**Job Code 221 Regional Health Safety Environment Manager**

**Reporting to:**  Regional Director

**Purpose:** To advise on regional operational compliance of all relevant Health and Safety Legislation, ensure that current procedures within the region comply with relevant policy and legislation, to prepare Health and Safety Reports for higher management and assist in production of project particular documentation

**Achieving Results**

**Produce and issue annual and monthly safety reports**

* Complete and issue the above reports as requested at national level.
* Also ensure that sites provide raw data for collection.

**Vet work package contractors documented safe systems of work and identify updates**

* Request that operational departments provide method statements, risk assessments, etc. for vetting and that any non-conformances are rectified.
* Vet new products that will assist in reducing hazards and therefore risks to those who are at risk
* With assistance of operations department seek out and trial potential products or procedures that will reduce risk to all those involved.

**Managing the Process**

**Input on Health and Safety aspect of tender submissions and pre-start preparations**

* Provide technical knowledge at adjudication and pre-start meetings on best practice adherence to achieve compliance with policy or legislation prior to contract award and start on site.
* Assist in preparation of submissions and Project Management Plans.

**Advice on operational compliance**

* Undertake regular site and office audits to assess compliance and provide documented report on findings.

**Incident investigation and identify remedial action**

* Upon notification of a serious incident required to attend site location and undertake investigation with documented report and findings.
* Ensure that findings from the report are highlighted to all regions.

**Other**

* Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
* Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

**Serving the Customer (Internal and External)**

**Key interface for policy at Regional Office and sites**

* Provide on hand assistance in understanding requirements of regional Health and Safety Policy for all staff.

**Interface with external organisations**

* At times representative will be required to liaise with external organisations such as the HSE, Local Authorities, Social Housing Organisation, Fire Authorities, etc in respect of regional work activities or incidents.
  + - * Promoting positive safety culture to prospective clients during presentations
      * Attend and answer questions from prospective clients.

**Delivering Quality**

**Promoting culture of Health and Safety**

* Provide frequent in house training where in house competence allows.
* Where in house skills do not allow then ensure that regional training plan is followed.
* Keep up to date on current legislation and best practice through attendance of safety groups and use of trade press.

**Update and issue up to date policies**

* Ensure that nationally released policy updates are vetted, recorded and issued regionally to relevant personnel
* Personnel de-brief at end of employment
* Attend de-brief meeting
* Chair Regional Safety meetings
* Ensure LIMS adherence

**Managing People**

**Monitor and Feedback on Performance**

* Carry out annual and interim Performance & Development Reviews
* Control attendance
* Identify and act on performance shortfalls or training requirements that may arise during the year
* Add any additional role-specific responsibilities

**Comply with Lovell Policy and Employment Legislation, relating to;**

* Recruitment
* Induction
* Discipline & Grievance
* Health, Safety and Welfare
* Absence Management

**Regularly Communicate**

* Carry out daily / weekly / monthly communication with team
* List any role-specific responsibilities relating to communication

**Give and Receive Feedback**

* Regularly discuss individual and team progress through one-to-one’s

**Support Learning and Development**

* Support staff to enable development in line with their PDP
* Encourage progression towards full professional membership, where appropriate
* Add any additional role-specific responsibilities

**Technical Skills and Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Basic** | **Intermediate** | **Advanced** |
| Knowledge of Health and Safety Policy and Legislation |  |  |  |
| Ability to produce reports |  |  |  |
| Ability communicate with others |  |  |  |
| Ability to produce project documentation |  |  |  |
| Knowledge of Environmental issues |  |  |  |
| Knowledge of LIMS |  |  |  |
| Ability to promote safety culture |  |  |  |
| Knowledge of submissions and project particulars |  |  |  |
| Ability to respond to incidents |  |  |  |

**Training Matrix**

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.

Name of Mentor Appointed by Regional Director \_\_\_\_\_\_\_\_\_\_\_

* PAVES – 2 years review
* DUST Minimum Standards Briefing and Face Fit Awareness
* IOSH – 5 yearly renewal
* NEBOSH
* IEMA
* CSCS Card
* Temporary Works – Coordinator Awareness
* CISRS Basic Scaffold Awareness
* Cable Avoidance
* So When Can We Start?
* ELearning: HR, Sustainability Awareness, Asbestos Awareness, Sharps Awareness, Manual Handling, Customer Care, Mental Health (Considerate Constructors) – Within 6 months
* Project Plus – overview on induction, followed by job specific detailed briefing
* LIMS Procedures and Standard LIMS Forms Briefing
* Asbestos Awareness – Tutor Session – every 3 years
* Business Policies and Safety TILES
* Diversity in The Workplace – within 6 months/Year
* Demolition Policy Course
* SEATS – Environmental Awareness – every 5 years
* Lone Worker – Susie Lamplugh Training
* Driver Training (If applicable - dependant on annual mileage)