



A BRAND
OF BENVIC GROUP

Job Vacancy Description

Title	HSE Coordinator	Reports to	E H&S Manager
Date	November 2021	Salary	To be discussed at interview stages
Department	Operations	Core Hours	8.30-17.00
Purpose of role	We are looking for a highly motivated HSE Coordinator to work for a leading PVC manufacturer. Reporting directly to the HSE Manager. The HSE Coordinator is the primary contact for employees and supervisors concerning safety-related matters and is responsible for the application of the Health, Safety, & Environmental (HSE) programs. Pre-arranged overtime and presence on all shift patterns will be required from time to time.		

The Company

Part of a growing international group, Dugdale-Benvic is a leading independent supplier of PVC Compounds, used in nearly all areas of plastics processing. Industry sectors include construction, packaging, electrical & electronics, transport, leisure and healthcare. The art and science of PVC compounding is at the heart of the company's core expertise and its success is a blend of customer service, PVC-based expertise and versatile manufacturing. To remain at the forefront of its markets and as part of its customer led operational strategy, the business is investing and expanding its production capabilities. The site is operational 24/5 with weekends utilised for business needs and customer demand.

Primary Role

To provide efficient and effective Health Safety & Environmental support to the business ensuring the maintenance, implementation and development of Health Safety & Environmental systems and processes.

Core Responsibilities

- Carry out workplace daily HSE Assessments ensuring that they are carried out in line with legislation and updated and reviewed when necessary.
- Manage the records relating to the above assessments ensuring that they are complete and up to date at all times.
- Organise and assist in the reviewing of HSE risk assessments after accidents/incidents.
- Assist in conducting full and thorough investigation of accidents / incidents that occur on site.
- Ensure all injuries, accidents, near misses and environmental incidents are recorded correctly and in their entirety in the appropriate records and documentation.
- Assist in carrying out internal HSE audits and inspections.
- Proactively promote awareness of HSE issues throughout the site.
- Deliver on key performance indicators
- Mentor and coach people in HS&E awareness & activities
- Carry out activities with full awareness of their impact on the environment, in terms of people and the local area
- Maintain knowledge of relevant legislation, internal company policies and procedures, codes of practice, technical specifications, the required regulations (eg COSHH)
- Assist shift managers to ensure they and their team uphold good housekeeping practices.
- Assist the HSE manager with Energy Management where required.
- Carry out and review MAC, ART and RAPP (Manual handling assessments)

Person Specification – Skills, Experience & Qualifications

- IOSH Managing Safely Certificate or equivalent
- 2+ years of HSE Coordinator/Supervisory experience
- Legal & technical understanding of H&S regulations
- Experience in a fast-paced environment
- Strong influencer and coaching abilities
- Experience of safety culture and behavioural change programmes
- Participation of the monthly H&S meetings.

- Engaging style to conduct one-point lessons on a variety of subjects as and when required.
- Personal resilience
- Experience of Accident Investigations to ensure the root cause is established, and ensure action is taken to prevent a reoccurrence.
- Proven experience of developing SOPs and ensure they are linked where appropriate to Risk Assessments.
- Ability to ensure that Health, Safety and Environment standards are adhered to and all matters relating are dealt with using the resources within the Company.
- Managing and driving the housekeeping standard improvements.
- Experience of coaching employees to deliver a consistent approach across the site.
- Ensure all legal training is refreshed within the required time frames.
- Plan external training for site.
- Keeping records of all training delivered.
- Encourage employees to report Hazards & Near Miss Incidents.
- Be a team player.
- Able to train and represent at all levels.