

STATE TRADING CORPORATION

SCHEME OF SERVICE

- Post : Safety and Health Officer /Senior Safety and Health Officer
- Code : STC 21
- Salary : **Rs 19575 x 475 – 21950 x 625- 23200 x 775- 32500 x 925- 37125 x 1225- 40800 x 1525- 42325**
- Qualifications : A. (a) Cambridge School Certificate with credit in at least five subjects including English Language and any two science subjects including Biology, Chemistry or Physics obtained at not more than two sittings or
- (b) Passes not below Grade 'C' in at least five subjects including English Language and any two Science subjects including Biology, Chemistry or Physics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and on subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. A Diploma in Occupational Health and Safety as laid down in the Occupational Safety, Health and Welfare Act.

Candidates should be registered Safety and Health Officers.

Experience in the field of Occupational Health & Safety will be an advantage.

Note

Qualification at A above should have been obtained prior to qualification at B above.

- Duties
1. To implement and maintain adequate safety and health measures in the Corporation, and generally to promote the safe conduct of work.
 2. To ensure compliance with legislation related to occupational safety and health.
 3. To advise on all matters relating to the health and safety of employees, including the following:
 - (a) the provision and maintenance of plant and systems of work that are safe and without risk to health;
 - (b) the arrangements for ensuring safety and absence of risks to health in connection with the handling and storage of goods dealt with by the Corporation; and
 - (c) the maintenance of all places of work within the Corporation in a condition that is safe and without risks to health.
 4. To advise on, and implement appropriate measures for, the provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of employees.
 5. To investigate and report on any accident or dangerous occurrence on sites of work, to determine the causes and propose remedial action.
 6. To inspect, as and when required but at least once every two months, the plant and equipment and propose remedial action.
 7. To act as the Secretary of the Departmental Safety and Health Committee and to attend the Joint Safety and Health Committee that may be set up for the Port Area.
 8. To use ICT in the performance of his/her duties; and

- 9 To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Safety and Health Officer/ Senior Safety and Health Officer in the roles ascribed to him/her.

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