

JOB DESCRIPTION

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| JOB TITLE: | Group Health and Safety / Quality Manager |
| DIVISION: | Group Responsibility |
| SCOPE AREA: | All companies within the CSF Group: Wilcomatic (National & International), Working Water, Wickham's and Wilcomatic India |
| REPORTING TO: | Chairman CSF |
| BASED IN: | Croydon Head Office |

JOB PURPOSE:

- To advise and support departments within CSF Group companies on health and safety practices according to legislation, standards, good practices and company policies.
- To act as the responsible officer in reporting all health, safety and environmental matters with the CSF Group.
- To carry out and manage the functions of the quality process requirements of the Company.

ACCOUNTABILITIES:

Group Health and Safety

- Making changes to working practices to ensure that risk is removed or is as low as reasonably practical and complies with health, safety and environmental legislation.
- Prepare and advise management on safety strategies and any changes to the policies.
- Carrying out risk assessments on buildings and advise on risk assessments in respect of field activities, considering how risks could be reduced.
- Manage and control the integrated management systems ISO 9001, ISO 14001 and 18001.
- Work with managers to outline safe operational procedures which identify and take account of all relevant hazards.

- Manage/delegate, and if necessary, carry out site inspections/ alert observations to check policies and procedures and ensure that these have been properly implemented.
- Leading training with managers, employees and subcontractors about health and safety issues and risks. To design and ensure that 'tool box talks' are carried out.
- Carry out health and safety inductions for all new starters as relevant to their role.
- Responsible for maintaining and updating records of inspections findings, risk assessments, job safety analysis sheets, training and all related health and safety documentation. Producing reports that suggest improvements.
- Responsible for maintaining and updating records of incidents and accidents, producing statistics and implement corrective/ preventive actions.
- Keeping up to date with new legislation and maintaining a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the Group's industries.
- Managing the OHSAS 18001 towards continual improvement.
- Producing management review reports (OHSAS 18001), newsletters and bulletins.
- Advising on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases.
- Carrying out internal audits and be responsible for representing the company for any external audits.
- Taking responsibility for any non-conformances/recommendations following an external/internal audit.
- Leading steering and works committees.
- Prepare regular board reports to communicate the key H & S aspects of the business.
- Carry out quarterly management review meetings in respect of H & S.

Group Quality Procedures

- Duties associated with continuing registration to ISO 9001 and ISO 14001, ISO 18001.
- Meet with ISO auditor and facilitate audits (as required).
- Produce and monitor quality audit schedule.
- Conduct internal audits on departments in the scope in conjunction with the department heads and refresh/update procedures accordingly.
- Taking responsibility for any non-conformances/recommendations following an external/internal audit.
- Review quality manual / procedures / work instructions and update these as required.
- Quality review meetings with the Board of the Company.
- Customer complaints – review and implement appropriate action.

- Non-conformances – review and implement appropriate action.

General

- Communicate effectively with all colleagues to ensure that work is being carried out efficiently and in a timely manner.
- To adhere to all health and safety and ISO procedures as outlined in the Company's procedures.
- This list is not exhaustive, and you may be required to carry out additional duties as and when instructed by the Management of the Company.

ESSENTIAL:

- Good IT skills: Microsoft Excel & Word.
- Excellent communication skills both written and verbal.
- Be able to work on own initiative.
- Good team player.
- Ability and experience of working effectively with all colleagues to ensure that work is being carried out efficiently and in a timely manner, while at the same time, adhering to Group H & S and quality procedures.
- Qualifications: NEBOSH General Certificate.
- Experience: Minimum of 2 years in carrying out health and safety/quality within the field and office.
- Knowledge of OHSAS 18001, 14001 and 9001.

DESIRABLE:

- Experience within the petrol forecourts Industry would be useful.
- Technical member of IOSH.

KEY PERFORMANCE INDICATORS:

- Ongoing retention and continued improvement of OHSAS 18001, 14001 and 9001 accreditations.
- Evidence of frequent communication to line managers/colleagues on all aspects related to health and safety.
- Adhering customers' health and safety standards/requirements.
- On-going compliance and other health and safety accreditations.
- Improved health and safety standards supported by statistical analysis.
- Compliance with all relevant health and safety legislation requirements.

- A report to be submitted for review at the Company Board meetings: general progress report on ISO, review of non-conformances and customer complaints, review of internal audits and findings.
- Management quarterly review meetings being held with documented evidence of contents and action points.
- Ongoing retention of ISO 9001, 14001, 18001 accreditations.
- Satisfactory audit comments with regards to prior non-conformances / recommendations.

REMUNERATION PACKAGE:

Hours of Work:

Monday to Friday - 37.5 hrs per week (7.5 hrs per day plus 60 minutes unpaid lunch). Hours of work to be decided however this can be agreed on a permanent basis between 0800 hrs and 1730 hrs.

Holidays:

22 days per annum rising by 1 day for every year worked up to a maximum of 25 days per annum plus public and bank holidays.

Salary:

£35,000.00 to £40,000.00 per annum (dependent on experience) paid in monthly instalments.

Benefits:

- Company Pension - Work place pension in line with statutory guidelines
- Other Benefits - Free parking at main place of work
Health cash plan (company taxable benefit)
Employee assistance programme
Discounted shopping portal
Annual company profit/performance bonus scheme after 1 year of employment