

# Job Description

<b>Job title</b>	Health and Safety Apprentice	<b>Date</b> Sept 24
<b>Reports to (title)</b>		
<b>Contract/Department</b>	Siemens Energy Wind Power 3364	<b>Revision 1</b>
<b>Location</b>	Hull	

## Job purpose

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

We are currently recruiting for a Health and Safety Apprentice to join our team Monday - Friday 08:00 - 17:00.

The HSE Apprentice will work with and support the account management and site teams of the organisation learning to advise on the statutory safety, health and environmental requirements as they affect the company's operations. They will assist the management team in ensuring that the legal and company HSE requirements are implemented aligned with the account specific safety culture.

## 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.

- Assist the management team in the development, management, implementation and monitoring of the Safety, Health and Environmental Management System by updating systems in line with changes in legislation or best practice, delivering training, coaching operational teams and undertaking workplace inspections.
- Learn to provide advice on the practical implementation of the company's SHE policies and processes, applying generic industry guidance into the context of the workplace.
- Learn to identify hazards and evaluate associated risks.
- Learn to support the practical application of the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products.
- Learn to support and assist in the implementation of SHE inspections and monitoring systems demonstrating the balance between enforcement and internal support.
- Learn to undertake and/or assist with the monitoring, analysis of and reporting of SHE performance.
- Learn to prepare and maintain records relating to safety, health and environmental matters that comply with legal and workplace requirements and are accessible to those who are authorised to use them. e.g., records associated with Provision and Use of Work Equipment Regulations, Lifting Operation and Lifting Equipment Regulations, Noise at Work Regulations, Hand Arm Vibration Regulations or Environmental Permitting Regulations.
- Assist the management team in establishing, managing and maintaining relationships with external stakeholders such as local authorities, Health and Safety Executive, Environment Agency, Occupational Health, Occupational Hygienists and others as required and directed.
- Learn to research Safety, Health and Environmental Issues and best practices. Review updates of

# Job Description

health and safety regulations e.g. changes to Construction, Design and Management Regulations or updates to the Control of Substances Hazardous to Health along with workplace instructions, making sure that information is from reliable sources.

- Assist and/or support the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed.
- Learn to recognise where decisions have a financial cost and impact on operational service delivery.

## Resource responsibilities

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

- Communicate effectively: Be able to contribute effectively in both spoken and written styles, adapting to the audience to present information or training in an assertive, engaging way.
- Work effectively in a team: Be able to work with others (colleagues, suppliers, clients and the public) and lead by example in a collaborative and non- confrontational way. Be able to adjust to change in relation to the requirements of the organisation.
- Learn to contribute to a positive SHE culture. Challenge behaviour that is inconsistent with SHE culture, respect the culture and values of others in contributing a positive SHE culture. Positively influence behaviour in others to achieve desired outcomes and resolve conflicts.
- Learn to drive Innovation: Be able to identify areas for improvement and suggest sustainable innovative solutions.
- Learn to use their Professional Judgement: Be able to work within own level of competence, know when to seek advice from others.
- Apply the code of ethics: Work within rules and regulations of professional competence and code of conduct as defined by a professional institution. Be able to resist pressures to allow others to utilise unsafe working practices.
- Commit to equality and diversity: Apply attributes of equality and diversity to meet the requirements of fairness at work.
- Continue their professional development, maintaining excellent levels of attendance at college/tutor sessions where applicable and appropriate and successfully achieving a level of health and safety qualification where defined.

## Person specification

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

The HSE Apprentice will be required to have achieved or be working towards a good standard of GCSE's including English and Maths as well as having knowledge and experience in commonly used office computer applications.

# Job Description

## 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.

The role will be predominantly office based and where required visit the Siemens account portfolio of sites, learning to provide advice to others on how to work without harming themselves or others, as directed by the management team.

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

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

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