



**Notice of Position Opening  
External/Internal  
Full Time**

**Title:** Health & Safety Supervisor  
**Posting Number:** S-092  
**Posting Date:** March 28, 2024  
**Reporting to:** Health & Safety Manager  
**Grade Level** S1

**Application will be accepted up to April 10, 2024**

Firestone Liberia is looking for Health & Safety Supervisor who will establish, manage and monitor standards, processes, communications, training, and systems to ensure all Health and Safety responsibilities within Firestone Liberia are adhered to.

**Responsibilities**

- Support the development of Occupational Health & Safety policies and programs.
- Review existing policies and measures and update according to the required rules and regulations.
- Prepare and conduct job safety analysis and risk assessments for equipment, processes, and job tasks, and enforce preventative measures.
- Advise and instruct on various safety-related topics (noise levels, use of machinery etc.)
- Investigate incidents and assist departments to perform a root cause analysis to ensure that appropriate counter measures are implemented.
- Ensure that Firestone Liberia's Itemized Implementation Plans (IIPs) are implemented for all departments.
- Initiate and organize Occupational Health & Safety training of employees and executives.
- Ensure full and accurate health and safety training records are maintained.
- Inspect premises and the work of personnel to identify issues or non-conformity.
- Stop any unsafe acts or processes that seem dangerous or unhealthy.
- Conduct and document Health & Safety inspections, audits, and evaluations.
- Collaborated with Health & Safety Coordinators in all departments to implement Firestone Liberia Health & Safety policies and procedures.
- Work together with the Health & Safety Coordinators to complete and implement effective corrective actions in their departments.
- Organize and attend Health & Safety meetings.
- Coordinate and conduct drills for fire and other emergencies.
- Work with Health & Safety Coordinators to conduct the required safety training in their departments.



**Qualifications, skills experience:**

- Business Administration Degree
- Health & Safety Qualification (Advantage)
- Minimum of three-year experience in a similar role
- Knowledge of current relevant health and safety legislation
- MS Office Literate
- Valid driver license for vehicle and motorbike
- Experience in implementing Health & Safety policies and procedures.
- Proven ability to identify potential hazards and develop effective solutions to minimize risk.
- Ability to work independently and as part of a team, with a proactive and collaborative approach.
- Strong organizational and prioritization skills, with the ability to multitask and work to tight deadlines.

**Send resume (max. 3 pages) to: [FSLBHR@bfusa.com](mailto:FSLBHR@bfusa.com)**

**Human Resources Department**

**Firestone Liberia LLC.**

**Please reference this posting number on all documents: S-092**

*M.N. Kitch-Spence*

3-27-24