

**Job Code 224a**      **Health, Safety & Environmental Advisor**

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

**Purpose:**      To advise on regional operational compliance of all relevant Health, Safety and Environmental Legislation, and ensure that current procedures comply with relevant policy and legislation. To monitor Health, Safety and Environmental and advise against regional compliance with LIMS (Lovell Integrated Management System).

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<b>Achieving Results</b>
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- Checking compliance with HS&E policy arrangements and LIMS procedures as part of the inspection and auditing process.
- Providing support, advice and guidance to all as appropriate.
- Creating a positive approach to accident and incident prevention, the health of all employees and impact on the environment.
- Ensure regional offices and sites have adequate provision of all necessary documents, notices and certificates, and clear concise instructions for use in the event of an emergency or major incident.
- Undertaking regular Health, Safety and Environment inspections and audits, the results of which are to be recorded and discussed with regional management plus recommendations for improvement.
- Where appropriate, stopping work activities that pose a risk of serious injury or damage to the environment and assisting with an improvement action plan.
- Liaising with Enforcing Authorities and other such statutory bodies as appropriate.
- Attend regional Health, Safety & Environment meetings.
- Complying with any other responsibilities as detailed within specific arrangements throughout Lovell Policy.
- Reporting serious issues to the Regional Health, Safety & Environmental Manager without delay.
- Attending and maintaining appropriate Health, Safety and Environment training in conjunction with the regional training department.
- Setting a personal example by adhering to all prevailing rules.
- Accessing (and following) competent advice.
- Seeking clarification and reporting changing circumstances, faulty equipment or other concerns that may affect the health and safety of themselves or others, to management without delay.

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### **Managing the Process**

- Input on Health, Safety and Environmental aspect of tender submissions and pre-start preparations as required.
- Investigating and reporting significant Health, Safety and Environment accidents/incidents and recommending preventive action to avoid recurrence.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

### **Service First**

- Key interface for Health, Safety and Environment policy at Regional Office and sites
- Promote a positive Health, Safety and Environmental culture within the business
- Sharing of best practices & Health, Safety and Environmental information proactively with colleagues & relevant external parties

### **Delivering Quality**

- Keep up to date on current legislation and good practice through attendance of Health, Safety and Environmental groups and use of relevant material in which to seek good practice externally and internally.
- Review implementation of Health Safety and Environment learning communications and policy/process updates.

## Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Knowledge of Health, Safety and Environmental Policy, Legislation		X	
Knowledge of LIMS		X	
Ability to communicate with others			X
Ability to promote a positive Health, Safety and Environmental culture			X
Ability to produce Health, Safety and Environmental reports		X	
Knowledge of submissions and project particulars	X		
Ability to respond to Health, Safety and Environmental incidents promptly and effectively			X

## Training Profile

A training profile 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.