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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | **Health, Safety and Environmental Advisor**  | Department | H&S |
| Function | Sites | Site | Orchard House Foods |
| Date |  | Approved by (manager) |  |

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| SECTION 2 – JOB SUMMARY |
| * Provide Health, Safety and Environmental support to the HSE Manager at Orchard House Foods
* Implement and manage the Company’s H&S and Environmental Policies and Procedures thereby ensuring the health safety and welfare of the workforce; meeting business statutory obligations with all current H&S and Environmental Legislation.
* Work to the Safety and Environmental Plan.
* Lead with behavioural safety and work towards improving the safety culture, sharing best practice.
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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| 1. **Risk Management**
* Promote and maintain a positive safety culture.
* Maintain the site safety tours (TOPS) and encourage full attendance, encourage the site to deliver TOPS Behavioural Discussions to target.
* Implement the site safety activities and internal audits in accordance with the site safety plan.
* Ensure General, Manual Handling, Repetitive Handling, COSHH, Health, Noise, Fire, and Display Screen Assessments are conducted, recorded and reviewed periodically for all work activities.
* Attend the monthly Safety Meetings and monitor and review completion of the follow up activities.
* Conduct Tool Box Talks on a variety of subjects as and when required.
* Lead/Host Accident Investigations to ensure the route cause is established, and ensure action is taken to prevent a reoccurrence.
* Encourage the reporting of and respond to Hazard & Near Miss Incidents. Encourage close out of actions.
* Conduct regular site audits (as per the site safety plan) and record the findings. Ensure any corrective actions are conducted, monitored and reviewed.
* Approve the SOPs and ensure they are linked where appropriate to Risk Assessments.
* Monitor and review the Risk Assessments and ensure implementation of the corrective actions.
* Audit compliance of the Asbestos Register.
* Audit compliance for Contractor Control Procedures.
* Audit compliance for Permits to Work.
* Assist with PUWER inspections for new, relocated and existing plant and machinery
* Assist with CAPEX projects to ensure safety is considered and managed from concept to execution.
* Act as an Ambassador for site safety standards and lead by example.
* Assist HSE Manager with Environmental compliance.
 | **50%** |
| 1. **Reporting**

**(In accordance with the Group reporting procedures)*** The recording and reporting of all Accidents, Minor, LTA and RIDDOR.
* The recording of Near-Misses and Hazard Reporting.
* Complete the Monthly safety returns to Group H&S.
* Report litigation claims to Group H&S and comply with requests from Group H&S and Insurers
* Monitor the Statutory Inspections (via Engineers) to ensure that statutory items will not go ‘out-of-date’.
 | **20%** |
| 1. **Administration**:
* Liaise and respond to internal and external agencies, general administration and record keeping.
* Maintain ISO 14001 standard and standards set by Group H&S for the site, continuously promoting the standard striving for zero major and zero minor non-conformances.
* Keep site statistics on accidents, hazards, near miss and TOPS (Safety Culture).
* Maintain Notice Boards and keep employees informed of any relevant changes.
* Conduct a monthly Safety Campaign on relevant topics. Campaigns should be designed so that a measurable improvement can be identified following the campaign.
 | **25%** |
| 1. **Training**
* Help the HSE Manager deliver Induction Training for new employees.
* Deliver training as required for the benefit of the site.
 | **5%** |

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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc.) | NEBOSH General n or equivalent.Training: Train the trainer qualified with ability to adapt training style to suit the recipients (desired but not essential).  |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc.) | 3 years experience of managing safety, ideally in a food industry. An understanding of behavioural safety and willingness to be an active player and leading the HD Behavioural (TOPS) Safety Programme at site. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc.) | Must be able to communicate at all levels in a diplomatic but also effective way.Must have the ability to influence and support behavioural change at all levels.Must be confident and approachable, Must understand and fulfil customer needs. IT proficient with Word Processing, Spreadsheets, PowerPoint and Email. |

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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount | Set by site |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etc.)Please put description and numbers | Good with interpreting safety and environmental statistics.Ability to communicate well  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc.) |  |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size(if none put 0) | 2 |
| **Health, Safety and Environmental Advisor – Orchard House Foods** |
|  | Reports to (Job Title) | HSE Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name | Kevin Bywater |
| Date |  | Date |  |