



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྦྱང་བརྒྱུ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) – Occupational Health and Safety (OHS) Focal Person

Responsibilities:

1. Coordinate and oversee the implementation of **Occupational Health and Safety (OHS)** policies and guidelines within the institute.
2. Ensure that all training workshops, laboratories, offices, and hostel facilities comply with **workplace safety standards**.
3. Conduct **regular safety inspections** of equipment, electrical systems, and training areas to identify potential hazards.
4. Promote **safety awareness** among staff and trainees through orientation sessions, safety briefings, and awareness programs.
5. Maintain records of **incidents, accidents, and safety reports**, and recommend corrective actions.
6. Ensure the availability and proper use of **personal protective equipment (PPE)** in training and workshop areas.
7. Coordinate emergency preparedness including **fire safety, first aid arrangements, and evacuation procedures**.
8. Liaise with relevant authorities and management on **health and safety compliance and reporting**.
9. Submit periodic **OHS reports and recommendations** to the institute management for continuous improvement.

(Karma Dorji)

Training Director
JWPTI