



WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE

<b>JOB TITLE</b>	Health and Safety Manger	<b>DEPARTMENT</b>	Academic & non-academic
<b>REPORTS TO</b>	Bursar		

Wellington College International Pune (WCI Pune) is seeking to appoint a qualified and dedicated Health and Safety Manager (Industrial Health - AFIH) to join our esteemed school community. The ideal candidate will be responsible for ensuring the health and safety of students and staff, promoting health education, and facilitating communication with parents and the wider community.

<b>QUALIFICATION EXPECTATIONS</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree in occupational health and safety, Environmental Health, or related field Associate Fellowship in Industrial Health (AFIH).</li><li>▪ Strong knowledge of Central, state, and local safety regulations and compliance requirements</li><li>▪ Excellent communication, leadership, and organizational skills</li><li>▪ Certifications in safety-related areas</li><li>▪ Ability to work collaboratively in a multicultural environment</li></ul>
<b>ROLES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Develop, implement, and enforce health and safety policies and procedures that comply with national and international standards.</li><li>• Conduct regular safety meetings, training sessions, and awareness programs for staff and students to foster a proactive safety culture within the school.</li><li>• Ensure compliance with all legal and regulatory health and safety requirements. Regularly assess and address potential hazards in the school environment.</li><li>• Develop and maintain effective emergency response plans, ensuring preparedness for any health or safety-related incidents.</li><li>• Investigate accidents and incidents within the school, recommend corrective actions, and implement measures to prevent future occurrences.</li></ul>



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	<ul style="list-style-type: none"><li>• Conduct regular safety audits and inspections of school facilities to ensure adherence to safety standards.</li><li>• Maintain accurate records and documentation related to safety incidents, training, inspections, and audits.</li><li>• Work closely with the school management team to integrate health and safety into the school's overall operations, ensuring safety is prioritized in all areas.</li><li>• Provide guidance and support to staff, students, and parents on safety-related issues, fostering a supportive and informed community.</li><li>• Identify and address potential health and safety risks proactively, ensuring the safety and well-being of the school community.</li><li>• Handle health and safety concerns calmly and professionally, ensuring the school is prepared to respond to any emergency in compliance with legal and regulatory standards.</li><li>• Foster and promote a culture of health and safety awareness throughout the school, ensuring that safety is a shared responsibility.</li></ul>
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<b>SKILLS AND COMPETENCIES</b>	<ul style="list-style-type: none"><li>▪ Strong communication and interpersonal skills to effectively liaise with all stakeholders.</li><li>▪ Ability to work collaboratively in a multicultural environment.</li><li>▪ Proactive in identifying and addressing health and safety concerns.</li><li>▪ Strong organizational and leadership skills.</li><li>▪ Calm and professional approach to handling health and safety emergencies.</li><li>▪ Commitment to fostering a safe and healthy environment in the school.</li><li>▪ Empathy and a passion for working with children and young adults.</li></ul>
<b>WORKING CONDITIONS</b>	<ul style="list-style-type: none"><li>▪ Full-time position during school hours.</li><li>▪ Occasional after-hours events may be required.</li></ul>



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**OUTREACH &  
COMMUNICATION**

- Establish effective communication channels with parents and guardians regarding student health concerns.
- Collaborate with local health & safety authorities and organizations to promote health & safety initiatives.
- Participate in community outreach programs to enhance health & safety awareness.