



Job Description –Safety, Health & Environment (SHE) Manager

SUMMARY

This role requires a comprehensive knowledge of Health & Safety legislation, experience in developing and implementing emergency planning, business continuity as well as experience in driving forward audits/inspections/assessments/health surveillance and investigation reports.

PRIMARY RESPONSIBILITIES

1. Responsible for Health & Safety procedures, ensuring compliance with all statutory environmental requirements, maintaining and enforcing policy changes including training, monitoring & reporting;
2. Responsible for compliance with all Health & Safety requirements through correct inspections, ensuring the Company complies with best practice in all areas of Health & Safety. In particular attention to business-critical monitoring and legal compliance, reporting any deviations for corrective or preventative action;
3. Provide and communicate accurate and timely H&S data to the management team to enable them to make informed decisions;
4. Undertake site audits, inspections and risk assessments;
5. Identify areas of risk within the business and develop measures to reduce and control;
6. Engage with all levels of the workforce to create and develop a positive H&S culture; including the overseeing of safety wear and other PPE;
7. Safeguard the well-being and safety of all staff working amongst or on machinery, working closely with the department managers;
8. Ensure all accidents, incidents and near misses are appropriately reported and investigated whilst assisting managers in continually improving on safety targets;
9. Ensure correct training on manual handling and operation of mechanical handling equipment including Forklift Trucks, Pallet Movers and Overhead Crane;
10. Keep sufficient records of the above;
11. Ensure necessary care to protect the confidentiality, integrity and availability of Company information from unauthorised disclosure, modification or destruction.

KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

- Essential!: Applicant must possess NEBOSH Diploma in Occupational Health and Safety or equivalent and be a member of IOSH;
- Experience of providing proactive and professional first line health, safety and welfare support and advice to a diverse workforce;
- Up to date on law/legislation with 3 years' experience in a similar role;
- Excellent communication and organisational skills, both written and verbal;
- Applicants should be flexible, adaptable and able to work both independently and as part of a team;
- Competent using Microsoft Word, Excel and Outlook.

WORKING CONDITIONS

Working conditions are normal for an office environment in an engineering, manufacturing and distribution Company

Full Time position working 40.5 hours per week. Monday-Thursday 08.30-17.30, Friday 08.30-15.30.

Note:

The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.