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Dungsam Cement Corporation Limited
(Royal Government of Bhutan Undertaking)
Nganglam: Pemagatshel



Section – Occupational Health, Safety & Environment	
Job Title	Environment and Safety Officer
Function	OHSE
Reporting to	Corporate

Job Objective

- To contribute towards the development and sustenance of a healthy, safe environment at DCCL premises through the formulation of the Environment & Safety Policy and facilitate implementation, compliance according to concerned agencies through rigorous monitoring and review.

Financial

- In alignment with the strategic objectives of DCCL, draw out short and long-term plans for the Occupational Health, Safety & Environment section.
- Finalize the budget for implementing environment and safety activities in line with the overall business objectives.
- Ensure adherence to the overall budget allocated for various environmental and safety-related activities.

Customer

- Liaise with the Ministry of Energy & Natural Resources and the Department of Labor for necessary permissions and clearances.
- In coordination with the Safety Committee, plan for the action steps/ initiatives to be undertaken to ensure environmental and safety compliance at DCCL.
- Highlight environment & safety issues that are repetitive in nature to Department Head – Works and other Department/ Division Heads, as appropriate.
- Ensure regular sample analysis of stack, ambient air, and water is completed, and take necessary actions based on the reports.
- Ensure distribution of PPEs (Personal Protective Equipment), e.g. Safety shoes, Helmets, etc., to employees as per policy and MoICE standard.
- Ensure a clean working environment at the Mines, Plant premises, and Colonies through consistent monitoring of housekeeping activities.
- Ensure regular upkeep of First Aid Boxes, Fire Extinguishers, and other Fire Fighting equipment in the Plant, Dispensary, etc.



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Process

- Develop an Environment Management Plan (EMP) and ensure updation of the same on a regular basis.
- Periodically review processes and policies for the environment and safety function to ensure risk mitigation.
- Ensure investigation and maintenance of detailed statistics of all types of accidents and incidents in the DCCL premises, including minor accidents, to analyze the same with a view to pinpointing the nature and common cause of accidents.
- Ensure training of all employees on prescribed firefighting equipment, safety standards, and occupational hazards as per the Department of Labor assessment.
- Ensure closure of all NC's identified in audits (Statutory, Internal, etc.) for the OHSE team within the specified timelines.
- Participate/ contribute to activities as a member of various committees, sub-committees, delegations, or groups in strengthening the overall objective of the company.

People

- Partner with the HR Team to drive development of talent and create a leadership pipeline within the Environment & Safety section.
- Ensure timely goal setting, monitoring, and review of performance parameters and provide guidance, counselling, and feedback to team members on their performance to ensure a motivated and committed team.
- Ensure the capability development of self and employees by overseeing the implementation of appropriate safety training and development programs.
- Assist the management by participating in strategic meetings, discussions, brainstorming sessions, retreats, etc.
- Any other assignment from time to time as delegated by the management.