**Health, Safety & Environmental Officer**

You will be a member of our HS&E Team, being committed to contributing towards making a difference to organisational safety, environmental performance and **positively interacting** with our colleagues in embedding a culture that cares. 

You’ll be **accountable** for delivering **excellent** customer service and living our values at all times and be **trusted** to progress your own learning and development.

**What are my key responsibilities?**

To monitor and report on the effectiveness of our health, safety and environmental practices across the organisation, providing instructions where required to meet legislative and statutory requirements. You will also provide proactive HS&E support to our Operational Teams.

Through on-site inspections, and Audits the HSE officer will provide our first line of defence, ensure that we are fully fulfilling our legal obligations and responsibilities with regards:

* Provide support to the entire business on all matters pertaining to the HS&E function.
* Assist in the creation and maintenance of whg’s HS&E procedures and ensure control measures are being followed and maintained.
* Liaising with HR and Occupational Health providers to ensure reports and referrals are maintained and accurate.
* Review and monitor the deployment and usage of the personal safety devices across the business,
* Ensuring that contractors are being monitored across the departments.
* Report Waste management and environmental issues to the HSE advisor and where required take appropriate action to mitigate any risk.
* Undertake audits/inspections to ensure compliance with whg policies and regulatory requirements.
* Triage individual interactions within our HS&E management systems, e.g. incidents and near miss reports and write reports for management to assess any trends and ensure organisational-wide learning from incidents.
* Progress and chase any outstanding actions to satisfactory conclusion.
* Carry out site visits, colleague welfare checks (in relation to H&S), monitoring and auditing activities.
* Assist in the delivery of innovative means of interacting with our colleagues that promote positive safety, wellbeing and protecting the environment.
* Assist in the delivery suitable and sufficient compliance and awareness training for colleagues that meets legislative requirements and current best practice.
* Undertake routine administrative tasks.
* Support the delivery of awareness and training workshops.
* Effectively communicate with colleagues and our suppliers.
* Support any Health, Safety & environmental incident, accident & near miss investigations as and when required
* Assisting in the reviewing of policies, procedures, risk assessments and work instructions as and when required.
* Monitoring the use of tools currently within the business inc onsite audits.

**Relationships**

* You will report directly to the Health, Safety and Environment Manager.
* You will work closely with colleagues across the business.

**Role Requirements:**

We’ll need you to have the following as a HS&E Officer:

* Knowledge or experience of working in a high-risk sector such as construction, maintenance or manufacturing.
* An understanding of health, safety and environmental legislation including construction and maintenance processes CDM knowledge (advantageous)
* knowledge of working at height legislation, including scaffolding best practice,
* An understanding ISO 14001 Environmental and 45001 safety management systems.
* Minimum NEBOSH General or Construction Certificate qualification in Occupational Health and Safety or equivalent.
* A full driving licence with access to a vehicle.
* Experience of using a variety of IT packages i.e. Microsoft 365, Databases.
* Excellent written and verbal communication skills
* Ability to effectively communicate at all levels.
* Ability to record and produce accurate information with attention to detail.
* Excellent time management with ability to work to tight deadlines and conflicting priorities.
* Ability to deal with challenging situations/colleagues
* Ability to work on own initiative and collaboratively within the team.
* A commitment to continual personal development.

Flexible working is required to meet the demands of the service which operates between 8am and 6pm. Your manager will advise you in advance when the team is required to start and finish work. Your normal start and finish times may be varied from time to time at the discretion of your manager

**whg’s values and behaviours**

At whg we have an ambitious aim to be an exceptional place to work that attracts, develops and retains talent.

We recognise that our success as a business depends largely on the quality and commitment of our colleagues; our values set out in the Corporate Plan identify the behaviours that we expect all colleagues to display at whg.

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| A blue circle with white hands in it  Description automatically generated | TrustworthyYou can rely on us. We are honest in everything we do. |
| A hand holding a shield  Description automatically generated | AccountableTaking responsibility for our actions and owning the delivery of our promises. |
| A star on a blue circle  Description automatically generated | ExcellentStriving to be the best and delivering the best outcomes for customers and the organisation. |
| A yellow circle with a white outline of hands shaking  Description automatically generated | RespectfulValuing people and treating everyone with empathy and fairness. |
| A pink circle with two people holding a heart  Description automatically generated | CollaborativeAchieving great things by working together. |