

# QHSE Coordinator



**Department:** QHSE

**Reports To:** Head of QHSE

## Job Purpose:

To support the Head of QHSE (Quality, Health & Safety & Environment) across all aspects of developing and maintaining agreed QHSE and other operating standards across the business. Working as part of an integrated team linking with Business Managers, staff, and clients. Ensuring Health, Safety and Environmental compliance is met through managing all activities associated with these areas and those responsible.

## Main Responsibilities:

(Overall responsibilities, delegated authorities & accountability)

- Assisting with QHSE related aspects as instructed by Head of QHSE
- Assisting in developing of QHSE Policies and procedures
- Conduct Internal audits as required using the templates and prepared questions to complete to correct standard and format.
- Implementing the Company's training plan
- Quality management administration
- Assisting with investigations into any quality, health, or safety incidents
- Helping to develop and improve the company's quality, health and safety, and environmental management systems.
- Supporting the assessment, monitoring, measuring, and recommendations associated with QHSE improvement initiatives.
- Preparing QHSE related information
- Assisting in regular monitoring of the Company's QHSE management system performance
- Preparing and distributing monthly, quarterly, and annual QHSE statistical performance reports
- Participating and assisting with planned meetings and preparation of meeting minutes
- Assisting with QHSE tasks for approval of suppliers/subcontractors
- In the absence of the Head of QHSE helping with any minor facility issues on site.
- Promoting a positive quality, healthy, safe, and environmentally friendly culture throughout the Company.

## Health & Safety Responsibilities:

- Take reasonable care of your own health and safety.
- Take reasonable care not to put other people - fellow employees & members of the public at risk by what you do or do not do in the course of your work.
- Complete work in a safe manner in the way trained, not deviating from procedures.
- Co-operate with the Company, making sure you get training, and you understand and follow the company's health and safety policies, procedures, and work instructions.
- Not to interfere with or misuse anything that has been provided for your health, safety, or welfare.
- Report any injuries or illnesses you suffer as a result of doing your job.
- Report any incidents, near-misses or safety concerns you see in the workplace.
- Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury).
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy - they should temporarily move you to another job if they have one for you to do.

**Environmental Responsibilities:**

- Understand and ensure measures designed to minimise environmental impact as a business is adhered to as per the company Environmental Policy.
- Tell your employer if you wish to report an environmental matter concerning the business.
- Implementation of the company's Environmental Management System (EMS), including writing and review of associated policies and procedures.
- Management of the audit programme of the EMS to ISO14001 standards.
- Keeping abreast of environmental legislation and Company policy to ensure defined standards and best practice are implemented.

**The Person:**

- NEBOSH/IOSHH Qualified
- Degree in Health & Safety (preferable / not essential)
- Experience in a similar role.
- Understanding of ISO9001, ISO14001 and OHSAS.
- Experience of assisting the QHSE Manager and Supervisor with administrating and developing the Quality and Health and Safety Management Systems as required.
- Internal ISO Auditor (preferable)
- Self-Motivated
- Reliable starter-finishers; taking on tasks and seeing through to completion.
- Excellent Communicator.
- Excellent communication skills.
- Highly organised; able to work on multiple projects and deadlines simultaneously.
- Microsoft Office Competent
- Takes initiative and always act in a professional and ethical manner.
- Ability to adapt to changes in the work environment.

**IT Skills:**

- Conversant with Microsoft Office

**Other:**

This role is based at our main facility in High Wycombe, but occasional travel to our other site in Buckingham will be required.

This is a full time, permanent position working 40 hours per week 07.30-16.30 Monday-Thursday and 07.30-13.30 on Fridays.