



Health, Safety, and Training Officer

LEVEL:	Level 6
ACCOUNTABLE TO:	Waste Operations Manager
SALARY:	£32,115 to £35,235 per annum
LOCATION:	Ivybridge/Torr Quarry/Totnes Depot
CONTRACT:	Permanent

Job Purpose

To work in conjunction with the Waste and Community Services Operational Managers and Health and Safety Team to identify, investigate, maintain and advise on all health and safety incidents and related activities including regulation and legislation across South Hams District Council (SHDC), to promote and improve a positive health and safety culture.

The officer will also identify and either deliver or organise training for staff within the services.

Role Profile

Reporting System:

- Ensure that all reportable health and safety events are scrutinised in full, using the correct root cause analysis and that the corrective/follow up action has been stipulated and assigned.
- Produce regular reports for all reportable incidences detailing 'open' and 'closed' cases highlighting completed rectification actions and any outstanding actions.
- Ensure that all reportable incidents, accidents and near misses with the services are accurately recorded against the reporting system.
- Carry out Risk Assessment and Safety Practices.
- Promote and work with managers to determine and produce safe systems of work and support them in conducting periodic risk assessment reviews.
- Maintain a database of internal and external contractor Risk Assessment and Method Statements (RAMS).

Inspections and Audits:

- Conduct planned health and safety audits and workplace inspections and produce reports highlighting areas of concern, identifiable trends and produce a required rectification plan.
- Undertake ad-hoc site visits and inspections of operational rounds and produce feedback reports.
- Review the PPOWER register to ensure that the management team have captured all appropriate items and that maintenance schedules have been completed by the correctly trained personnel.



Emergency Planning Support

- Provide direct input in the event of an emergency.
- Coordinate and administer emergency planning functions such as: Depot fire drills, evacuations, tabletop exercises.

Legislative Compliance and Advisory

- Maintain up-to-date knowledge of current and new legislative requirements related to industry specific health and safety.
- Interpret, evaluate, and advise management on the implications of legislative changes on service delivery.

Depot Health and Safety Committee

- Coordinate quarterly depot health and safety committee meetings.
- Provide advice and support to the committee chair by producing and collating relevant data for discussion.

Training and Awareness

- Facilitate priority one training to all staff and ensure with the Business Support Officers that a robust bring-up system for staff training is in place.
- Support in the delivery of induction training and assorted health and safety awareness training, including manufacturer specific training, manual handling, toolbox talks and on-site specific training delivery.
- Review WISH and HSE applicable guidance to identify where 'new' training requirements exist and support the management team in developing robust and timely staff training plans.

Liaison with HR and Managers

- Work closely with the HR team and managers regarding specialist risk assessments, training and support requirements.

Administrative Duties

- Ensure the general administration of the Health and Safety service is carried out in an accurate and timely fashion.

Person Specification

Qualifications

Essential	Desirable
IOSH Managing Safely.	NEBOSH General Certificate
Good standard of general education, including GCSE Grade C or above in Maths and English or equivalent.	Fire Safety or First Aid qualifications.
Qualification in Training or Instructional Techniques.	



Knowledge / Experience

Essential	Desirable
Understanding of health and safety legislation and best practice within the waste industry.	Knowledge of emergency planning and business continuity.
Experience conducting risk assessments and site inspections.	Experience working in a local authority or public sector environment.
Experience in delivering health and safety training.	

Skills / Abilities

Essential	Desirable
Strong communication skills, both oral and written.	Experience using the liberty health and safety management software.
Ability to interpret and apply health and safety legislation effectively.	Experience in coordinating meetings and training sessions.
Ability to work independently and as part of a team.	
Competent IT skills, including the use of Microsoft Office applications.	

General / Other

Essential	Desirable
Enthusiastic, reliable, and self-motivated.	
Ability to work flexibly and adapt to changing circumstances.	
Calm under pressure and able to prioritise workload.	
Willingness to travel to different Council sites as required.	



General

The list above is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.