for Safety, Quality and Security Director (SQS), or proactively, informs the DG/ Department for SQS Director (SQS) of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p> <p>Makes records of Health and Safety within ITER; Contributes to the development of a culture of Health and Safety at ITER; Understands and strives to meet all Health and Safety objectives as described in the IO Integrated Safety Management Plan; Maintains up to date ITER Organization personnel Occupational Health Questionnaires; Maintains up to date safety training requirements.</p> <p>ID SAP 50000795 Project construction phase.</p>

Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	in the field of Health and Safety
Level of experience	At least 5 years
Technical experience	<div>- Experience in a similar position; - Experience in hazard related matters, emergencies and background as a trainer would be an asset.</div>
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively
General skills	<div>Demonstrated ability to produce high quality results; Be pro-active and reactive to urgent requests; Excellent organization skills will the ability to set priorities and meet deadlines; High level of reliability, discretion, and confidentiality in handling topics & documents Good communication skills and capability to work towards department goals with a high level of autonomy;</div>
Languages	<div>English (Working) French (Working)</div>
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Experience in development and implementation of software programs for safety program.