TOBAGO HOSPITALITY AND TOURISM INSTITUTE

Job Title: Health, Safety, Security & Environment (HSSE) Officer

Revised: July 23rd 2025 **Position Number**: 504

Department: Health & Safety **Reports to**: Chief Executive Officer

Approved by: Board of Directors **Date**: February 23rd, 2024

1.0 JOB SUMMARY:

The incumbent is responsible for the planning, coordination, implementation, monitoring and review of the activities related to the Safety, Health, Security and managing the environmental matters of the organization.

Work involves the continuous assessment and review of the workplace to ensure and facilitate compliance with prevailing Occupational Safety and Health laws, regulations and guidelines. The incumbent documents findings and provides controls and remedial and corrective measures where there are violations to prevailing regulations and to minimize and negate risks, hazards or unhealthy practices.

Internal and external stakeholder engagement are also necessary in the line of work to foster a culture of keen attention to health and safety.

2.0 DUTIES & RESPONSIBILITIES:

2.1. Prepares and upholds policy framework on health, safety and security matters to guide the operations of the organization, which includes the conduct of gap analyses to determine safety, health and security deficiencies so as to implement systems to ensure compliance.

2.2 Manages a Health, Safety and Security Committee.

2.3 Formulates and ensures the adherence to Health, Safety and Security policies and procedures.

2.4 Conducts training in relevant areas for staff, e.g. first response, safe handling of tools and chemicals, safeguarding the Institute's property or any other training deemed necessary in the areas related to health, safety and security.

2.5 Investigates accidents, incidents, allegations of violation of policies and/or illegal activities of students, staff, and visitors and submits reports on these matters to their reporting supervisor. Also ensures the implementation of corrective measures and programmes to minimize future incidents.

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2.6 Investigates property damage claims and losses, and submits reports to their reporting supervisor to assist in property management.

2.7 Maintains communication with organizations such as the OSH Commission, Fire Services Department, Emergency Medical Services, Tobago Emergency Management Agency (TEMA) and other relevant agencies and organizations on a regular basis and in terms of health crisis situations, emergencies and disasters.

2.8 Manages crisis situations, including on-site crisis management, after-hour responses and weather-related crisis incidents.

2.9 Ensures that fire and evacuation drills, emergency response plans & other safety procedures are conducted on a regular basis.

2.10 Manages records related to health and safety and security matters.

2.11 Conducts regular inspections on the property, including inspections of all fire safety equipment, to ensure their proper functioning and compliance with prevailing statutory regulations and codes. Conducts follow up action to ensure that property and safety equipment are fully functional.

2.12 Works with the Maintenance Department to ensure cleanliness of the environment and premises.

2.13 Works with staff and management to build awareness and to encourage sanitary and safe practices and provides updates on regulatory and legal requirements on health, safety and the environment.

2.14 Conducts audits and investigates all work sites and the environment to minimize the potential for hazards such as chemical pollution and/or radiation, injury, risks or other loss.

2.15 Assists in the development and implementation of risk assessment throughout the organization.

2.16 Conducts health, safety and security orientation for all new employees.

2.17 Provides oversight of the Security function and works with the Security Officers to ensure their compliance with their duties and responsibilities.

2.18. Monitors political, social, economic and military situations and identifies trends relevant to security situations.

2.19. Any other job-related duties assigned by his/her immediate Supervisor/Manager or duly authorized officer

3.0 COMPETENCIES

3.1 CORE COMPETENCIES

- Integrity
- Collaborating With Others
- Quality
- Student Centered Focus

3.2 TECHNICAL

- A firm grasp of local and international legislation on safety and health, environmental safety regulations and hazardous-waste management.
- A sound knowledge of industrial and occupational safety and health fundamentals and practices.
- Knowledge of relevant standards; recommended practices, industry best practices on safety and health.
- Skills in First Aid, and first responder and safety techniques
- Ability to establish and maintain effective working and public relationships to develop and implement Safety, Health and Environment programmes
- Keen observation skills
- Risk and incident management training
- Reporting skills: being meticulous, analytical and data-driven
- Problem solving and decision making skills
- Comprehensive decision-making
- Organizational skills
- The ability to juggle multiple projects
- Relationship- and consensus-building skills
- Dedication to continual improvement

- Cultural awareness and sensitivity
- Employee and stakeholder advocacy
- Emotional intelligence (eq) and empathy
- Familiarity with administrative tasks: correspondence, handling of records
- Customer focused acumen and orientation
- Confidentiality

3.3 LEADERSHIP

- Strategic Leadership
- Managing Resources
- People Leadership
- Business Acumen

4.0 QUALIFICATIONS & EXPERIENCE:

4.1. Bachelor of Sciences degree in Health and Safety Management and five (5) years practical working experience in the field, especially in a service driven environment

