

Health & Safety Advisor Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. **General** - The Health & Safety Advisor shall;
 - i) Assist the Health & Safety Director in ensuring the Board of Directors are regularly informed of key health and safety issues and to make the Group Construction Director (GCD) aware of serious health & safety issues within any discipline of the Company;
 - ii) Assist the Health & Safety Director in ensuring the Board of Directors is made aware of their duties and updated when significant legislation changes;
 - iii) Assist the Health & Safety Director in ensuring the Company meets the requirements of the Construction (Design and Management) Regulations 2007 at all necessary stages of each project;
 - iv) Stop work wherever there is a serious risk of an accident or incident occurring and ensure the Health & Safety Director is made aware of the issues;
 - v) Be available to give assistance and support to staff within the Company on any health and safety matters;
 - vi) Assist the Health & Safety Director assess and establish the need for additional resource on health and safety matters within the Company, and, where appropriate, ensure the quality of all such additional services and service providers;
 - vii) Promote a positive health and safety culture throughout the Company;
 - viii) Assist the Health & Safety Director in ensuring that they are up to date with all current and new safety legislation and ensure that the Company's policies are revised accordingly, with training provided to update individuals where necessary. Use of an external safety information centre may be required to provide assistance in this regard;
 - ix) Assist the Health & Safety Director in providing regular updates to communicate to all staff the Company safety culture;
 - x) Assist the Health & Safety Director to judge a safety award to the most safety conscious Site Manager;
 - xi) Assist the Health & Safety Director to produce pre tender Information packs and H & S plans, construction phase H & S plans, and H & S files;
 - xii) Assist the Health & Safety Director in ensuring that the construction H & S plans are updated by site as the site progresses and take ownership of the final completed plan to evolve into the final maintenance as built safety file.
2. **Company Health and Safety Policy** - Assist the Health & Safety Director:
 - i) Ensure the Company Health and Safety Policy is prepared, updated and periodically reviewed to reflect all current legislation.
3. **Safety Training** - Assist the Health & Safety Director:
 - i) Prepare, update and maintain a Company Training Plan, detailing the training requirements for each role within the organization and ensure that Banner uses appropriately trained personnel for the relevant roles within the Company;
 - ii) Ensure that the training plan is up to date and new employees have either current appropriate certification or are trained accordingly to ensure compliance;
 - iii) Where ever possible or appropriate carry out the training themselves and keep up to date with training courses run by others.

- 4. Accidents, Incidents & Near Misses - Assist the Health & Safety Director:**
- i) Ensure all notifiable accidents and incidents are notified to the Health and Safety Executive in the appropriate manner and in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
 - ii) Investigate all accidents and incidents where loss and liability have been experienced, or which could potentially cause loss and liability in the event of a recurrence. Maintain statistics regarding accidents, incidents and near misses to recognise any trends. Provide targets, to reduce these accidents, incidents and near misses over an agreed timescale;
 - iii) Thoroughly investigated any accidents resulting in the injured party not returning to work within three days. Other accidents or incidents that have or could have had serious implications should also be investigated. A detailed report of the circumstances leading to the incident to be provided following attendance at the site. The GSM will endeavour to attend the site within the same working day for all Major and above injuries and Dangerous Occurrences. Incident reports will be provided within the following timescales:
 - a. Major injuries/Dangerous Occurrences etc - Interim report within 48 hours of attending site. Completed report within 10 working days of attending site;
 - b. Over 3 Day - Interim report within 72 hours of attending site. Completed report within 15 working days of attending site.
 - iv) Instruct an external safety consultant, following the above guidelines, to carry out the investigation, if the accident/incident is of a particularly sensitive nature;
 - v) Notify the Group HR Manager within 24 hours of an accident and/or incident on site to ensure that insurers are notified promptly of any accident or incident which may result in a claim against the Company.
- 5. Auditing- Assist the Health & Safety Director:**
- i) Devise and implement systems for monitoring the activity of the Company, by means of inspections, surveys, safety tours or audit regimes. Ensure the results of such monitoring are publicised in an appropriate manner.
- 6. Site Inspections - Assist the Health & Safety Director:**
- i) When requested and prior to the commencement of each “long term” site, visit the site and provide a report to enable Banner to establish systems to control foreseeable hazards on the site;
 - ii) Inspection of all sites (covering all regions) at intervals of **approximately** 15 working days, unless otherwise agreed in respect of complex developments. The Health & Safety Director would be expected to adjudge whether more regular inspections are required;
 - iii) An external safety consultant should be employed to complete a safety audit on each site on a quarterly basis;
 - iv) A handwritten or typed report will be left on site;
 - v) Any priority issues should be resolved immediately and the regional project manager (RPM) must be informed. Any outstanding issues to be actioned should be monitored and followed up to ensure compliance;
 - vi) If significant issues of a serious nature are noted on site then works associated should be stopped immediately and the Group Construction Director as well as the RPM should be notified;
 - vii) Results of all site safety inspections should be collated and statistics kept to recognise any trends.

7. Review - Assist the Health & Safety Director

i) to review the Company's health and safety performance. At the quarterly meetings targets will be set to assist the Company in meeting the health and safety obligations. A report will be prepared for the meeting, which will include the following topics:

- a. Site Health & Safety Reports
- b. Accident Experience
- c. Health & Safety Executive letters and visits
- d. New Legislation and Codes of Practice
- e. Occupational Health
- f. Action plan for accident reduction.