



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Health and Safety Manager	Reference: May 2025
Function/Department	Facilities	Location: AIS
Manager Title	Director of Facilities Management and Administration	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

The Health and Safety Manager is responsible for developing, implementing, and managing the company's health and safety programs, ensuring a safe working environment, compliance with regulations, and continuous improvement. This role includes conducting audits, leading safety training and drills, providing expert advice and consultancy to stakeholders, and working collaboratively to ensure safety concerns are addressed and closed effectively.

Responsibilities

Key responsibilities

Health and Safety System/Program Development

- Develop and implement comprehensive health and safety policies and procedures in line with company goals and compliance requirements.
- Ensure policies meet local, state, and federal safety regulations as well as industry standards.
- Conduct risk assessments, identify hazards, and implement appropriate corrective actions.

Training and Development

- Design, deliver, and evaluate health and safety training programs tailored to different departments and roles.
- Ensure training materials are regularly updated to reflect changes in regulations and best practices.
- Track and monitor employee participation in training sessions, ensuring compliance with mandatory safety training requirements.
- Provide refresher training and ensure that employees remain aware of evolving safety protocols.
- Conduct training for staff i.e. Evac Chair, Risk Assessment, etc.
- Briefing of Safety during new Staff Orientation.

Safety Drills and Emergency Preparedness

- Organize, conduct, and assess regular safety drills and tabletop exercises (e.g., fire drills, evacuation, lockdown, and emergency response).
- Coordinate with local emergency services and external agencies to ensure proper preparedness.
- Analyze drill outcomes and provide recommendations for improvements.
- Co-Chair H&S committee

Health and Safety Audits

- Lead and plan yearly H&S audit
- Conduct regular audits to evaluate workplace practices, safety equipment, and procedures.
- Identify safety deficiencies, provide recommendations for corrective actions, and follow up to ensure implementation.
- Prepare comprehensive audit reports and present findings to senior management, ensuring transparency and accountability.

Incident and Accident Investigation

- Investigate workplace accidents, injuries, and near misses, determining root causes and suggesting preventive measures.
- Work closely with managers and external stakeholders to implement corrective actions.
- Maintain accurate documentation and report incidents in line with legal and organizational requirements.

Stakeholder Collaboration and Closure

- Work closely with internal and external stakeholders, including department heads, contractors, and safety committees, to address safety issues and drive continuous improvement.
- Collaborate with stakeholders to ensure safety action items are closed within agreed timelines.
- Provide advice and consultancy to stakeholders on safety compliance, hazard mitigation, and risk management strategies.

Providing Expert Advice and Consultancy

- Serve as the primary point of contact for health and safety-related matters across the organization.
- Offer expert advice to management and departments on a variety of safety concerns, from regulatory compliance to incident prevention.
- Provide consultancy to stakeholders on health and safety best practices, risk assessment, and emergency preparedness planning.
- Support senior leadership by advising on strategic safety decisions and risk management.

Compliance Monitoring

- Regularly inspect the workplace to ensure adherence to safety regulations.
- Promptly address safety violations and assist departments in implementing corrective actions.
- Stay up to date with health and safety legislation and ensure the company remains compliant.

Safety Culture and Awareness

- Promote a safety-first culture by raising awareness and encouraging employee participation in safety programs.
- Facilitate safety committee meetings and foster a collaborative environment for continuous improvement in safety practices.
- Regularly communicate safety priorities and updates to staff and senior management.

Reporting and Documentation

- Maintain accurate records of safety inspections, audits, training sessions, and incident investigations.
- Prepare detailed reports and presentations for management, stakeholders, and regulatory bodies.
- Track safety performance metrics and ensure consistent reporting of outcomes to stakeholders.

Emergency Response Coordination:



- Develop and maintain emergency response plans, ensuring all employees are trained and familiar with procedures.
- Oversee drills and real-time response efforts, ensuring effective action during emergencies.
- Review emergency response protocols regularly and adjust them based on drill outcomes and changing circumstances.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Extensive experience as a Health and Safety Manager or similar role, with a strong understanding of regulatory standards and safety management practices.
- Proven track record of conducting safety audits, investigations, and risk assessments.
- Strong consultancy and advisory skills, with the ability to engage and influence stakeholders at all levels.
- Excellent communication and interpersonal skills, both written and verbal.
- Ability to deliver training, lead drills, and manage safety initiatives effectively.
- Strong analytical skills and attention to detail, with the ability to identify trends and propose practical solutions.
- Ability to handle multiple tasks, prioritize responsibilities, and manage time effectively.

Qualifications

- Bachelor's degree in Occupational Health and Safety, Environmental Health, or a related field (preferred).
- Professional certification in health and safety management (e.g., Safety Officer, OSHA, or equivalent) is highly preferred.

Contacts

- All AIS employees and students
- Different departments in AIS
- Other vendors that partner with AIS

Working Conditions

- Primarily office-based.
- Work boundaries cover 1 Lorong Chuan, Main Campus and 1 Chuan Lane, Early Learning Village supporting three schools, namely Australian International, Brighton College (Singapore) and Stamford American International School.
- Occasional after-school hours or weekend work for emergency preparedness drills, audits, or incident response, etc

Terms of Employment



**Australian
International
School**

Job Description Form

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours: **8:00 am – 5:00 pm, Monday to Friday**
- Annual Leave: **21 working days per annum**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**
- Background check: **Required**