



### **Safety and Health Executive (OSH Coordinator)**

<b>Job type</b>	Full time, fixed term
<b>Start date</b>	Earliest convenience
<b>Apply by</b>	31 December 2025
<b>Salary</b>	We offer a highly competitive remuneration package which includes: <ul style="list-style-type: none"><li>• Comprehensive private medical insurance</li><li>• Excellent Employee Provident Fund (EPF) savings contributions</li><li>• School places for staff children</li></ul>

#### **Job Summary**

The Safety and Health Executive is responsible for ensuring a strong culture of safety and health for the benefit of everyone within our school community.

#### **Job Description**

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

#### **Key Duties**

- To ensure KTJ's full compliance with OSHA 1994, and with other regulatory requirements, as well as aligning with best practice in schools.
- To ensure robust and compliance health and safety policies and procedures, including emergency procedures, are maintained.
- To serve as the Secretary to the School's Safety and Health Committee, coordinating meetings and preparing reports.
- To liaise with relevant authorities on inspections, audits and statutory reporting.
- To ensure compliance with regulations on asbestos, legionella, chemical safety, gas safety, fire safety and building safety.
- To ensure hygiene and safety in food preparation.
- To ensure regular inspection and maintenance of health and safety equipment.
- To develop good relations with staff to embed a strong health and safety culture.
- To provide health and safety guidance and advice to departments and staff.



- To promote safety awareness through campaigns, posters and initiatives. To ensure students and staff know and understand procedures in the case of an emergency.
- To promote safety awareness through campaigns, posters and initiatives. To ensure students and staff know and understand procedures in the case of an emergency.
- To lead, organise and keep records of health and safety training of staff and students.
- To maintain all OSH-related documentation, including risk assessments, training logs and incident reports.
- To investigate and document all incidents, accidents and near-misses, and to take action as necessary in response to these.
- To submit statutory reports to relevant government bodies.
- To ensure the campus and other environments used by students and staff are assessed for risks and risks are mitigated to an acceptable level.
- To ensure activities conducted by students and staff are assessed for risks and risks are mitigated to an acceptable level.
- To carry out any other reasonable duties commensurate with the post and as directed by the line manager.

#### **Personal characteristics:**

- Independent, proactive, and meticulous.
- Strong team player with a positive attitude.
- Willingness to work on-site and potentially during odd hours, depending on the industry.
- A thorough knowledge of Malaysian OSH legislation and procedures.
- Excellent communication, interpersonal, and leadership skills.
- Strong analytical and problem-solving abilities.
- Competency in risk assessment and incident investigation.
- Highly proficient in spoken and written English.
- High degree of ICT literacy.
- A genuine interest in young people and their wellbeing.
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.



**KTJ** PRIMARY  
SECONDARY  
KOLEJ TUANKU JA'AFAR

## **Recruitment Handbooks**

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

## **About the School**

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the

International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

## **Make an application**

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: [recruitment@ktj.edu.my](mailto:recruitment@ktj.edu.my).

Integrity

Empathy

Mutual Respect