

# Job Description

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Job title	Health & Safety Advisor	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

As a Health & Safety Advisor you will work closely with the H&S Manager in all aspects of delivery of the Company's Health Safety Wellbeing, Environmental and Energy Management Systems. This will include, but not limited to, undertaking audits and inspections, developing operating procedures, preparing reports and statistics, delivering presentations as well as providing advice and guidance to employees and sub-contractors.

A critical aspect of the role is the safety leadership behaviours exhibited in setting the tone for our business. Application of a Just Culture approach is essential to incident investigation and the proactive reporting of incidents in a clear and concise way to ensure accurate conclusions can be drawn to enable shared learning. In addition, to foster a leading approach to safety and wellbeing indicators, positive observations and continuous improvement methods.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Undertake regular positive observation inspections and audits in keeping with an agreed programme in all operating regions and act and report accordingly.
- Investigate and report on incidents, dangerous occurrences, ill health, wellbeing concerns and near misses. Identify opportunities for improvement and information sharing.
- Prepare and present leading and lagging indicator statistics relevant to the development of the safety strategy.
- Advise and assist site and office based staff on all aspects of the Company's, Health & Safety Environmental and Energy Systems and procedures.
- Source, plan and also deliver training to employees as required to recognised/acceptable standards.
- Continual promotion of the health and safety ethos and culture at all levels in the Company and with sub-contractors.
- Assess competence of sub-contractors.
- Attend and contribute to health and safety meetings at site, regional and Company level.
- Liaise with the Client and attend meetings as instructed by the H&S Manager.
- Contribute to and develop appropriate health and safety, as well as environmental initiatives as required by the H&S Manager.
- Prepare and distribute regular health and safety alerts as required.
- Contribute to the development of operating procedures and other aspects of the Safety, Health, Environmental and Energy Management Systems.
- Carry out risk, COSHH assessments and writing of method statements whilst ensuring compliance with H&S and legal obligations
- Continuous Improvement of processes within Quality Management System
- Coordinate training for health & safety and manual handling etc

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- Coordinate internal annual audits for site health & safety, catering, contractors, security and the IMS.
- Information dissemination to all sites on team talks, H&S culture board, accident/incident significant near misses
- Input data onto the Intalex system and company intranet and ensure actions completed
- Input data onto client owned reporting system and ensure actions completed
- Ensure actions from external Audit Completed
- Update H&S Training Matrix all sites
- Ensure Contractor files current all sites
- Review Generic RA, SSoW, COSHH all sites
- Review F gas register all sites
- There will be a requirement to work flexibly to deliver training sessions and carry out audits to meet company requirements.
- Willingness to assume additional responsibilities in keeping with the requirements of the post.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Relevant H&S, Certificate IOSH Managing Safely essential or equivalent qualification. Behavioural safety experience an advantage.
- Experience preferably in a health and safety/environmental/energy related role
- Experience in delivering presentations/training sessions
- Experience of health and safety, environmental, and energy management systems
- Auditing and Compliance experience

### Other factors:

- Excellent IT skills including Microsoft Office and Databases
- Outstanding communication both written and verbal across all levels of internal and external interface
- Calm professional manner, but able to take firm and timely decisions

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## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	