

SHE Advisor

Job Description

A Health and Safety Officer (HSO) is responsible for minimising or removing the risk of accidents, work-related illnesses and injuries in the workplace. They maintain the safety information of an organisation and promote safety compliance by shaping new protocols and strengthening existing health and safety policies.

Key Responsibilities:

- Good knowledge of Health and Safety rules and regulations
- Good knowledge of Environment regulations
- Diplomacy and discretion, as well as robust negotiation skills.
- Liaise with other department managers.
- Carry out regular site inspections and provide feedback to department managers
- Create and maintain Risk Assessment
- Identify risks and hazards, and ensure they are dealt with as far as reasonably practicable
- Identify areas of training and create tool box talks/ safety briefings
- Have the confidence to roll out tool box talks to small groups of staff
- Oversee the training matrix and identify training gaps
- Arrange training for staff
- Induction of new staff and periodic refresh of longer serving staff
- Collection and analysis of data
- Excellent record keeping skills.
- Will set examples by wearing the correct PPE when moving between the factories.
- Regularly visit site and interact with the staff.
- Inspecting plant and equipment and processes to make sure they are safe.
- Near miss and incident investigation and reporting.

- Identifying new processes, ones that need updating or no longer work.
- Ensure that Company certificates are kept in date.
- Oversee staff that have fire Marshall duties.
- Trained First aider would be useful but not essential
- Trained Fire Marshall would be useful but not essential

Requirements and Skills:

- Experience within the field
- Strong spoken and written English
- NEBOSH or IOSH qualified
- Proficient in software, databases or systems required for the role
- Ability to work flexible shifts to adapt to changing work schedules

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Working Hours: Monday – Thursday 8.00am – 17.00pm and Friday 8.00am – 14.00pm (40 hours)