

JOB TITLE: Health & Safety Manager

Reports to: Operations Director

Location: Slinfold, Horsham, West Sussex

Cordek Limited are market leaders in the design and manufacture of solution to wide range of construction problems. If you want to work in a supportive and dynamic Operations team, then this role might be for you.

This role offers a competitive salary, a twice a year performance-based bonus, 25 holiday days, plus bank holidays, a day off for your birthday, pension contributions, life assurance and employee assistance programme. Working hours are Monday to Friday, total of 40 hours. Cordek offers their office-based staff the opportunity to benefit from flexible hours, further details can be provided by the HR team.

Job Summary:

Manage and maintain an integrated business management system covering Health and Safety, Environmental and Quality Assurance standards. Co-ordinate initiatives across the company and advise all staff on compliance issues and areas of risk, detailing action plans and to deliver training as required.

Responsibilities:

ISO Management and Environmental

- To maintain a companywide Integrated Management system covering ISO 9001 and ISO 14001
- To maintain relationships with all relevant agencies, ensuring our obligations are maintained
- To maintain a central compliance timetable for all departments to work to so that all processes are kept updated and ready for inspection.
- To publish a league table of dept compliance showing NCR, audits and areas to improve
- Lead Quality Assurance through NCR investigations and root cause analysis to drive continuous improvement actions to minimize waste, scrap and rejects promoting a right first-time culture

Health & Safety

- To promote and ensure Health & Safety compliance across the company and to coordinate a safety culture through holding workshops, training sessions, committee meetings and policy deployment.
- To liaise with all regulatory agencies, including visits to sites, audits and consultancy support.
- To publish a compliance matrix showing all legal obligations
- To publish an audit and review timetable for all departments to work to so that all risk assessments, HSE audits, maintenance of records, KPI's and statistics are up to date.
- To maintain a central compliance dashboard and an audit and review timetable for all departments to work to so that all processes are kept updated and ready for inspection
- To ensure HSE committee meetings are held to discuss and resolve HSE issues, recommending actions or amendments to processes and publishing minutes and actions promptly.
- Publish monthly performance reports on accidents, incidents and near miss statistics within the company and where necessary to the enforcing authorities under RIDDOR regulations.
- To establish and co-ordinate all emergency procedures and maintain the company disaster plan.
- Ensure a safe system of work for employees and contractors on-site and ensure systems are up to date, in place, correct and being used in order to prevent accidents.

Key skills/qualifications

- NEBOSH and or IEMA certificate in HSE and environmental management
- ISO Management and implementation experience in ISO 9001 / 14001 / 50001
- Detailed knowledge of current health, safety and environmental legislation
- Confident communication, presentation and written skills in written and spoken English

Person Specification

- Highly motivated and driven analytical thinker who is systems and process driven with a compliance driven mind-set, confident to enforce standards and hold others to account
- Must be proactive in delivering change, able to work independently and to meet deadlines