

## STAFF REQUISITION FORM (FOR INTERNAL APPLICANTS ONLY)

DIVISION : POWER TRANSFORMERS

Date : 03/08/2026

Requested By Mohamed Alli

Job Title: EHS Internship

Branch / Dept Quality

Grade: \_\_\_\_\_

Reports To: SHE Senior EHS Controller / SHEQ Manager  
(Job Title)

Date Vacancy Should Be Filled : ASAP

Description Of Essential Duties : (Key Performance Areas)

SEE ATTACHED

Specify Any Extraordinary Benefits Attached To This Appointment : (e.g. Company Car) / Car Type

N/A

Suggested Qualifications And Experience Required :

Refer to the attachment

For Reply Please Contact: Name: Kgomotso Mononyane  
ptrf.hr.vacancies@actom.co.za

Tel. No: 011 824-2810

**Applicants who do not receive an interview invitation should deem their application to be unsuccessful**

SIGNATURE   
GENERAL MANAGER / UNIT MANAGER

DATE

03/08/2026

SIGNATURE   
HUMAN CAPITAL MANAGER

DATE

04/08/2026

SIGNATURE   
DIVISIONAL CEO

DATE

SIGNATURE \_\_\_\_\_  
GROUP HUMAN CAPITAL DIRECTOR  
(Only if authorised to recruit externally)

DATE

## POWER TRANSFORMERS

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|---------------------------|---------------------------------------|
| Job Title: EHS Internship | Paterson Grade Level:                 |
| Department/Division: SHEQ | Reporting Line: Senior EHS Controller |
| Direct Reports: None      | Closing Date: 31 August 2026          |

### Job Purpose

The EHS Intern is responsible for supporting the implementation and maintenance of Environmental, Health, and Safety (EHS) programs within ACTOM Power Transformers (APT) manufacturing facility. The incumbent will gain practical workplace experience while assisting in ensuring compliance with legal requirements, company standards, ISO management systems, and safe work practices.

The internship provides exposure to the transformer manufacturing operations including transformer assembly, testing, oil handling, welding, lifting operations, electrical safety, environmental management, and risk management processes.

### Authority Levels

- Perform assigned EHS activities under the supervision of the SHE Senior EHS Controller / SHEQ Manager.
- Report unsafe conditions, unsafe acts and environmental concerns.
- Participate in workplace inspections, audits and risk assessments.
- Assist in maintaining EHS documentation and records.
- Recommend opportunities for continuous improvement through the Senior EHS Controller.
- No authority to make statutory appointments, approve corrective actions or independently represent the company on legal or compliance matters.

### Key Responsibilities

#### 1. Health and Safety Support

- Assist in conducting workplace inspections and safety audits.
- Participate in hazard identification and risk assessments (HIRA).

- Support the investigation of incidents, accidents, near misses, and unsafe acts.
- Assist with the implementation and monitoring of corrective and preventive actions.
- Conduct daily safety observations and inspections in production areas.
- Monitor compliance with PPE requirements and safe work procedures.
- Support contractor safety management activities.
- Assist with emergency preparedness activities including drills and evacuation exercises.
- Populating, reviewing and updating EHS information on Isometrix system.

## **2. Environmental Management Support**

- Assist in monitoring environmental aspects and impacts.
- Support waste management and recycling initiatives.
- Participate in inspections of oil storage areas, bund walls, and hazardous substance storage facilities.
- Monitor spill prevention and environmental protection controls.
- Assist in maintaining environmental records and reports.

## **3. Legal Compliance**

- Assist in monitoring compliance with:
  - Occupational Health and Safety Act (Act 85 of 1993)
  - Environmental legislation
  - Driven Machinery Regulations
  - Electrical Machinery Regulations
  - Hazardous Chemical Agents Regulations
  - Other applicable South African legal requirements.
- Support the maintenance of compliance registers and legal monitoring systems.

## **4. SHEQ Management System Support**

- Assist in the implementation and maintenance of:
  - ISO 45001 Occupational Health & Safety Management System
  - ISO 14001 Environmental Management System
  - ISO 9001 Quality Management System
- Support internal audits and compliance inspections.
- Assist in maintaining controlled documents and records.

## **5. Training and Awareness**

- Assist in employee/contractor induction and onboarding programs.
- Participate in delivering toolbox talks and safety awareness campaigns.
- Assist in developing safety presentations and training materials.
- Maintain training records and attendance registers.

## **6. Administration and Reporting**

- Compile inspection reports and action tracking registers.
- Capture incident and audit findings into SHEQ/Isometrix databases.
- Maintain EHS statistics and KPI reports.
- Assist with preparing management review reports and monthly SHEQ reports.
- Maintain document control systems and filing structures.

## **7. Manufacturing Safety Exposure**

The intern may be exposed to and assist with monitoring safety controls relating to:

- Transformer manufacturing and assembly processes.
- Welding and fabrication activities.
- Crane and lifting equipment operations.
- Forklift operations.
- Electrical testing bays.
- Transformer oil handling and storage.
- Confined space activities.
- Hot work activities.
- Machine guarding and lockout/tagout systems.

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## **Human Resources Management**

The trainee is expected to promote safe work practices, support employee participation in EHS initiatives and maintain professional working relationships across the organisation

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## **Minimum Qualifications and Experience**

Diploma in Safety Management, Occupational Health and Safety, Environmental Health, or related qualification.

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