HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

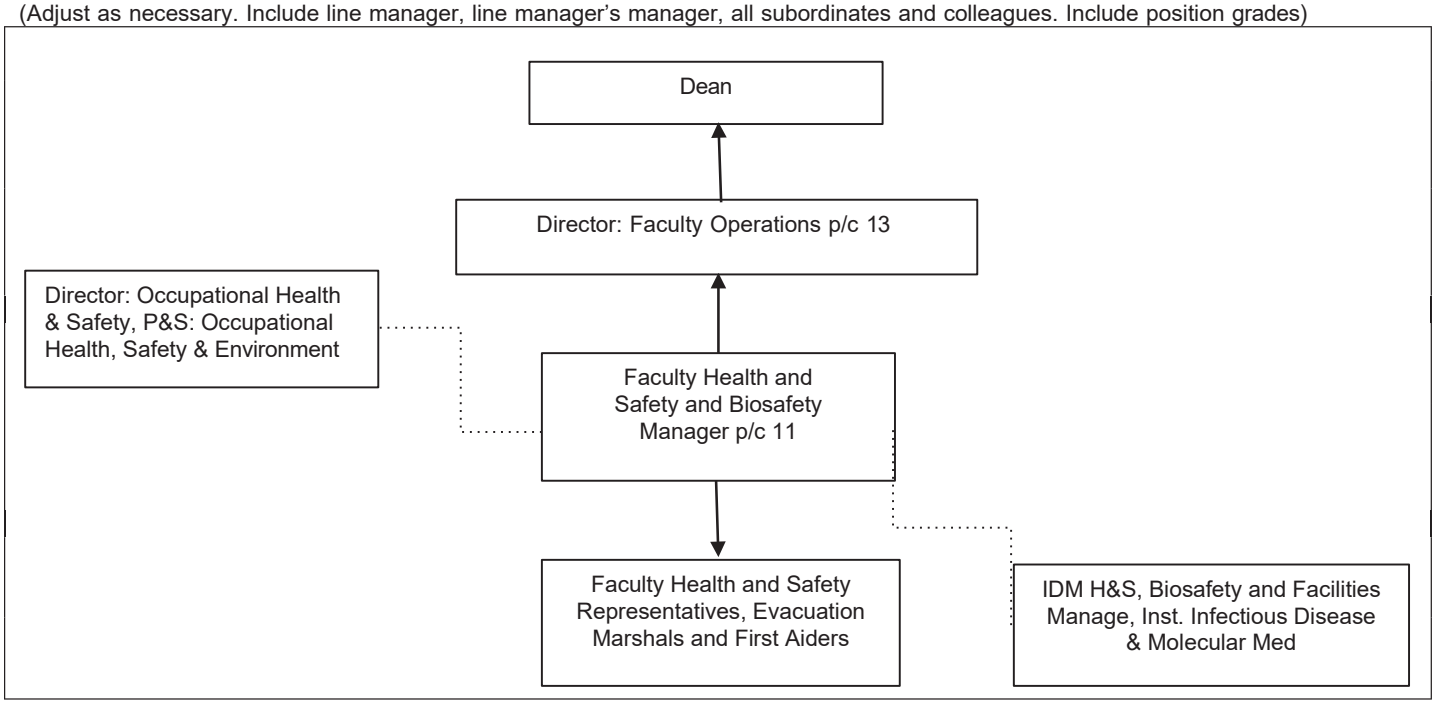
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Occupational Health and Safety and Biosafety Manager		
Job title (HR Business Partner to provide)	Senior Operations Specialist		
Position grade (if known)	11	Date last graded (if known)	September 2021
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Dean's Office		
Division / section	Operations		
Date of compilation	September 2021		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this job is to provide highly specialized professional support to the Faculty of Health Sciences in order that the Faculty meets all legal compliances and adheres to the requirements of the Occupational Health and Safety Act, the National Environment Management Act and regulations, the Hazardous Biological Agents regulations, the Hazardous Chemical Substances Regulations; the Ergonomics Regulations, the Environmental Regulations, the Genetically Modified Organisms Act and all Provincial Municipal Legislation, other future relevant legislation as well as applicable national and international guidelines.

