

**Job Code:** Regional Health, Safety and Environment Advisor

**Reporting to:** Regional Health, Safety and Environmental Manager

**Purpose:** To advise on regional operational compliance of all relevant health, safety and environmental legislation  
To make sure that current procedures within the region comply with relevant policy, current legislation and best practices

---

Assist the Regional HS&E Manager to:

- Provide health, safety and environmental advice and assistance to colleagues on the Health, Safety and Environmental Policy (HS&E) at Regional Office and on sites.
- Instil a positive culture of HS&E by the promotion of good practice and by highlighting areas of bad practice.
- Review and propose appropriate HS&E training for colleagues.
- Deliver internal HS&E training courses.
- Review contractor competence assessments.
- Evaluate new products that may assist in reducing hazards and risks
- Assist the Operations team with the production of Project Management Plans prior to start on site
- Provide advice and assistance to Operations on the setting up of construction sites.
- Prepare text for quarterly Health, Safety & Environment Newsletters
- Attend and contribute to Regional Safety Health and Environmental (SHE) meetings with the Regional Senior Management Team.
- Undertake site HS&E inspections.
- Carry out audits under OHSAS 180001, ISO 14001 & ISO 9001
- Maintain regional accident and 'near miss' incident statistics.
- Notify HSE of any RIDDOR reportable accidents / incidents.
- Carry out accident investigations, and identify measures to prevent the re-occurrence of such accidents
- Liaise with HSE and other enforcement agencies as required.
- Prepare and submit the annual regional CHAS application.
- Compile and submit the annual RoSPA Awards submission.
- Propose and promote quarterly health and safety campaigns.
- Attend National HS&E team meetings.
- Deputise for the Regional HS&E Manager, as requested.
- Maintain IOSH membership by maintaining CPD and attending other training as necessary.

IT PROFILE	Basic	Intermediate	Advanced
Word			
Excel			
Power Point			
Outlook			

TECHNICAL SKILLS AND KNOWLEDGE	1	2	3	4	5
Knowledge of Health and Safety Policy and Legislation					
Ability to produce inspection reports					
Ability communicate with others					
Knowledge of Environmental issues					
Ability to promote safety culture					

1. Requires basic awareness and may need supervision
2. Capable of dealing with a variety of issues, may need some supervision
3. Proven ability, confident in dealing with complex issues, demonstrates ability on a regular basis
4. High level of ability, advanced knowledge and competence
5. Recognised within the business as an expert

## TRAINING MATRIX

The following table indicates training which is compulsory for this role. The full training matrix, which includes all the optional training which is available for this role, is published on the People Development site in Insite. Full course descriptions explaining the content of these courses are also available on Insite.

COMPULSORY - Training Required For This Role	Timing
NEBOSH Construction Certificate	Prior to joining
Regional Induction (MSL03)	Day 1
LIMS Induction	Week 1
Welcome To Your Lovell PC (IT22)	Week 1
OHSAS 18001 Auditor	Within 12 months
Welcome To Lovell (MSL01)	Within 3 months
Scaffold Safety Inspection (HSE31)	Within 6 months

Reviewed and updated 15 September 2016

Construction Skills Certification Scheme Card (HSE06)	Required
Fire Marshal	Within 6 months
Accident Investigation	Within 6 months
Manual handling	Within 12 months
Equality & Diversity (MAN02)	Within 12 months
Environment Management Systems (HSE11)	Within 12 months
<b>OTHER - Manager Decides Compulsory or Optional</b>	
Relevant grade of Membership with IOSH (depending on qualifications and career duration within H & S)	Following completion of NEBOSH Construction certificate

If you have any suggestions or feedback on the compulsory training for your role, please pass these to your Regional Training Advisor.

**Possible Career Progression routes from this role:**

- Regional HS&E Manager