



**Be an
inspiration.
Be Bayer**

At Bayer we're visionaries, driven to solve the world's toughest challenges and striving for a world where 'Health for all, Hunger for none' is no longer a dream, but a real possibility. We're doing it with energy, curiosity, and sheer dedication, always learning from unique perspectives of those around us, expanding our thinking, growing our capabilities, and redefining 'impossible'. There are so many reasons to join us. But if you're hungry to build a varied and meaningful career in a community of brilliant and diverse minds to make a real difference, there's only one choice.

HSE & QMS Coordinator (JO-2409-1063)

Role purpose

// A focused approach on the integration of the Safety Management System that is capable to establish and provide advice, administration, support and responses necessary to assist site management to fulfil their safety responsibilities in accordance with legal requirements, company ESH policies and ISO45001 and ISO14001 systems in order to maintain safe working conditions for employees and safe facilities for general public by adhering to the company's safety standards and procedures.

// Strong connection and pull approach with the Africa HSE Business Partner.

// Coordinate ISO9001:2015 management system

Key responsibilities and tasks

// Promote safe working techniques and re-enforce the safety policies, guidelines and procedures as set out by the Company

// Coordinate ISO45001:2018 Safety Management System

// Coordinate ISO9001:2015 Quality Management System

// Implement ISO14001: 2015 Environmental Management System as part of the One Management System

// Assist in the identification of hazards, evaluating the risk, developing and implementing a plan to correct/prevent or minimize exposure and audit the plan to ensure its effectiveness.

// Ensure that all JSA's and RA's for all areas, jobs and equipment are maintained in accordance with the risk register

// Develop, implement and maintain the Site Emergency Preparedness and Response Plans

// Participate and Coordinate HSE Reviews and Management of Change Reviews

// Ensure that contractor personnel working at the location are in compliance with legislative and HSE requirements and maintain necessary documents and records related to contractor management

// Perform and contribute to the site training plans by developing and maintaining training matrix for all job levels, scheduling and monitoring training, conducting employee orientations, emergency response training and coordinating training programs at the location

// Schedule and coordinate inspections and audits by appointed site personnel, certifying bodies and corporate structures

// Develop and monitor corrective action lists to address shortfalls and improvements

// Coordinate with appointed responsible personnel on correction of deficiencies/shortfalls

// Maintain records of audits, inspections, reports, certifications, permits or any other related documentation

// Maintain filing systems regarding worker HSE records including training records medical fitness certificates

// Support End-to-End mission team to develop and implement Regional and Site HSE Goals

// Develop SAFE KPI's in line with regional and site objectives and goals

- // Schedule and facilitate regular safety and One Management System review meetings. Minutes of the meetings must be compiled, and the outcomes of the meetings must be actioned, monitored and followed-up to ensure proper compliance
- // Develop, monitor and track performance indices and report statistics
- // Continual improvement of HSE systems and programs at site
- // Cost center management

Key Working Relations

- // Africa HSE Business Partner (EMEA E2E Mission Team)
- // Plant Mission Team
- // Advanced Technologies Squad
- // Planning Squad
- // HSE Squad
- // Field Mission Team
- // One Management System Squad (ISO/onePSS/HSE)
- // External Interested Parties Lead
- // Regional HSE coordinators, experts & Business Partners
- // External auditors
- // HSE material vendors
- // HSE training / communication companies

Experience, Skills and Qualifications

- // A qualification in Safety Management SAMTRAC or similar
- // Remain abreast with local HSE legislation and applicable SANS Standards
- // Qualified ISO45001, ISO14001 and ISO9001 Implementation and Internal Auditor
- // Bilingual – English and local language
- // Intermediate Computer Skills (MS Office including Word, Excel and PowerPoint)
- // Intellex proficiency (Safety and Quality)
- // TRACC proficiency (onePSS)
- // Operational Excellence
- // Excellent verbal, written and presentation skills
- // Effective planning and time management skills
- // Sharing knowledge and experience to support and create an open and innovative learning culture across the site
- // Ability to comply with existing processes within the organization
- // Quick adaptation to new processes within the organization
- // Service Oriented
- // Performance Driven Culture
- // Team player
- // Displays Courage & Candor in a respectful manner with internal stakeholders & customers
- // Ability to work independently in a decentralize/flexible/multi-functional team/squad

Be part of something bigger:

Link to apply: [Bayer Careers](#)

Advertising Period:
9 – 23 September 2024

Position grade:
VS1.2

Employment type:
Permanent

Location:
Lichtenburg

////////// Health for all, Hunger for none.

Bayer welcomes applications from all individuals, regardless of race, national origin, gender, age, physical characteristics, social origin, disability, union membership, religion, family status, pregnancy, sexual orientation, gender identity, gender expression or any unlawful criterion under applicable law. We are committed to treating all applicants fairly and avoiding discrimination.