The incumbent must ensure the assessment and minimization of Health, Safety and Environmental risks across the faculty and all its laboratories, including the Biosafety Level 2 and 3 laboratories, and off-site clinics and hospitals in which UCT staff and students work. These laboratories operate under complex OHS codes of practice for the safe handling, containment, and disposal of all infectious agents, genetically modified organisms (GMOs), radionuclide sources/material and hazardous chemicals. The infectious agents and hazardous biological materials with which researchers work include clinical and laboratory strains of Mycobacterium tuberculosis including multi- and extensively drug resistant TB strains, and other infectious fungi, bacteria, viruses and protozoa. There has been considerable growth in FHS laboratory operations over the past ten years. Simultaneously, the demands for ensuring compliance with regulatory and funders' requirements have become increasingly exigent. These developments have significant implications for OHS management and oversight in the FHS and it is now imperative to operate with the appointment of a permanent skilled full-time OHS manager. This Manager would ensure the implementation of UCT's occupational, biosafety, biosecurity and hazardous chemical safety policies, monitor safety procedures, develop and review laboratory SOP's and provide OHS training to staff, post-doctoral research fellows and postgraduate students.

The incumbent will also be required to maintain, review and update all the FHS OHS Standard Operating Procedures and applicable administrative controls and archive all relevant legally required OHS documents. The incumbent will be a member and servicing officer of the FHS OHS and Biosafety committees as well as the UCT Institute Biosafety Committee

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	**General Health and Safety Support**	25%	1. Plan, organise and record meetings and communications with departmental HODs, UCT OHS representatives. 2. Set up systems and processes to efficiently manage risks, e.g. health and safety in research laboratories including general H&S tenets, biosafety and biosecurity (BSL1,2&3 labs) and , hazardous chemical substances 3. Establish continuous OHS education and training of staff and post-graduate students with respect to the safety of all biological and chemical hazardous substances and occupational H&S. 4. Provide relevant OHS training service in support of HR induction of new staff, postdoctoral research fellows and post graduate students 5. Provide literature and resource materials pertinent to specific research areas. 6. Conduct regular safety checks in all areas where hazardous substances are stored, generated as waste or used. 7. Preparation and distribution of reports, including monthly report to OHS Central; Presentation of safety review. 8. Develop and implement policy and management guides with respect to hazardous substances risk control and management. 9. Manage and ensure compliance of ALL SHE appointments in Departments across Faculty 10. Ensure fire safety and emergency procedures are established in all buildings across the FHS campus.	1. Faculty OHS and Biosafety Committee Meetings are organized, members invited, minuted and communicated. 2. FHS OHS and Biosafety Documented system available on the VULA site and/or FHS webpage 3. Training given throughout the year. Use PowerPoint presentations to communicate health and safety requirements 4. Ongoing training provided throughout the year- building and Department specific 5. Literature available on FHS OHS Vula site and/or FHS website 6. Measure the level of safety compliance and improvement in relation to best practices. Internal Audits of areas done annually. Follow-up site visits. 7. Distribute reports on safety practices with respect to hazardous chemical, biological and radioactive substances usage and storage. 8. Develop and display Hazard communication materials in key research areas 9. Compliance monitoring in accordance with the relevant sections of the OH&S Act 85 of 1993. 10. Systems and responsibilities assigned to all buildings.

