

OCCUPATIONAL HEALTH AND SAFETY:

- To carry out duties as the Occupational Health and Safety (OHS) Unit Officer of the School in coordination with the Director.
- To promptly process, initial and forward incoming correspondence via EBYS to the relevant parties.
- To comply with the dress code regulation.
- To refrain from using hazardous devices in the office, to ensure end-of-day checks of electronic equipment, and to ensure that doors and windows are secured.
- To ensure that all equipment and machinery are kept clean and properly maintained.
- To acknowledge that duties in this unit are sensitive and high-risk, and to strictly adhere to the instructions of superiors.
- To perform any other duties assigned within the scope of responsibilities.