



Chasen Logistics Services Limited

Chasen, one of the leading logistics service provider, specializing in equipment relocation is inviting suitably qualified candidates to join its growing team.

Safety Coordinator

West - Jurong

Scope of Work:

Ensure safety awareness of supervisors and workers by pointing out potential safety hazards and risks at work sites. Co-ordinate the completion of safety reports according to work and safety procedures.

Responsibilities & Duties:

1. Safety at Work Sites
 - Observe work proceedings at the work site, point out safety hazards and risks to supervisor and workers, inform them to comply and observe safe work procedures. E.g. observe and ensure the set-up of crane according to Lifting Permit.
 - Engage with supervisor and workers to build safety awareness and knowledge.
 - Complete Lifting Plan.
 - Organize and ensure safety and health talks and toolbox meetings are conducted for all personnel on site.
 - Maintain site safety and health records as required by WSH Officer.
 - Rectify immediately any unsafe act or unsafe conditions reported.
 - Perform inspections and audits at work sites.
 - Compile Safety report to management.
 - Liaise with other management personnel in taking necessary action in emergency situation.
 - Provide technical support and assist employees and clients in risk/impact assessment.
 - Implement control measures on Workman Safety.
 - Engage with clients by providing objective feedback on Safety issues; responding to client's request on safety requirements; provide clients with recommendations on Safety measures.
2. Documentation
 - Complete Risk Assessment document; obtain endorsement of Risk Assessment from General Manager.
 - Co-ordinate completion of reports.
 - Establish record-keeping system for Safety documents.
 - Liaise and engage with statutory boards.
 - Review and endorse documents.
 - Acts as Secretary of the Workplace Safety & Health Committee.
3. Accidents and Incident
 - Conduct investigations to accidents and incidents; interview affected parties and also implement corrective measures to prevent future occurrence.
 - Complete Accident Report and forward to Administration Manager for reporting.

Requirements & Qualifications:

- Possess WSQ Certificate in WSH qualification and other related safety certifications.
- At least 2 Year(s) of working experience in worksite.
- Candidates should be self-motivated, have great interpersonal, communication skills, and be results-oriented.
- Able to work independently with people at all levels and at the same time be a team player.
- BizSafe Certificate
- Managing Work at Height Certificate
- Level 2 Certificate
- Immediate availability will be an advantage
- Fresh graduates are welcome to apply as well
- 6 Days Work Week

If you're interested in becoming part of Chasen, please email your detailed resume stating your qualifications, experience, expected remuneration and contact number(s), with a recent photograph to:

The HR Department
Chasen Logistics Services Limited
18, Jalan Besut, (Off Jalan Terusan)
Singapore 619571
Email: hr.recruit@chasen-logistics.com

** All applications will be treated in strict confidence, we regret that only shortlisted candidates will be notified*