2	**Hazardous Substances Risk Management and Compliance**	20%	1. Monitor Workshop/Laboratory safety (teaching, clinical and research laboratories) with respect to use and storage of solvents and other chemicals, radionuclides and biological agents 2. Responsible for advising on the purchasing of laboratory safety equipment 3. Develop protocols for chemical waste disposal and monitor implementation 4. Educate and train staff, postdoctoral research fellows and students in safe hazardous waste disposal 5. Establish and train response team(s) to address hazards, e.g. spills/odours 6. Scope and implement appropriate chemicals databases and ensure these are maintained according to the legislation 7. Monitor chemical stock expiration dates 8. Perform routine checks on instrumentation/equipment. SOP's for safe use 9. Continuous monitoring of Hazard communication requirements across Faculty of Health Science building 10. Implement and maintain a comprehensive biosafety and biosecurity plan and training program across faculty; incorporating a combination of preventive systems and practices within the regulatory framework for Class II and Class III pathogens. 11. Standardize the safety practices for the BSL3 and ABSL3 laboratories on the FHS campus 12. Assist Research Groups across Faculty with obtaining authorization to conduct studies with specific class II and III pathogens under the various research and safety Acts. from applicable external statuary bodies (e.g. DOH, DALRRD) 13. Where relevant, plan and organize DARLLD compliance of GMO registrations for Departments /Research groups across faculty, in conjunction with the ORI	1. Regular on and off campus building/site visits done 2. Advise on the purchasing. Departments are to calculate these requirements based on recommendations stemming from internal audits, into their budgets for health, safety and the environment 3. Review compliance of Protocols already in place and to be adhered to 4. Annual training given 5. Response teams within buildings comprise of health and safety representatives, evacuation marshals and first aiders. They receive training from Central and in-house training. 6. Currently staff are using excel spreadsheet for chemical data bases 7. Expiration dates are to be monitored by lab staff. Regular internal audits will identify any transgressions 8. SOP's written by users of such equipment. Routine internal audits address the type and location of all such equipment. 9. Daily walkabouts, weekly inspections and annual internal audits address this requirement. 10 – 13 Meet compliance and accreditation status for working with class II and class III pathogens and GMO's

3	**Resource Management: People**	10%	1. Attend regular OHS meetings with research group representatives to address hazardous substances including chemical compliance in laboratories. 2. Provide input into job descriptions and placement 3. Take responsibility for staff induction & safety training in assessing hazardous chemical substances, hazardous biological agents and radioactive material and hazards associated with the handling and usage and disposal thereof. 4. Provide input into safety training for postdoctoral research fellows and postgraduate students. 5. Provide input into lab staff performance agreements and management 6. Evaluate routine operational risk and ensure that after hours and overnight operational activities are monitored. 7. Manage all appointed Departmental Health and Safety Representatives and provide essential training	1. Well informed staff and student body are included in the health and safety meetings 2. Training schedules of staff, postdoctoral and students documented 3. Post Grads in all relevant laboratories have been given health and safety 4. Relevant reports timeously prepared, presented and made available to appropriate role players 5. Staff are well trained and equipped to meet the safety performance standard expected 6. Culture of safe practices

4	**Education & Training**	20%	1. Provide students, postdoctoral research fellows and staff with specialist training in the use, storage, and waste disposal of hazardous chemicals, hazardous biological agents, radioactive substances, including minimization of waste. 2. Develop safety training procedures for use of equipment/instruments in laboratories where hazardous substances are used. 3. Provide training (to staff, postdoctoral research fellows and students) in the safe operation of machinery, equipment and instruments 4. Implement safety training in under-graduate practical courses, including compilation of safety manuals and running of safety courses.	1. OHS training materials relating to safe operation in all laboratories, as well as, clinical, teaching and other venues. 2. Addressed in all training material
5	**Hazardous Substance Regulatory and Safety Management**	20%	1. Ensure all aspects of hazardous substances safety are observed in laboratories, workshops and stores. 2. Upgrade and maintain health and safety standards with respect to all hazardous substances.. 3. Keep up to date on local, provincial, national and international OHS standards and guidelines, particularly those relating to all hazardous substances operations. These include, but are not limited to: - Occupational Health and Safety Act 85/1993, General Safety Regulations - Hazardous Substances Act (Act 5 of 1973) - Air Quality Act (Act 39 of 2004) - National Environmental Management: Waste Act, 2008 (Act 59 of 2008) - Ergonomics regulations, 2019 - Asbestos regulations, 2001 - Radionuclides - GMOs -The Genetically Modified Act 15 of 1997- implemented by DALRRD December 1999 - Biosafety – WHO manual and NIH guidelines 4. Maintain working relations with Faculty and University OHS and biosafety personnel. 5. Has authority to audit all areas where all hazardous substances are stored or used. 6. Liaise with research group leaders regarding infringements. Help to set up and monitor improvement plans where necessary.	1. Perform bi-annual internal audits and monthly inspections with SHE representatives. 2. Attend annual training and update all systems documents accordingly. 3. Update all legislation through webinars and other forms of obtaining legislative direction 4. Continuous relationship building with current and new staff and students through training, meetings and site inspections 5. Audit all areas, both on Campus and off-site 6. Through audits, monitoring and improvement plans are highlighted and implemented 7. Advise Dean when necessary on closure and/or Delay in opening laboratories

