

Health & Safety Coordinator

DEPARTMENT: Health & Safety

ABOUT THE ROLE:

From cordless solutions to customisable janitorial systems and advanced floorcare equipment with on-hand training, Numatic delivers professional, practical, and reliable equipment, designed, engineered, and made right here in Chard, in the South West of the UK. Known for the Henry and Hetty vacuum cleaner and independently rated the UK's most reliable vacuum brand, Numatic understands the need and demand for sustainable cleaning solutions. Longevity, efficiency, serviceability, and recyclability are the four values that construct the Numatic Sustainability Formula. Above all else, the most sustainable products are those that you can use day after day, without fail, for many years.

We are looking for a H&S Coordinator to work in a small, dedicated Health and Safety team to help us manage the safety of work equipment on site, as well as other aspects of the H&S agenda. The role is varied and will require a hands-on approach in a large manufacturing production site. You will be required to carry out in-depth surveys of each piece of equipment and engage with operators and supervisors to assess the equipment and provide a PUWER Assessment. You will be proactive in promoting a strong safety culture, ensuring that our high company standards and legal compliance is maintained.

RESPONSIBILITIES:

- Managing the PUWER system and conducting work equipment assessments.
- Write accurate reports and provide action plans for Supervisors.
- Review assessments as required.
- Work with the Production Engineering team during the design and build stage of work equipment, to advise on guarding, ergonomics, machinery hazards etc.
- Work with other stakeholders, during the purchase of new work equipment.
- Assist the H&S Officers with accident, incident or near miss investigations.
- Assist the H&S Officers in writing Safe Systems of Work for work equipment.
- Writing Lockout and Tagout Procedures for high-risk work equipment.
- Review asbestos hazards on site for existing work equipment to safely manage maintenance and repair.
- Proactively intervene as necessary, for any H&S concern or non-compliance.
- Support the H&S agenda in other areas of H&S, e.g., auditing, and inspection, carrying out H&S training such as Inductions and Manual Handling.
- Gather data and prepare reports for the H&S Manager.
- Any ad-hoc reasonable requests regarding H&S requirements.

ABOUT YOU:

- Desirable: IOSH Managing Safety or a PUWER Assessor Certificate
- Experience in a H&S work role or environment
- Experience in writing of safety procedures
- Experience with, or working with, work equipment, design, or build
- Strong IT skills with competence in Microsoft Office: Word and Excel
- Strong interpersonal skills with the ability to communicate effectively with a range of internal and external stakeholders
- Logical approach to problem solving with robust attention to detail

Closing Date: 03/08/2022

SALARY: £25,000 - £28,000 DOE

How to apply: Please send your CV and Covering Letter to jobs@numatic.co.uk