

<b>Job Title:</b>	Health and Safety Office
<b>Reports to:</b>	Managing Director
<b>Responsible for:</b>	The main purpose of the role is to maintain and improve the company's Health and Safety and Environmental systems and ensure all aspects are complied with by employees, visitors and contractors. The role also involves conducting all internal audits to the annual audit plan.

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### **Primary Duties and Responsibilities**

- Conduct Health & Safety and Environmental audits, scheduling and arranging corrective and preventative actions as appropriate.
- Monitor Health & Safety and Environmental performance and display accurate and up to date statistics.
- Review all accident and near miss reports and investigate and implement improvements as appropriate.
- Keep the Management Team and relevant persons updated on any changes in legislation which may affect operations and propose actions to incorporate changes in legislation with minimal disruption to operations/
- Ensure Company risk assessments are adequate and updated to reflect any changes in operation.
- Maintain Company COSHH records.
- Provide appropriate EHS induction for all new starters, contractors and agency workers.
- Ensure all contractors and visitors follow the relevant safety guidelines.
- Ensure all contractor information is reviewed and permits to work are issued prior to commencement of work.
- Actively drive improvement in all areas of Health & Safety, the Environment and Quality.
- Chair and organise the monthly Health and Safety Action Group meeting.
- Provide and/or arrange on-going refresher and Health and Safety training where required across the company.
- Maintain up to date records of mandatory and competence based training as required.
- Organise appropriate external training for shop floor equipment, such as fork lift, pallet truck, slinging and lifting and other equipment and machinery as appropriate.
- Actively participate in driving continuous improvement throughout the factory, in line with the Company's improvement programme.
- Conduct all internal audits in line with the annual plan.

### **Secondary Duties**

- Assisting with other induction training

**Health and Safety**

- Maintain clean and hygienic workplace.
- Pallets stacked and handled in safe manner according to procedures.
- Take reasonable care for the Health & Safety of him/herself and of other persons who may be affected by his/her acts or omissions.
- Regarding any duty or requirement imposed on his/her employer or on any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

**Quality**

- Carry out all procedures correctly as laid down within the Company Quality System and with regard to relevant Health and Safety Procedures.

**Flexibility**

- Flexible approach to working hours/overtime.

**Hygiene**

- Ensure correct personal presentation and adherence to Company Code of Hygiene.
- Maintains department in line with cleaning schedule and records as required.

**Key Skills**

- some knowledge of BS OHSAS 18001, BS EN ISO 14001, BS EN 9001:2008, ISOSH/NEBSOH trained
- Trained risk assessor
- Ability to train - ideally with a Train the Trainer qualification
- ability to work under limited supervision/Autonomous
- experience of working within the food industry