



# Job Description

## Health & Safety Manager

<b>Job Title</b>	Health & Safety Manager
<b>Department</b>	EHS Department
<b>Reporting to</b>	Process Safety Manager
<b>Location</b>	Standish Site
<b>Hours of Work</b>	35 hours per week
<b>Contract</b>	Permanent [6 Month probation period]

**Job purpose** Ensuring compliance with government and legal regulations through policy enforcement or adherence to legal guidelines.

To ensure the effectiveness of the EHS Department. To contribute to the executive decision-making processes to ensure a commitment to achieve progressively higher standards within the company and move it towards being the best in its field of activities and to be an advocate for improvement and change across all its functions and at all levels.

To promote a positive climate in which EHS is seen by management, employees, neighbours, customers and other off-site agencies as being fundamental to the company's day-to-day operations. Ensuring that policies, programmes, systems, procedures and registrations are developed and maintained to meet company and regulatory health and safety assurance requirements.

To ensure current awareness with relevant H&S issues is maintained through liaison with the Chemical Industries Association and other organisations.

### Responsibilities

- Management, Implementation and Communication of the Management Systems [45001]
- Accident and incident investigations, report findings and identify countermeasures to prevent reoccurrence by RCA and Risk Management; identification of hazard and planning of action to remove or reduce
- Acknowledge, Investigate, and resolve non-conformance
- Implementation, communication, and Review of Audit requirements, both internal and external
- Required to keep up-to-date with legislation and industry best practice and prepare, communicate changes, highlighting any risk or operations requirements
- Management of Legislation Register, ensuring of site compliance through documented checks and protocol
- Organise all required H&S training programmes for relevant site personnel
- Develop, implement, and manage regulations under the health and safety at work act 1974 safety programs (Confined Space Entry, LOTO, Safe Isolation of plant, Hazard Communication, Emergency Response, Fall Protection, Respiratory Protection, Hearing Conservation, etc.) to ensure compliance with applicable health and safety standards
- H&S duties around the safety complaint operations of the facility, completion and



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communication of any required documentation to any third party [or interested party]

- Site safety protocol including, communication and awareness to all who access site and or restricted areas, site signage and access is gained via suitable procedure through induction of different access requirements; *staff, delivery, visitor, consultant, contractor* ensuring other staff understand their role and responsibility in the management of safe operation of the site ensuring awareness of hazard and required protocol
- Coordinate and lead the site safety committee activities
- To assist the Process Safety team in process hazard assessments (PHA), including HAZID, HAZOP, LOPA, HFA and the development of ALARP demonstrations, as required under COMAH
- Liaise with all interested parties; enforcing competent authorities on H&S matters, the Emergency Services, to arrange regular Emergency Drills to enable the testing and review of the on-site Emergency Response Plan, and development and maintenance of the off-site Emergency Response Plan with the local Emergency Planning authority
- To act as Fire Officer for the site, and to ensure site fire risk assessments are up to date and necessary control measures are implemented, monitored and reviewed
- Report and communicate department performance, risk and opportunity to senior management
- Manage the sites COSHH Assessment process, including carrying out of such assessments
- To carry out any reasonable requests within the work environment in the interests and support of the company that may not specifically detailed above
- Develop, implement, and manage regulations under the health and safety at work act 1974 safety programs (Confined Space Entry, LOTO, Safe Isolation of plant, Asbestos, Hazard Communication, Hazard Waste Management, Emergency Response, Fall Protection, Respiratory Protection, Hearing Conservation, etc.) to ensure compliance with applicable health and safety standards



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	Essential	Desirable
<b>Skills / Knowledge / Experience</b>		
Model and promote an organisational culture that fosters safety through effective leadership	X	
Good working knowledge of the chemical industry and associated legislation		X
Chair meetings or committees		X
Completion and management of risk assessments including COSHH	X	
Experience of a COMAH site		X
Ability to lead scenario training and emergency drills	X	
Experience in a similar role		X
Knowledge of 45001	X	
Lead audits	X	
Presenting to groups including senior management		X
Co-ordination of site training		X
<b>Qualifications</b>		
Supervisory / Management Qualification (ILM, NEBS)		X
Educated to Degree Level in Relevant Subject	X	
NEBOSH Level 3 certificate	X	
IOSH Managing Safely	X	
Lead Auditor 45001, 14001 and 9001		X