



Health, Safety & Welfare Advisor

JOB SPECIFICATION

JOB TITLE: HEALTH, SAFETY & WELFARE ADVISOR

RESPONSIBLE TO: OPERATIONS DIRECTOR / MANAGING DIRECTOR

DUTIES AND RESPONSIBILITIES:

As the Health, Safety and Welfare Advisor for Sheriff Construction and our subsidiary companies, you will play a crucial role in helping ensure that our workplaces are safe and our employees are aware of the risks associated with their job.

You will use your knowledge and skills to promote a positive health and safety culture across our organisation; ensure our business is fully compliant with safety legislation; provide employees, contract workers and the business with safety advice, training, and support; and make sure that safety policies and practices are adopted and adhered to. In your day-to-day duties, you will typically work with a range of organisations, including HSE, environmental health bodies, safety consultancies and other Safety Managers from the clients and contractors our company works for.

To be successful in this role, having a range of essential skills, knowledge and the confidence to perform your duties effectively is paramount. This includes having a methodical approach, superb interpersonal skills, a sound knowledge of construction (roofing and brickwork), excellent time management skills and the ability to multitask whilst prioritising your workload. You will be expected to have a background in safety management and a formal qualification (i.e. NEBOSH).

Health, Safety & Welfare Advisor

- (a) Carrying out risk assessments and considering how risks could be reduced.
- (b) Outlining safe operational procedures which identify and consider all relevant hazards.
- (c) Carrying out regular site inspections to check policies and procedures are being properly implemented in accordance with company policies and procedures.
- (d) Ensuring working practices are safe and comply with legislation.
- (e) Preparing health and safety strategies and developing internal policy.
- (f) Leading in-house training with contractors, managers and employees about health and safety issues and risks.
- (g) Completing Health, Safety and Welfare reports, keeping records of inspection findings and producing comprehensive reports that identify any issues or improvements.
- (h) Creating and implementing up to date health and safety policies, investigating accidents and incidents, conducting risk assessments, and providing training to employees.
- (i) Attending CPD for NEBOSH and seminars and reading professional journals.
- (j) Keeping up to date with new legislation and maintaining a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the construction industry.
- (k) Chairing monthly HS&W meetings with the Contracts/ Projects Managers under the guidance of the Operations/ Managing Director. Issuing minutes with actions to the attendees and others outside of the meeting as required.
- (l) Advising the site/ office teams on any specialist areas, e.g. fire regulations, noise, safeguarding machinery, occupational injuries/ diseases, hazardous substances etc.
- (m) Providing monthly HS&W report statistics across our clients/ Sheriff subsidiary developments to monitor and advise the business about any trends that will require action to be taken.
- (n) Compiling Risk Assessments, Method Statements (RAMS) and Lift Plans. Update our Health & Safety Statement/ Policy and COSHH documents. Review the company's Environmental Policy and update as required.