

LOVELL JOB PROFILE

Job Code:	Regional Health, Safety and Environment Advisor (Based on site at Woolwich)
Reporting to:	Regional Health, Safety & Environment Manager
Purpose:	To support the Regional HS&E Manager and Site Team. To advise on regional operational compliance of all relevant health, safety and environmental legislation. To ensure that current procedures within the London region comply with relevant policy, current legislation and best available practices.

Assist the Regional HS&E Manager to:

- Provide health, safety and environmental advice and support to colleagues on the Health, Safety and Environmental Policy (HS&E) and all other relevant procedures at our Woolwich project and other sites when required.
- Carry out site inductions.
- Provide support, guidance and advice to site team during review of risk assessments and method statements.
- Undertake regular walk-around on site daily providing support, advice and guidance in maintaining the Lovell standards on site.
- Promote a positive culture of HS&E by the promotion of good practice and by highlighting areas of poor practice.
- Review and propose appropriate HS&E training for colleagues.
- Deliver internal HS&E training courses where appropriate.
- Review Vendor Registration submissions where required.
- Evaluate new products that may assist in reducing hazards and risks.
- Review and comment on Project Management Plans prior to start on site and during the course of project or as required.
- Provide advice and assistance to Operations on the setting up of construction sites, as required.
- Prepare text for quarterly Health, Safety & Environment Newsletters.
- Attend consultation meetings on site.
- Attend monthly HS&E meetings as required.
- Undertake site HS&E inspections for other projects as required by Regional HS&E Manager, where holiday cover maybe required.
- Carry out audits under OHSAS 180001, ISO 14001 & ISO 9001 as directed by Regional H&SE Manager
- Maintain site/regional accident and learning event incident statistics.
- Notify HSE of any RIDDOR reportable accidents / incidents as appropriate, or as directed by Regional HS&E Manager.
- Carry out accident investigations, and identify measures to prevent the re-occurrence of such accidents as directed by HS&E Manager
- Liaise with HSE and other statutory enforcers as required.

- Prepare and submit the annual regional CHAS application as directed by Regional HS&E Manager
- Compile and submit the annual RoSPA Awards submission as directed by Regional HS&E Manager
- Propose quarterly health and safety campaigns
- Attend National HS&E team meetings as required by Regional HS&E Manager
- Deputise for the Regional HS&E Managers, as requested.
- Maintain IOSH membership by attending CPD and 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 6 months
Welcome To Lovell (MSL01)	Within 3 months

Scaffold Safety Inspection (HSE31)	Within 6 months
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
OTHER - Manager Decides Compulsory or Optional	
Relevant grade of Membership with IOSH (depending on qualifications and career duration within H & S)	Following completion of NEBOSH Construction certificate

Possible Career Progression routes from this role:

- Regional H & S Manager