

Job Description

Job Title: Safety Administrative assistant

Job Purpose: Provide SHE administrative assistance for C&A group

Responsibilities

Organize and maintain safety files, forms, and reports.

Assist in supporting safety meetings by preparing agendas, taking minutes, and following up on action items.

Record and maintain maintenance records orderly as per CSIR C&A process

Follow up on findings emanating from SHE walkabout

Inspect first aid boxes and record shortages for refills.

Assist in monitoring and track permits, certifications, and regulatory requirements.