

Key Responsibilities:

Reporting to the Health and Safety Manager your key responsibilities are: -

- Carrying out safety inspections and producing risk assessments
- Regularly review and update Company Risk Assessments, Safe Operating Procedures and Safety Statement
- Complete Safety Induction Training for all new employees and sub-contractors, and maintain documentary evidence of same.
- Investigate, record and report accidents, incidents and near-misses promptly, ensuring any corrective actions are implemented without delay
- Provide relevant accident information for insurance purposes
- Identify new and on-going safety related training requirements, ensuring all mandatory training is reviewed and delivered on time
- Ensure that correct PPE is available at all times by all relevant employees
- Enforce Health and Safety Department Policies
- Review sub-contractors' Safety Statements and Safety Compliance
- Attend regular Health & Safety meetings

Strong time management and communication skills are essential to this role as well as computer literacy and the ability to prepare reports and administer necessary paperwork.