

Health and Safety Officer

DEPARTMENT: Health and Safety

ABOUT THE ROLE:

Established in 1969, Numatic International has a proven track record in designing cutting-edge cleaning and janitorial products for a multitude of industries, from commercial and industrial to consumer. Recognised all over the world for the iconic Henry vacuum cleaner, we design and manufacture all of our products for global distribution from our impressive production facility in Chard, Somerset; a bustling market town in the South West, which remains to be an economic hub centered around British manufacturing.

The Health & Safety Officer will work cohesively within a dedicated team to oversee and co-ordinate the safety of staff, contractors and visitors to our large manufacturing production site. The role is varied and interesting and will require a hands-on approach in advising and developing best health and safety practice. You will be pro-active in promoting a strong safety culture and ensuring that our high company standards and legal compliance is maintained.

RESPONSIBILITIES:

As a Health & Safety Officer will be involved in a range of activities:

- Support the Health & Safety Manager and team in all health and safety related matters
- To actively promote a positive safety focused culture throughout the business
- Accountable for Accident/Incident investigations and maintaining effective records
- Accountable for Near Miss reports reviews and identification of trends
- Accountable for COSHH assessments and compliance
- Responsible for Risk Assessment compliance across the 25-acre site
- Responsible for writing and issuing relevant SSOW, Toolbox Talks and Safety Alerts across the site
- Responsible for Noise, Co2, LEV, HAVS, asbestos and lighting assessments
- Assisting with the delivery of various Health and Safety training courses
- Assisting with the development and auditing of various Health and Safety procedures and systems relevant to the business needs across the site
- Assist with various Health and Safety audits and inspections carried out across the site
- Attend Health and Safety meetings and give relevant input and information as appropriate
- Proactively intervene as necessary for any Health and Safety concerns/issues arising
- Deputise for the Health & Safety Manager at meetings when required
- Any ad hoc reasonable requests regarding Health and Safety requirements

ABOUT YOU:

- As a minimum a Health and safety NEBOSH General certificate qualification
- Experience of working within an industrial health and safety environment
- Strong interpersonal skills with the ability to communicate effectively with a range of internal and external stakeholders.
- Ability to work independently and as part of a small team, using own initiative
- Logical approach to problem-solving with robust attention to detail
- Strong IT skills with competence in Microsoft Office to include, Word, Excel and PowerPoint
- Experience of gathering data, compiling information and preparing reports

Closing Date: 27/06/2022

SALARY: £30,000 - £35,000 p.a DOE

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