

JOB TITLE: **Health and Safety Assistant**

LOCATION: **Leeds (travel to other sites as required)**

REPORTS TO: **HSEQ Manager**

RESPONSIBLE FOR: **Assisting the HSEQ Manager to drive continuous improvement**

INTERACTS WITH: **O.C.O staff at all levels, suppliers and contractors**

HOURS OF WORK: **Minimum of 37.5 hours per week but the nature of the role may mean additional hours from time to time.**

DATE OF ISSUE: **1st December 2020**



JOB PURPOSE

As our business continues to grow, we are now looking to extend our HSEQ department and are seeking an HSEQ Assistant.

The HSEQ Assistant will report directly to the HSEQ Manager and will assist the HSEQ Manager to implement new ideas and safe systems of work. They will be required to help drive continuous improvement throughout the business and encourage engagement and participation with employees.

KEY DUTIES

- Assisting with the creation of suitable and sufficient risk assessments, procedures, and training plans
- Organising training
- Assisting with and delivering training packages
- Ensuring records and databases are kept up to date
- Assisting with incident investigations
- Undertaking small Health & Safety projects
- Assisting with internal and external auditing of the business
- Assisting with the closure of non-conformances, hazards, and incidents
- Reviewing Risk Assessments and Procedures
- Analysing and recording Health & safety statistics
- Supporting sites when required
- Promoting a good culture within the business



ISO 9001
ISO 14001
OHSAS 18001

Certificate Number 11259

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ESSENTIAL SKILLS / EXPERIENCE

- Must hold NEBOSH General Certificate
- Hold a clean driving license
- Have a good understanding of HSAWA 1974, MHSWR 1999, PUWER 1998 and COSHH
- Knowledge of ISO45001, ISO9001 and ISO14001
- Be able to create suitable and sufficient risk assessments
- Understand the hierarchy of control
- Must be a team player with the ability to work under own initiative
- Able to communicate well with others, both verbally and in writing
- Experienced in incident investigation and root cause analysis
- Be computer literate and familiar with Microsoft products such as, Word, Excel, PowerPoint, Outlook and SharePoint.

DESIRABLE SKILLS / EXPERIENCE

- Internal auditing experience
- Experience in CDM
- From an industrial background
- Member of a professional body (IOSH)
- Environmental qualification