

IO1384 Health & Safety Assistant SQS-034

General information

Job category	Standard
Status	Confirmed
Department	SQS/Department for Safety, Quality & Security
Division	SQS / Occupational Health & Security Coordinationi Division

Job description

Main job	Safety - Security - Health
Title of the position	Health & Safety Assistant SQS-034
Job family	Functional Assistant - 1
Grade	G3
Direct employment	Required
Purpose	<p>To support the Occupational Health and Security Coordination Division in occupational safety and health matters by implementing Health and safety measures in ITER premises.</p> <p>Supports the implementation of Health and Safety (HS) measures in ITER buildings for ITER staff and contractors;</p> <p>Participates in the implementation of emergencies procedures related to buildings;</p> <p>Participates in the development of emergency preparedness protocols and exercises;</p> <p>Participates in the update of "Integrated Safety Management System";</p> <p>Completes and maintains necessary documents: Health and Safety individual sheets Fiches Poste Nuisances (hazard forms), , Prevention Plans, etc.;</p> <p>Participates in training courses on all matters related to occupational Health and Safety (e.g. first aid, safety for newcomers, etc.);</p> <p>Maintains procedures for occupational Health and Safety;</p> <p>Participates in the Prevention Plan development, anticipating potential Health and safety hazards;</p> <p>May be required to take part in the on-call duty service established by the ITER Organization outside normal working hours, including nights, weekends and public holidays;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Head of the Occupational Health and Security Coordination Division;</p> <p>Acts as an interface between other departments and external organizations or companies in health and safety matters;</p> <p>In response to requests from the Director-General and/or DDG for Safety Quality and Security, or proactively, informs the DG/DDG for Safety Quality and Security of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p>
Main duties / Responsibilities	
Measures of effectiveness	<p>Issues accurate records and maintenance of documents regarding Health and Safety matters within the defined schedule;</p> <p>Contributes to the development of a culture of Health and Safety at ITER;</p> <p>Understands and strives to meet all Health and Safety objectives as described in the IO Integrated Safety Management Plan;</p> <p>Maintains up to date ITER Organization personnel Occupational Health Hazard forms;</p> <p>Maintains up to date prevention plan database.</p> <p>Project Construction Phase.</p>

Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Occupational Health&Safety or other relevant
Level of experience	At least 3 years
Technical experience	Experience in a similar position.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Good communication skills and ability to work autonomously following procedures; High level of reliability, discretion, and confidentiality.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Working knowledge in French language is considered as an advantage.