

JOB TITLE	Environmental Health and Safety Co-ordinator
LOCATION	Bristol Area
EMPLOYMENT	Permanent
REPORTS TO	EHS Manager

DESCRIPTION OF FUNCTION

The Environmental, Health and Safety (EHS) co-ordinator will provide health, safety, an environmental support to the EHS Manager across the site, whilst being a champion of compliance and best practice.

The postholder is responsible for the monitoring and development of health, safety and environmental safe systems of work, in compliance with company policies and procedures and relevant ISO standards and other accreditations.

JOB RESPONSIBILITIES & DUTIES

- Support site teams developing and embedding of a positive safety culture at all levels across the business unit.
- Advise and support the improvement of site procedures and safety related systems.
- Safeguard compliance with site environmental permits or licences as well as specific working plans, including general administration and auditing.
- Ensure that all monitoring/recording is carried out in line with permit requirements, company procedures and industry best practice in a safe manner at all times.
- Support in the review of any monitoring data collected and provide guidance/advice/corrective actions on problems identified.
- Assist EHS Manager in preparation of any environmental monitoring reports and submissions to internal and external bodies in compliance with permits and licences, and in accordance with company procedures.
- Support with managing appropriate actions to prevent health and safety incidents, environmental breaches, or other environmental incidents.
- Actively participate in H&S meetings to communicate site performance and issues identified, working closely with the site teams to support on outstanding and arising items.
- Follow up and close actions in a timely manner from reported of incidents and audits in line with statutory and company requirements.
- Lead investigations into safety and environmental incidents in the EHS manager's absence, to support the management team in identifying root causes and recommendations for improvement.
- Collation of health and safety data, monitoring of performance against KPIs (key performance indicators) and writing of necessary reports.
- Audit contractor safety during works to ensure compliance with safety and environmental procedures.
- Carry out site inspections and audits to assess compliance with ISO, health, safety & environmental company standards and report these to EHS Manager.
- Assist in review of risk assessments, SSOW and method statements to ensure best practice and prevention of incidents.
- Act as a point of contact on environmental and safety advice on site; and seek additional guidance from EHS Manager when required.
- Maintain a solution-focused approach when challenging unsafe behaviours and conditions.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

KNOWLEDGE

Essential

KE1 – Knowledge of the technical aspects of manufacturing practices and processes
 KE2 – Awareness of the relevant management standards ISO9001, ISO14001, ISO 45001
 KE3 – Good understanding of health and safety and environmental legislation and best practice
 KE4 – Knowledge of supporting and driving safety culture transformation

Desirable

KD1 – Understanding of Polymer recycling process technology.
 KD2 – Internal or external auditing experience

SKILLS

Essential

SE1 – Computer literate with the ability to interpret and collate health safety & environmental data.
 SE2 – Self-motivated with the ability to work to deadlines and constantly juggle priorities
 SE3 – Excellent attention to detail
 SE4 – Good team player
 SE5 – Good interpersonal and influencing skills.
 SE6 – Approachable and adaptable to a changing work environment
 SE7 – Active and proactive approach to safety

Desirable

SD1 - Ability to keep calm under pressure and Measured approach.

EXPERIENCE

Essential

EE1 - Practical experience of data management and interpretation using Excel and other data analysis software.
 EE2 Experience of presenting information in a concise manner to the site management team.

Desirable

ED1 – Experience of waste industry
 ED2 – Contractor administration and management
 ED3 - Experience of working with regulatory bodies.

QUALIFICATIONS

Essential

QE1 – NEBOSH diploma or Science Degree/NGC with comparable experience

Desirable

QD1: Tech or Grad IOSH member of appropriate safety organisation