

EHS Administrator

Purpose

Reporting to the Safety Specialist and SEO, you will have responsibility for the day to day operation of the EHS system.

Duties and Responsibilities

- Strong administrative and report writing skills to support the EHS Management Systems.
- Developing and maintaining EHS policies and procedures.
- Conduct EHS audits to check policies and procedures are being properly implemented and maintained.
- Identify and evaluate hazardous conditions and practices. Ensure any high-risk activities are controlled by a suitable safe system of work.
- Completion and review of risk assessments, ensuring all necessary controls are in place.
- Promote and support a “positive” site safety culture
- Ensure that Emergency Response and PPE equipment is available when and where required.
- Co-ordinate and document all EHS related training, including induction and refresher training.
- Ensure all accidents, incidents and near misses are documented appropriately and investigated to timely closure.
- Ensure that staff have all the relevant manuals and training certifications.
- Review sub-contractor’s safety statements and ensure all EHS documentation is up to date and in compliance with all the relevant requirements.
- Ensure all permits to work are completed and compliant with the relevant procedures.
- Update and maintain the EHS visual management board.
- Maintain an up-to-date list of hazardous substances stored on site and conduct chemical risk assessments.
- Conduct monitoring for noise, air and the thermal environment.
- Ensure proper containment, labelling and PPE for hazardous operations and materials on-site.
- Conduct Emergency Response drills and maintain records.
- Reviewing equipment and equipment modifications for safety and regulatory compliance.
- Support facilities with any issues in relation to EHS.
- Conduct and manage all environmental water sampling activities on site.
- Monitor energy consumption and waste management activities and compile relevant metrics.
- Support management in maintaining ISO 14001 and achieving 45001.
- Keep your skills current and be conversant with the latest developments in Regulation and Legislation in Environmental Health & Safety.
- To take on other duties which the Company may assign you from time to time.

Skills, Experience and Qualification

- Certificate or Diploma qualification in Health & Safety.
- Experience with ISO 14001 and 45001.
- Knowledge of REACH and RoHs an advantage
- At least 5 years’ experience in a manufacturing-based environment.
- Any courses like train the trainer, manual handling and first aid are desirable.
- Excellent communication skills both verbal and written.
- Excellent attention to detail.
- Can work independently, as well as with a team and the ability to learn and adapt to situations.
- Ability to lead, motivate, and positively influence others. Self-driven and highly motivated.