

## 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:** Salford

**Job type:** Permanent, full time

**Working hours:** 37.5 hours per week, Mon-Fri 08:00 - 16:00

### Main 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
- Be responsible for maintaining the events log with all reported unsafe acts and conditions, ensuring all actions are completed in a timely manner
- Chair the weekly HSEQ meeting for management to review the open events and actions completed to mitigate the risk
- Manage the legislative compliance checks required at site 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
- Responsible for updating the site managers on HSEQ KPIs on a monthly basis
- 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
- Responsible for reviewing updated legislation by keeping abreast of email updates (CEDREC) and updating the management team
- Reviewing the company legal register
- Work with the Office Administrator 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:

- Recognised 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
- 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](mailto:jobs@axionrecycling.com)

Alternatively please post your covering letter and CV to:

Rebecca Blyth, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

**Posted: 31 August 2022**

**No agencies please**