

GENERAL

Job Title: Health & Safety Manager

(Job Ref: Admin/10/2025/01)

Reports to: Senior Manager Administration and Supply Chain Management

Department/Division: Finance & Administration

No. of Vacancies: 1

BASIC PURPOSE:

To provide strategic leadership in the support of Health, Safety, Environment and Internal Sustainability scope for Equity Bank Uganda Limited. This will involve compliance with the statutory legislation and regulations governing Occupational Health and Safety, Environmental Management and Internal sustainability. The role is geared to keeping the employer's obligation with regards to workplace safety as per OSHA Act 2006, National Environment Act 2019.

MAIN DUTIES & RESPONSIBILITIES

- To assist the Bank in complying with current occupational, safety and health legislation and regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety health and environment of the employees, customers, contractors, suppliers and visitors.
- Overseeing the internal and external safety and health audits, risk assessments, fire audits and Environmental audits and keeping records of inspections' findings and producing reports. Ensuring all the gaps identified are timely closed out.
- Ensure all safe to work systems are implemented at bank including permits to work among others.
- To support implementation and monitoring the Bank's Occupational Safety Health and Environment Policy, Programs, and Procedures.
- Spear head Implementation of ISO 14001 & 45001 within the Bank
- Departmental annual budget preparation, monitoring and controlling.
- Drive and support cost management initiatives and track the outcomes
- Oversight of health, safety, environment & internal sustainability within Equity Bank Uganda and as an alternate contact for staff and customers to address HSE issues or concerns.
- Ensure full compliance with all statutory requirements in Uganda (Health & safety Audits, Environmental Audits, statutory medical examinations)
- Implementation of ISO 14001 & 45001 within the bank
- Responsible for scheduling routine fire drills, inspection, awareness and maintenance of fire protection systems

- Responsible for the timely training of all new Equity Bank entrants on the Equity Bank HSE policy.
- Co-ordinate the training of personnel in areas of occupational, health and safety, first aid, fire safety, accident prevention, reporting, and investigation.
- Developing and implementing action plans to address health and safety concerns raised in the statutory and routine audits.
- Coordinate and ensure compliance to Bank's HSE policy & HSE statutory regulations by the contractors engaged by the bank.
- Be part of key change programs especially premises related to ensure on HSE compliance.
- Implement, Maintain, Review and Update Bank's HSE Policy and Management System
- Support and provide guidance on all aspects of People & Premises Health and Safety risk to ensure the safety and well-being of staff, visitors, investors, and customers.
- Work closely with the Estates and Administration Manager and other team leaders within the department in ensuring all HSE requirements are adhered to and provide expert HSE advice and guidance.
- Support implementation of on-going and new Equity bank initiatives relevant to HSE
- Drive operational sustainability initiatives towards reducing environmental impacts and carbon footprint.
- Participating in environmental and sustainability education and research internally and externally
- Provide comprehensive reports and data on internal sustainability for Equity Bank
- Inspiring bank team to achieve the safety goals and safety excellence through motivational and encouraging communications.
- To assist suppliers/stakeholders in compliance with Equity Bank emergency preparedness and response
- To Ensure contractor and suppliers obligations on HSE matters are adhered to as spelt out in the contract and Bank HSE policy
- To support supply chain with supplier HSE and sustainability due diligence during supplier onboarding
- To respond to suppliers/customers/stakeholders' safety concerns within the Bank premises
- Maintain records auditable trail/statistics regarding compliance with the Group and Local Health, Safety and Environmental regulations and the Departments activities.
- Report and document areas requiring Dispensation. Waivers & Breaches (DWB) to the Banks SHE Policy to the Estates & Administration Manager in writing in case of

any deviations and areas of non – compliance (which cannot be rectified in the required time frames)

- Identify and assess any risks to the health and safety of employees whilst at work with a view to eliminate or reduce the risks.
- Visit the different business facilities and conduct, as necessary, health and safety inspections and assessments.
- Agree targets and take accountability for the overall risk management of HSE issues
- Support in the procurement of environmentally sustainable goods and services
- Carry out environmental and social impact assessments where necessary to identify, assess and reduce Equity Bank’s environmental, reputational risks and financial losses.
- Respond, Investigate, report and ensure resolution on health and safety related complaints by staff and customers.

QUALIFICATIONS, SKILLS AND EXPERIENCE

QUALIFICATIONS

- Bachelors in the fields of Occupational Health and Safety/Environmental Management/Engineering
- Postgraduate/Masters in the fields of Occupational Health and Safety/Environmental Management/Engineering is added advantage

SKILLS

- Detailed understanding of the Uganda Occupational Health and Safety and Environmental regulations and general understanding of building and construction regulations/properties management
- A general understanding of operational procedures especially in relation to procurement and facilities/premises management
- Detailed knowledge of the Bank’s Health and Safety and Environmental standards
- Detailed understanding of the Occupational Health and Safety Act 2006 and the National Environment Act 2019
- Proven ability as self-starter/initiator
- Knowledge of fire safety systems and procedures in buildings
- Business Awareness (Be familiar with all aspects of Equity Bank Health, Safety and Environmental Policy)
- Good report writing and research skills.
- Influencing others
- Problem solving and investigative skills.
- Analytical skills
- Ability to work under minimum supervision.

- Ability to work long hours with intensive travel.
- High personal standards and goal oriented
- Team player
- Ability to make sound decisions

EXPERIENCE

- A minimum of 7 years' experience in the management & co-ordination of Occupational Health, Safety, Environmental Management & Sustainability
- ISO 14001 and 45001 Lead Auditor/Implementor certification and implementation of the standards will be an added advantage.