6	**Ad-hoc Duties**	5%	1. Advises/liaises with Deans, Academics, Scientific & Technical Officers, PDRF and students on chemical risks, including use, storage, disposal and minimization of waste. 2. Provide advice to other departments in the Faculty of Health Sciences, who make use of hazardous substances in teaching or research. 3. Member and Servicing Officer of Faculty Health & Safety Sub-Committee. 4. Member of Faculty Biological Committee 5. Ex-officio member of the Institutional Biosafety Committee 6. Undertake other ad hoc projects and duties in consultation with the Head of Department. 7. Approval of Contractor Safety files 8. Project – attend initial and subsequent meetings to address contractor health and safety	1. Advise is available in the form of system documents, powerpoint presentations, training, inspections and outcomes of internal audits and recommendations provided. 2. Provide training and advice to post Doc students and staff in other departments on the correct use, storage and disposal of hazardous substances, i.e. chemicals, biological agent, radionuclides etc. 3. Provide relevant and important updates at meetings 4. Provide input from a health, safety and environmental point of view. 5. Ad-hoc duties are performed as per instruction from Line Management 6. Approve all contractor safety files and regularly inspect sites for compliance 7. Attend initial project meetings, site handovers, before, during and at handover of completed projects

MINIMUM REQUIREMENTS

Minimum qualifications	• NQF 7 • Advanced computer literacy, especially in MS-Office, including spreadsheets and database implementation. • Ability to work effectively under pressure within a team and independently. The incumbent will be required to work with students, academic staff, researchers, and scientific and technical staff. • Excellent English oral and written communication skills, including the ability to service high-level committees and meetings.
Minimum experience (type and years)	• 5 years' relevant Health & Safety experience including in a laboratory environment +5 years • Minimum of 3 years' leadership and management experience • Demonstrated track record in project management
Skills	• Policy, Procedure and Report Writing • Communication, decision-making • Interpersonal skills • Strong client focus • Excellent communication skills (verbal and written) • Excellent organizational skills knowledge • Management skills • Audits and inspections
Knowledge	• Knowledge of all Legislation pertaining to hazardous substances • Good Clinical Practice and Good Clinical Laboratory Practice • Laboratory Biosafety, Biosecurity, Radionuclides and Hazardous Chemical Safety
Professional registration or license requirements	• Member of SAIOSH • Member of SHECASA
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	• Health Sciences Qualification is advantageous • Computer Skills: Email, Microsoft Word, Excel, PowerPoint

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Building partnerships	2	Analytical thinking/Problem solving	2
People Management	2	Client/Student support	2
Quality commitment/work standards	2	Planning and organizing	2
Strategic leadership	2	Research support skills	2

SCOPE OF RESPONSIBILITY

Functions responsible for	• Training of Health and Safety Representatives, Undergrad and Postgrad students and staff in Health and Safety requirements • Management of Health and Safety System • Management of Hazardous Waste Substances
Amount and kind of supervision received	No direct supervision, weekly contact meetings to touch base. Dotted line to IDM H&S, Biosafety and Facilities Manage. Inst. Infectious Disease & Molecular Med AND Director: Occupational Health & Safety, P&S: Occupational Health, Safety & Environment
Amount and kind of supervision exercised	Monthly meetings and building inspections; attendance and participation of OHS Division Central Meetings/Forums
Decisions which can be made	Health and Safety decisions as per mandate and legislation dictated and input into Service Level Agreements
Decisions which must be referred	Purchasing

CONTACTS AND RELATIONSHIPS

Internal to UCT	All Faculty buildings and Departments within UCT as well as all off-site clinics and hospitals
External to UCT	Service Providers