

Job Description

Job Title:	Health & Safety Advisor
Division:	Business Support
Reports to:	Head of Health & Safety/operational management
Direct Reports:	None
Main Interfaces:	Operations managerial and supervisory teams, operatives and internal or external stakeholders

Overall Purpose

To prevent incidents and provide guidance on H&S legislation to all members of the Axis Europe team.

Key Tasks / Activities / Responsibilities

- Understand the Axis H&S Policy and other appropriate standards and legislation.
- Advise on the requirements of statutory provisions and safety matters
- Undertaking site audits and completing reports on finding with recommended improvements
- Managing the H&S needs of Axis offices.
- Promote an interest and enthusiasm for health and safety matters throughout the Company.
- Monitor the effectiveness of implementation of the policy.
- Initiate discussion and consultation with employees on health and safety issues.
- Act as a focal point within the company on health and safety issues,
- Liaise with external health and safety consultants and the HSE where appropriate.
- Set a personal example by abiding by the requirements of the Policy, Arrangements, Guidance and Safe Systems of Work.
- Undertake Risk Assessments and produce written record for the policy
- Investigate accidents and produce reports with recommended actions
- Maintain accurate records of relevant H&S data
- Monitor performance of sub-contractors
- Attend relevant H&S meetings
- Deliver Axis induction and other H&S training
- To promote best practice and demonstrate leadership in H&S to all members of the Axis Europe team.
- To motivate your teams to achieve continual improvement in H&S practice and monitor their performance to ensure that it meets the highest standards
- Promote a positive H&S culture
- Ensure the effective implementation of Axis H&S policies and procedures through the co-operation of the relevant stakeholders

Person Specification

Key Knowledge

- NEBOSH Certificate in H&S
- CDM 2015
- Proficient in Microsoft office package
- Technician member of IOSH (Desirable)
- Scaffolding inspection (Desirable)
- Incident investigation (Desirable)

Key Skills

- Positive approach
- Excellent communication
- Person management and influencing skills
- Literate and numerate
- Ability to prioritise and meet deadlines
- Self motivated
- Team player
- Report writing

Key Experience

- Previous H&S related role
- Construction Background
- DSE (Desirable)
- Fire safety (Desirable)

Other Key Information

- Driving license
- You must own an Android or IOS mobile phone which you will use as part of your job (BYOD)
- All staff have a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: