
JOB OPPORTUNITY

Form Ghana is an internationally leading forest Plantation Company started in 2007 and managing 20,000 hectares of land with 12,000 plus hectares reforested with teak and indigenous tree plantations and nature conservation areas. Form Ghana Limited seeks a proactive and dynamic person to join Form Ghana team to be trained and assist in the management of its health and safety.

Job Title: Occupational Health and Safety Trainee

Job Summary- Gain knowledge and experience leading to possible employment in the company under direction of experienced management personnel

Position Period- Six (6) months

Job Location: Akumadan - Ashanti Region

Job Description:

- Identify trends/problems by visiting or inspecting the worksite, highlighting high-risk activities, and recommend proactive action to manage Health and Safety/Human capital in the company
- Update the Occupational Health & Safety Management Plan (OHSMP) of the company
- Manage the incident and accident reporting database by investigating accidents, incidents, and near misses and ensure all relevant documentation is updated, and also determine how they might be prevented in the future (this includes occupational diseases).
- Work with the site nurses and ensure the clinics are stocked with the right quantity of medicine in accordance with the company policy and also encourage safe working practices.
- Create and implement safety checklists for all relevant operations and conduct regular Health and Safety awareness training including toolbox talks for workers
- Liaise with the District/Municipal health directorate and develop health practices up to date
- Monitoring the performance progress of the health of the workforce and report to the HR Manager
- Support in the management of medical screening and sickness absence
- Conduct safety induction training for new employees (both permanent and short-term employees) and ensure pre-employment medical examinations are done.
- Work with other Officers/ Managers to plan and maintain a healthy working environment
- Submit accurate monthly and quarterly reports to the HR Manager

Eligibility:

- Relevant tertiary qualification in Occupational Health and Safety or an equivalent course of study.



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- At least 2 years or more working experience in Occupational health and Safety
- Must have National Service Certificate
- Age 18 ≥ 35 years and computer literate

Key competencies:

- Dynamic and responsible individual with a strong interest in health and safety standards
- Good communication and interpersonal skills
- Detail-oriented and well organized
- Logical thinking ability
- Good presentation and report writing skills
- Proactive and innovative
- Team player
- Ability to work well under pressure, either in a team or with minimum or no supervision
- Proficiency in computer applications including Microsoft Office Package, especially the use of Microsoft Word, PowerPoint, and Excel
- Trustworthy
- Diligent

Deadline: 17th June 2022 at 12 noon

Application and CV could either be sent to: m.awuni@formghana.org / afia.yeboah@formghana.org / zornahd.cosmos@gmail.com or be delivered by hand at Sunyani or Berekum or Akumadan site or posted to:

**The Human Resource and Development Manager
Form Ghana Limited
P. O. Box SYI 211
Sunyani**

Females are encouraged to apply for this position

Note:

Applicants who do not hear from us two weeks after the deadline (1st July 2022) were not selected.



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House addr: Hse 11, Blk. H, Sector 17, Sunyani, B/R, Behind Ideal College and near Tyco City Hotel.