

## ASSISTANT - HEALTH & SAFETY

We are seeking a responsible and detail-oriented Assistant – Health & Safety to support the effective implementation, monitoring, and continual improvement of workplace health and safety practices. This role will work closely with the Health & Safety function to ensure compliance with statutory requirements, customer standards, and recognized management system frameworks, while promoting a safe and healthy working environment across the organization.

### Key Responsibilities:

- Assist in implementing and monitoring health & safety policies, procedures, and guidelines in line with legal and organizational requirements.
- Support routine safety inspections, internal audits, verifications, and risk assessments.
- Assist in preparation, coordination, and follow-up activities related to customer audits & Visits, MAS internal/external verifications, and ISO 45001 requirements.
- Help identify hazards, report unsafe conditions, and support corrective and preventive action processes.
- Maintain accurate health & safety records, reports, audit documentation, and compliance registers.
- Support safety inductions, training sessions, and awareness programs for external & internal stakeholders.
- Assist in incident and accident reporting, investigations, and implementation of corrective actions.
- Work closely with the factory nursing staff & ESH Committee to support workplace health and safety initiatives and promote a safe and healthy work environment.
- Coordinate with Engineering, Production, Neighborhood facilities, and other departments to ensure alignment with statutory, customer, and company H&S requirements.
- Provide general administrative and operational support to the Health & Safety function.

### Qualification and Experience:

- Graduate qualification or diploma/certification in Occupational Health & Safety or a related discipline.
- Basic knowledge or exposure to ISO management systems (preferably ISO 45001) and workplace safety standards can be additional qualification.
- Familiarity with internal audits, inspections, or external verification processes will be an advantage.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Good communication skills in English (written and spoken).
- Strong attention to detail, willingness to learn, and ability to work in a dynamic environment.

