

JOB VACANCY - HSEQ ASSISTANT

We now have an exciting opportunity for a proactive and self-motivated HSEQ Assistant to help ensure a safe working environment by ensuring compliance with HSE legislation and the company ISO standards; to promote a safety awareness culture within the workplace; and to work with the site managers to ensure all health, safety, environment and quality controls are monitored, measured and controlled with mitigations put in place as required.

Location: Trafford Park.

Working hours: 37.5 hours per week

Principal duties:

- Conduct a weekly site walk round observing, reporting and mitigating all unsafe acts and conditions on site
- Address and immediately organise or ensure the mitigation of unsafe acts and conditions reported by other members of the site, recording them on the events log for review by the management team
- Working with site management, update the events log with all reported unsafe acts and conditions, ensuring all actions are completed in a timely manner
- Attend the weekly HSEQ meeting with site management to review the open events and actions completed to mitigate the risk
- Ensure that the legislative compliance checks at site are carried out to ensure compliance
- Manage and complete all accident and incident investigations. Taking statements and organising review meetings to agree actions
- Maintain procedures and work instructions ensuring compliance to the relevant standards
- Complete and review risk assessments
- Ensure all contractors to site are inducted in the site rules
- Upload and maintain information on SharePoint compliance hub
- Work with HR to ensure all training requirements are fulfilled and staff are competent to carry out their jobs
- Assist the Site Manager with environmental requirements for the site
- Record resulting H&S maintenance work requests on the CMMS
- Work with the document controller to ensure all the latest documents are uploaded to SharePoint
- Deliver H&S training and Tool Box Talks (TBT) as required
- Work in line with the company's Mission, Vision and Values
- Any other additional duties as required

Knowledge and experience:

- Working towards a recognisable Health and Safety qualification
- Internal Auditor experience desirable
- Experience in risk assessments
- Previous experience in a production or heavy industrial environment
- Experience of Quality & Health and Safety certification procedures desirable
- Experience of Environmental requirements
- Experience of Microsoft Office, particularly the use of Word and Excel
- Positive, can-do attitude and self-motivated
- Well organised and work well under pressure
- Problem solving skills
- Excellent interpersonal skills
- Willingness to attend training courses
- Analytical approach to workload

Applications:

Please email your covering letter and CV to jobs@axionrecycling.com

Alternatively please post your covering letter and CV to:

Tatenda Dlamini, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

Posted: 27 May 2022

No agencies please