

**Terms of Reference**  
**Health and Safety Officer**  
**Dominica Water Sector Strategic Development Project**

**Terms of Reference (ToR)**

Position Title:	Health and Safety Officer (HSO)
Project:	Water Sector Strategic Development Project (WSSDP)
Location:	Dominica
Reporting to:	Force Account Resident Engineer
Contract Type:	Full-time, Fixed-Term Contract
Duration:	1 Year

**1. Project Background**

The Government of Dominica through the Dominica Water & Sewerage Company Ltd, is implementing a water infrastructure project, which is funded by the Caribbean Development Bank (CDB), through the United Kingdom Caribbean Infrastructure Partnership Fund (UK-CIF), aimed at improving water supply systems across key communities. The WSSDP has two main components as follows:

- a. Building a resilient and efficient water supply and sanitation system which includes water supply and wastewater.
- b. Strengthening Dominica's institutional capacity for resilient water resources management which includes capacity strengthening at the institutional level of the company but also at the level of the Ministry of Housing and Urban Development for water resources monitoring.

Given the technical nature of the works, including excavation, pipe-laying, and construction of water storage and treatment facilities, there is a critical need for strict adherence to health and safety standards. The Health and Safety Officer will play a central role in safeguarding the wellbeing of all personnel and ensuring compliance with national laws and international safety protocols throughout the project lifecycle.

## **2. Purpose of the Role**

To develop, implement, promote, monitor and oversee that health and safety procedures and practices across the Dominica Water Sector Strategic Development Project are implemented in accordance with the Environmental and Social Management Plans that are associated with the legal framework, policies and plans of Dominica and the guidelines of the Caribbean Development Bank, as well as other international best practices, to ensure a safe working environment for all project personnel, contractors, visitors, communities and the public.

## **3. Key Responsibilities**

In collaboration with the project team, key partners and stakeholders, and guided and supported by the Construction Supervising Consultants (CSC), the HSO will implement the following specific duties.

### **a. Policy Development and Implementation**

- Develop and implement the project's Health and Safety Management Plan in line with Dominica's labour and safety regulations, as well as international best practices.
- Ensure all safety protocols align with relevant regulations in Dominica, guidelines of the Caribbean Development Bank as well as international best practices.

### **b. Risk Assessment and Hazard Control**

- Conduct risk assessments and hazard identification specific to water infrastructure works in varied environments (e.g. excavation, pipework, heavy equipment operation, remote locations).
- Identify additional health and safety potential hazards to those listed in the Environmental and Social Management Plans.
- Conduct regular safety inspections of construction sites and associated facilities.
- Implement control measures to mitigate identified risks.
- Maintain records of risk assessments and corrective actions taken.

### **c. Site Inspections and Compliance Monitoring**

- Monitor compliance and enforce site specific health and safety regulations, policies and procedures in collaboration with respective contractor's site supervisors at all construction sites
- Monitor the use of personal protective equipment (PPE) and ensure compliance at all times.

- Perform routine site inspections to ensure compliance with safety standards.
- Identify, alert respective personnel of anticipated risks and rectify unsafe practices or conditions promptly.
- Coordinate with contractors and subcontractors to ensure their adherence to safety protocols.
- Enforcing daily Tailgate meetings at all project sites where construction activities are ongoing.

**d. Training and Awareness**

- Collaborate on the development of a Stakeholder Engagement Plan and a Communications Plan as it relates to health and safety implementation and compliance.
- Plan, coordinate and support training and awareness activities.
- Engage with relevant Government of Dominica (GoD) agencies regarding occupational health and safety compliance.
- Ensure all project staff, contractors and subcontractors are trained and informed on health and safety procedures and emergency protocols.
- Ensure workers are informed about potential hazards and safe work practices.
- Prepare, organize and deliver health and safety briefing sessions for all site personnel, including contractors, sub-contractors and their workforce.

**e. Accident Investigation and Reporting**

- Establish a process to address accident investigation and reporting.
- Investigate all accidents, incidents, and near misses to determine root causes.
- Produce Incident Reports with root cause analysis, corrective actions and prevention measures to relevant personnel and authorities as required.

**f. Emergency Preparedness**

- Develop and maintain emergency response plans.
- Coordinate emergency response and first aid measures on-site.
- Conduct emergency drills and evaluate their effectiveness as recommended.
- Ensure availability and accessibility of emergency contacts, equipment and/or services as relevant.

**g. Documentation and Record-Keeping**

- Prepare standard monitoring reports on health and safety activities, including but not limited to daily reports, accidents and incidents reports, among others as agreed.
- Maintain comprehensive safety logs, inspection records and compliance documentation for project reporting of safety inspections, incidents, training and compliance audits.
- Ensure documentation is up-to-date and readily available for review.

#### **4. Reporting and Supervision**

The HSO reports directly to the Force Account Resident Engineer, and works in coordination with the Engineering and Environmental teams. The Officer shall supervise designated safety assistants or site monitors

#### **5. Qualifications and Experience**

- Degree or Diploma in Occupational Health and Safety, Environmental Management, Engineering or a related field.
- Professional certification (e.g. NEBOSH, OSHA) is strongly preferred.
- Minimum of 3 years of experience in health and safety oversight, ideally within construction or water infrastructure projects.
- Familiarity with Dominican labour laws, health and safety regulations, and environmental standards.
- Excellent communication, problem-solving and interpersonal skills.
- Proven ability to conduct safety training and promote a positive safety culture.

#### **6. Work Conditions**

- The position is based in Dominica with frequent travel to project sites, including rural and potentially remote areas.
- The HSO position comprises a combination of office and on-site work at construction site locations.
- Fieldwork may involve exposure to environmental elements, construction activities (requiring the use of personal protective equipment), and varying terrain.
- Work hours may require working outside of standard hours and include weekends and public holidays to address emergencies or participate in community consultations or otherwise based on project needs.