

## JOB DESCRIPTION

<b>Role Title:</b>	Health and Safety Manager	<b>Location:</b>	TMJ Bildeston
<b>Department:</b>	QuESH		Sites as required
<b>Reports to:</b>	Teresa Gorham	<b>Direct Reports:</b>	None

<b>Role Overview:</b>	<p>Provide health and safety advice to the business as a competent professional, within your capabilities.</p> <p>For maintaining and seeking continuous improvement of all Health &amp; Safety standards in the workshop and on all external locations.</p>
<b>Roles &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide cover and be a point of contact and source of information during the Head of Health, Safety &amp; Sustainability's absence.</li> <li>• Receive information from sources regarding new or changing legislation and liaise with them regarding the actions required to meet the legislation.</li> <li>• Investigate new safety initiative's and produce a procedure / SSOW / criteria for consideration and implementation</li> <li>• Site tasks             <ul style="list-style-type: none"> <li>○ Carry out site inspections, discuss findings with site management and take action as required.</li> <li>○ Liaise with Main Contractors to deal with any issues as found above.</li> <li>○ Attend site Health &amp; Safety meetings to report findings</li> <li>○ Write Risk Assessments and COSHH Assessments for all site activities</li> <li>○ Review drawings &amp; write Method Statements for all installation works in line with programme dates. Liaise with other departments for help &amp; advice where required.</li> <li>○ Liaise with Sub Contractors to obtain RAMS for projects.</li> </ul> </li> <li>• Produce agenda &amp; chair QuESH Forum, agree minutes &amp; report any issues to management.</li> <li>• Write Risk Assessments and COSHH Assessments for all TMJ activities (not covered under 'site' works)</li> <li>• Ensure compliance with Health &amp; Safety and Environmental policies and procedures.</li> <li>• Carry out Accident Investigations, write reports &amp; make recommendations. Report accidents as per RIDDOR requirements.</li> <li>• Amend Risk Assessments &amp; introduce measures as per recommendations from OHN.</li> <li>• Assist the Sustainability Manager in developing and maintaining our ISO Management Systems 9001, 14001, 45001. As well as accreditation to FSC &amp; PEFC Gain an understanding of various environmental accreditations such as BREEAM, WELL, SKA, LEED, Fitwell</li> <li>• Provide support with other accreditations such as FORS, ROSPA and Considerate Constructor, Achilles, Constructionline etc</li> </ul> <ul style="list-style-type: none"> <li>• Working to the high level of quality expected within the Department.</li> <li>• Ensuring compliance with all Company Sustainability Procedures</li> <li>• Ensuring compliance with all Company Health &amp; Safety Policies and Procedures</li> </ul>

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<b>Necessary Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• Good IT skills, using Word, Excel, Teams etc</li> <li>• Good people and strong communication skills</li> <li>• Good time management and time keeping</li> <li>• Ability to prioritise workload and deal with busy deadlines</li> <li>• Maintain Continued Professional Development (CPD) as additional evidence of competency for their role</li> <li>• Awareness of confidentiality and sensitivity</li> <li>• A self-motivated individual</li> </ul>	
<b>Desirable Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"> <li>• ISO Awareness</li> <li>• Environmental Awareness</li> <li>• The ability to negotiate with all levels of staff and management</li> <li>• Good report writing skills</li> <li>• Be comfortable and competent with training others in health and safety topics</li> <li>• Experience within Construction/Manufacturing industry</li> <li>• Basic understanding of each department and their main function within the business</li> </ul>	
<b>Qualifications: (Desirable to do the job)</b>	<ul style="list-style-type: none"> <li>• NEBOSH (General or Construction) (Essential)</li> <li>• Lead Auditor Experience / Qualification</li> <li>• First Aid</li> <li>• Fire Marshall</li> <li>• PASMA / IPAF</li> <li>• CSCS</li> </ul>	
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• QuESH Manager and QuESH team</li> <li>• Workshop departments</li> <li>• Office departments</li> <li>• Site Teams</li> </ul>	
<b>Key External Relationships:</b>	<ul style="list-style-type: none"> <li>• Sub Contractors / Suppliers</li> <li>• Site Teams (Fixing Companies / Main Contractors)</li> </ul>	
<b>Prepared By:</b>	Teresa Gorham	<b>Date:</b> April 2024