

JOB DESCRIPTION

Role Title:	Health & Safety Advisor	Location:	TMJ Bildeston
Department:	Health & Safety Department		Sites as required
Reports to:	Marcus Sharpe	Direct Reports:	None

Role Overview:	Provide health and safety advice to the business as a competent professional, within your capabilities. For maintaining and seeking continuous improvement of all Health & Safety standards in the workshop and on all external locations.
Roles & Responsibilities:	• Provide cover and be a point of contact and source of information during the Head of Health & Safety's absence. • Receive information from sources regarding new or changing legislation and liaise with them regarding the actions required to meet the legislation. • Investigate new safety initiative's and produce a procedure / SSOW / criteria for consideration and implementation • Site tasks ○ Carry out site inspections, discuss findings with site management and take action as required. ○ Liaise with Main Contractors to deal with any issues as found above. ○ Attend site Health & Safety meetings to report findings ○ Write Risk Assessments and COSHH Assessments for all site activities ○ Review drawings & write Method Statements for all installation works in line with programme dates. Liaise with other departments for help & advice where required. ○ Liaise with Subcontractors to obtain RAMS for projects. • Produce agenda & chair Health & Safety Forum, agree minutes & report any issues to management. • Write Risk Assessments and COSHH Assessments for all TMJ activities (not covered under 'site' works) • Ensure compliance with Health & Safety and Environmental policies and procedures. • Carry out Accident Investigations, write reports & make recommendations. Report accidents as per RIDDOR requirements. • Amend Risk Assessments & introduce measures as per recommendations from OHN. • Assist the Manager in developing and maintaining our ISO Management Systems 9001, 14001, 45001. • Provide support with other accreditations such as ROSPA and Considerate Constructor, Achilles, Constructionline etc • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Health & Safety Policies and Procedures

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Necessary Skills/Aptitude/ Knowledge/ Experience:	• Good IT skills, using Word, Excel, Teams etc • Good people and strong communication skills • Good time management and time keeping • Ability to prioritise workload and deal with busy deadlines • Maintain Continued Professional Development (CPD) as additional evidence of competency for their role • Awareness of confidentiality and sensitivity • A self-motivated individual		
Desirable Skills/Aptitude/ Knowledge/ Experience:	• ISO Awareness • Environmental Awareness • The ability to negotiate with all levels of staff and management • Good report writing skills • Be comfortable and competent with training others in health and safety topics • Experience within Construction/Manufacturing industry • Basic understanding of each department and their main function within the business		
Qualifications: (Desirable to do the job)	• NEBOSH (General or Construction) (Essential) • First Aid • CSCS		
Key Internal Relationships:	• Health, Safety and Sustainability Department Manager and Health & Safety team • Sustainability Manager • Workshop departments • Office departments • Site Teams		
Key External Relationships:	• Subcontractors / Suppliers • Site Teams (Fixing Companies / Main Contractors)		
Prepared By:	Marcus Sharpe	Date:	May 2025