

## TERMS OF REFERENCE

### ENVIRONMENT, HEALTH AND SAFETY OFFICER FOR 5MW SOLAR PV PROJECT IN BO

Solar Era Holdings Limited (SEH) is seeking to recruit a qualified, experienced and competent Environment, Health and Safety (EHS) Officer for the construction of Solar Era Project.

Solar Era is of a 5MW solar PV Project located in Bo, Sierra Leone. The project is located halfway between Bo and Kenema, approximately 300KM east of the Capital City, Freetown and 1Km North east of Yamandu Village in Baoma Chiefdom of Bo District, Southern Sierra Leone. The main components of the project are solar PV modules, solar power inverters, power connection units, medium voltage 33kV step up transformers and grid connection equipment.

The EHS Officer shall report to SEH's Health and Safety Manager. He/ she is expected to oversee the day to day implementation of Environmental, Health & Safety (occupational and Community) requirements and legal compliance during the construction phase of the projects. In addition, he/ she is expected to demonstrate personal visible leadership by encouraging everyone to behave as EHS leader and promoting a just culture of no blame.

The job description for the position is described below:

1. Through visible leadership and proactive engagement with the Engineering, Procurement & Construction (EPC) Contractor, EHS Officer shall ensure world-class environment, health and safety performance.
2. He or she shall ensure that every work on site is carried out in line with Risk Assessment-Method Statement (RAMS) requirements and that no works shall proceed without RAMS.
3. Ensure site employees are trained on environmental, health & safety requirements including training high risk activities involving electricity, fire, hot works, working in confined space and work at height with training program available and adhered to.
4. Conduct daily environmental, Health & Safety inspections in the workplace, Machinery and track environmental, health & safety inspection findings to closure.
5. In instances where there is non-compliance, he/she shall immediately inform the developer and ensure implementation by the Contractor.
6. Investigate and report to SEH incidences, injuries, hazardous observations, accidents and near misses occurring during construction of the project.
7. Be the health and safety (both occupational and community) focal point of the company by ensuring that the image and reputation of the project company is always preserved and protected through EHS compliance.
8. He/ she shall ensure that the EHS requirements including safe work procedures, site rules and EHS best practices are adhered to during construction.
9. Collaborate with auditors to ensure annual audits and or any other audits are conducted properly and on time, audit findings implemented, all EHS licenses are up to date and the audit report submitted to relevant authority.
10. Review and update management plans, practices, procedures and effectively integrate EHS best practices where appropriate.
11. Review all the management plans, practices, procedures and coordinate with the contractor for effective integration of best practices where appropriate.
12. He/ she shall ensure implementation of emergency preparedness and response procedures including mock drills.

13. Ensure that toolbox talks, safety walks, RAMS, job safety analysis and induction trainings are fully implemented before commencement of works.
14. Produce weekly and monthly reports of EHS implementation stating clearly the statistics on the leading & lagging indicators and submit to SEH.
15. Monitor the issuance and usage of PPE's including PPE inventory.
16. He/she shall ensure that the project is compliance with the Occupational Safety Health Act (OSHA) requirements in Sierra Leone.
17. Attend to all EHS tasks as may be required by the company.

### **Qualifications**

- Degree in Health & Safety or relevant qualification;
- Excellent knowledge of Health, Safety and Environment Management Systems and procedures specifically ISO 45001 or 18001;
- Good knowledge of data analysis, risk assessment;
- Problem solving - ability to proactively identify risks, investigate and establish root causes of accidents;
- A chartered membership of Health and Safety body ie IOSH or NEBOSH;
- A minimum of 3 years' experience in Health and Safety especially in Solar Projects;
- Excellent people management and leadership skills;
- High level of computer literacy and strong report writing skills.