4.2. A NEBOSH certificate or Diploma would be an asset.

5.0 KEY RELATIONSHIPS:

5.1.	Reports to:	Chief Executive Officer
5.2.	Works with:	All members of the Executive management, Supervisory team and all other staff
5.3.	Communicates with:	Executive management, supervisory and all other Staff, OSH Commission, Fire Services Department, Emergency Medical Services, Tobago Emergency Management Agency (TEMA), ODPM, Pest Control Services, Security Services
5.4	Direct Reports:	Chief Executive Officer, Finance and all other Administration Managers, Manager-HR Maintenance and Food and Beverage Management Staff, Lecturers
5.5	Indirect Reports:	Safety Committee

6.0 SUPERVISORY RESPONSIBILITIES:

6.1 Assigns, supervises and reviews tasks of the Nurse
6.2 Assesses the performance of staff under his/her supervision
6.3 Gives day-to-day instructions and guidance
6.4 Makes recommendations for promotion and transfer where appropriate
6.5 Trains and coaches employees under his/her supervision and appraises their performance

7.0 ACCOUNTABILITIES/OUTPUTS:

OUTPUTS	
Outputs	**How Often**
HSSE Budget and Work Plan	Annually
Risk Assessment reviews, including their resolution	Quarterly
Review/Tracking of metrics: completion rates, near-miss reporting rates, safety audit compliance rates, total recordable incident rate, lost time injury frequency rates, injury severity rates, prevention costs	Quarterly
Preparation of Safety, Health and Security Policies and Procedures	As required
Corrective action Planning: Enhancement of the number of corrective actions made over time.	As required
Reports of Accidents/Incidents	As required
Employee Training: Ensuring that employees are aware of all procedures and policies to create a safety culture and raising engagement levels.	As required
Preparation of HSSE Reports	Monthly
Preparation for Safety Committee Meetings	Monthly
Attendance to national Health and Safety Forums	As required
Safety audits and inspections	Quarterly
Recommendations, guidance and expert advice on HSSE related matters to staff under supervision	Daily
Organise and circulate relevant safety and security information to the staff and provide an opportunity for employees to voice Safety and/or Security-related concerns.	Daily
Review and response to correspondence/enquiries	Daily
Security risk assessments and evaluation	Quarterly
Development and updates on a Safety and Security Management Plan: tools in accordance with the nature of safety and security risks, threat assessment, security protocols, standard operating procedures for movement and transport, communications and overall asset protection).	Quarterly
Visitor health, safety and security briefing and information.	As required
Crisis management review: develop contingency plans for incidents	Annually
Post incident counselling, recovery and operation continuity coordination	As requested
Analyse the parameters of the working environment by assessing the nature of the threats and CARE vulnerabilities in relation to the emergency situation	

8.0 CHANNEL & MODE OF COMMUNICATION:

8.1 In the line of duty, utilises a wide range of communication channels and modes which include:

- Telephonic and face-to-face conversations
- Video and audio conferencing
- Utilisation of emails
- Formal written documents - Written letters and memos
- Chats and messaging (Whats App)
- Virtual Meetings
- Facilitation Skills

8.2 MODES OF COMMUNICATION

- Interpretive Communication
- Interpersonal Communication
- Presentational Communication
- Gestural Communication
- Aural Communication
- Visual Communication

9.0 PHYSICAL AND MENTAL STRAIN

9.1 MENTAL DEMANDS

- Requires high concentration on the computer and similar devices
- Regularly manages tight deadlines brought about by project demands
- Regularly coordinates and performs simultaneous activities
- Regularly exposed to safety and security issues
- Occasional interruptions by persons and/or by telephone
- Occasionally requires long periods of concentration while conducting research
- Occasionally provides emotional support to others

- Occasionally responds to immediate, urgent and unexpected requests from supervisors, and/or other stakeholders

9.2 PHYSICAL DEMANDS

- Regularly works for an extended period of time in a seated position, sedentary work
- Regularly exposed to rays from computer monitors that may lead to eye strain
- Navigates each department at the organization's facilities.
- May require lifting and moving of heavy objects weighing more than 5kg
- Frequent standing and walking throughout the organisation

10.0 WORK ENVIRONMENT :(The job is performed in comfortable surroundings)

10.1 ENVIRONMENTAL DEMANDS EXAMPLE:

- May come into contact with chemicals, pest control substances
- Would come in contact with heat, cold and temperature related work given reviews of the food and beverage related areas of the organisation

11.0 ACCEPTANCE STATEMENT:

The Management of the Tobago Hospitality and Tourism Institute, reserves the right to amend this Position Description anytime as required.

I have read and fully understood the position description as stated and accept that any of the tasks may be modified or changed. I accept that I am to be governed by the duties of this job description and take responsibility for performing the functions as listed above, in accordance with performance measures relevant to this job description and the organisation's Strategic Plan.

This Position Description in no way states or implies that these are the only duties to be performed and I may be required to perform any other job-related duties assigned by the Chief Executive Officer or duly authorised officer.

My signature below indicates my acceptance of the same and my commitment to the performance of my duties at the Tobago Hospitality and Tourism Institute.

_____	_____	_____
Employee's Name (Please print)	**Employee's Signature**	**Date**