

# CHASEN LOGISTICS SERVICES LIMITED

Job Title: SAFETY COORDINATOR

Location: Jurong Logistics Hub

No. of Vacancies: 1

## **Responsibilities & Duties:**

### **1) Safety at Work Sites**

- Observe work proceedings at the work site, point out safety hazards and risks to supervisor and workers, inform them to comply and observe safe work procedures. E.g. observe and ensure the set-up of crane according to Lifting Permit.
- Engage with supervisor and workers to build safety awareness and knowledge.
- Complete Lifting Plan.
- Organize and ensure safety and health talks and toolbox meetings are conducted for all personnel on site.
- Maintain site safety and health records as required by WSH Officer.
- Rectify immediately any unsafe act or unsafe conditions reported.
- Perform inspections and audits at work sites.
- Compile Safety report to management.
- Liaise with other management personnel in taking necessary action in emergency situation.
- Provide technical support and assist employees and clients in risk/impact assessment.
- Implement control measures on Workman Safety.
- Engage with clients by providing objective feedback on Safety issues; responding to client's request on safety requirements; provide clients with recommendations on Safety measures.

### **2) Documentation**

- Complete Risk Assessment document; obtain endorsement of Risk Assessment from General Manager.
- Co-ordinate completion of reports.
- Establish record-keeping system for Safety documents.
- Liaise and engage with statutory boards.
- Review and endorse documents.
- Acts as Secretary of the Workplace Safety & Health Committee.

### **3) Accidents and Incident**

- Conduct investigations to accidents and incidents; interview affected parties and also implement corrective measures to prevent future occurrence.
- Complete Accident Report and forward to Administration Manager for reporting.

**Requirements and Qualifications:**

- Possess WSQ Certificate in WSH qualification and other related safety certifications.
- At least 2 Year(s) of working experience in worksite.
- Candidates should be self-motivated, have great interpersonal, communication skills, and be results-oriented.
- Able to work independently with people at all levels and at the same time be a team player.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to

[Michael.tan@chasen-logistics.com](mailto:Michael.tan@chasen-logistics.com)

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)