

JOB DESCRIPTION

JOB HOLDER & JOB DETAILS:	
Position Title:	HEALTH & SAFETY OFFICER
Reports to:	SENIOR TECHNICAL MANAGER
Department:	PRODUCTION
Prepared / Revised on:	October 2025

2. ABOUT EUROTECH

Eurotech was founded in 2002 in Dubai and is strategically located in the Jebel Ali Free Zone, the largest port in the Middle East.

We design and manufacture sheet metal products of absolute quality for highly demanding industries.

For the past 20 years, we've set the bar high, helping the most exigent customers with our customized engineering solutions, offering the flexibility and technical expertise they require.

3. JOB PURPOSE

The role holder is a [safety professional](#) responsible for ensuring that an organization adheres to legal, regulatory, and internal standards relating to health, safety, and the environment. They are key figures in risk management and play a proactive role in preventing workplace accidents, occupational illnesses, and environmental hazards.

4. DUTIES AND RESPONSIBILITIES

1. **Developing Safety Policies and Procedures**
 - a. Design and implement health and safety policies
 - b. Ensure policies comply with national and international laws
 - c. Update safety protocols based on industry standards and audits
2. **Conducting Risk Assessments**
 - a. Identify potential hazards in the workplace
 - b. Evaluate risks using tools like Job Safety Analysis (JSA)
 - c. Recommend corrective measures to eliminate or minimize risk

3. Safety Training and Awareness

- a. Provide safety induction to new employees
- b. Conduct regular safety drills and training (e.g., fire, emergency evacuation)
- c. Promote a safety-first culture through awareness campaigns

4. Incident Investigation and Reporting

- a. Investigate workplace incidents and near-misses
- b. Record and analyze incidents using root cause analysis
- c. Submit reports to management and regulatory authorities

5. Ensuring Legal and Regulatory Compliance

- a. Monitor compliance with OSHA, ISO 45001, NEBOSH, and local laws
- b. Coordinate with auditors and inspectors
- c. Maintain documentation for audits and inspections

6. Environmental Protection

- a. Monitor air, water, and waste management practices
- b. Ensure compliance with environmental laws (ISO 14001)
- c. Promote sustainability initiatives

7. Monitoring and Reporting

- a. Conduct routine inspections and audits
- b. Use KPIs to evaluate safety performance
- c. Prepare reports for internal and external stakeholders

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

QUALIFICATIONS:

- Diploma or degree in Engineering or Technology, or any Degree in Science with;
- 1-year Diploma/ Certificate course in Industrial Safety and
- Adequate knowledge of English and preferably South Indian language.

EXPERIENCE, & SKILLS

- Practical experience of working in a similar establishment in a supervisory capacity for a period of not less than 3 years or experience of not less than 3 years in training, education, consultancy or research in Health & Safety.

Technical Skills:

- Knowledge of hazard identification and risk control
- Understanding of safety management systems (SMS)
- Report writing and documentation

Soft Skills:

- Communication and leadership
- Attention to detail
- Problem-solving
- Ability to train and motivate others

6. NEXT STEPS

If you have what it takes to join our ambitious organization, please send your CV + salary expectations to sheila.valentino@eurotech-metal.com.

Please note that only candidates with the right profile and experience will be shortlisted.