



HEALTH & SAFETY MANAGER JOB DESCRIPTION

Competitive Salary

A family founded and managed business, based in Helensburgh, Stewart & Shields Building Contractors, has successfully grown in scale, reputation and experience since the early 1950s.

With our head office in Helensburgh and offices in Glasgow, Inverclyde and the Borders, we serve the whole of Scotland with industry leading buildings. From single units to multi-million-pound developments, we deploy our expert knowledge of traditional build methods, combined with pioneering solutions. Clients can trust our insight and experience of building services, no matter the scale of the project. We share all stages of the build process with our clients, with complete transparency.

As well as having a dedicated point of contact throughout the project, clients can benefit from the software 'Procore' that we use, specifically designed for the construction industry. This allows, monitoring of all details from drawings and specification to costs and on-site progress.

Our core team are trained and accredited by the **Passive House Institute**, giving our clients added value and access to industry leading credentials to create buildings that will meet all future government standards.

Main Duties and responsibilities:

- To investigate accidents and ensure all documentation is updated
- Implementation of any new legislation relating to health and safety
- Facilitate all forms of risk assessment - manual handling, fire risk assessments / fire prevention, COSHH
- Occupational health and safety surveys - noise, light, chemical substances
- Manage all health and safety training and maintain the companies Training Matrix to ensure compliance
- Site inspections which includes H&S visits to each live site, compiling site reports and ensuring actions are dealt with in a timeously manner with all major non-compliances dealt with immediately
- To complete prevention inspections on a regular basis and ensure records are maintained
- Carry out an Audit of Site H&S paperwork to ensure they are in place, signed and have been carried out accordingly which includes:
 - SITE INDUCTION
 - RISK ASSESMENTS
 - METHOD STATEMENTS
 - HAV SHEETS
 - PPE REGISTER
 - WEEKLY SCAFFOLD INSPECTIONS
 - PERMITS (HOT WORK, DIG ETC)

- CHECK THE SITE MANAGERS HAVE EVIDENCE OF OPERATIVES COMPETENCY IN RELATION TO SPECIFIC TASKS SUCH AS (PASMA, RIDE ON EQUIPEMNT ETC)
- Have an involvement with approving RA/MS from Sub-Contractors and In-House which includes the following activities
 - SITE MANAGER SHOULD PASS THEIR INTIAL COMMENTS TO THE H&S MANAGER FOR REVIEW, COMMENT AND EVENTUALLY APPROVAL.
 - THE SAFTEY MANAGER SHOULD HAVE THE FINAL AUTHORISATION ON APPROVING THIS DOCUMENT.
- Site Manager and Safety Manager to carry out pre-start meetings with Sub-Contractors to outline the expected safety standards.
- Ensure the company meets its obligations under the 'Control of Major Accident Hazards Regulations'
- Oversee several construction projects from conception to completion while monitoring compliance with safety and building regulations
- Coordinate subcontractors and the construction team to meet contractual conditions of performance
- Communicate with the responsible parties to ensure quality construction exceeds company standards
- Review projects on a daily basis to ensure quality construction standards exist and estimates remain within budget
- Communicate and coordinate with the Site Management team to ensure projects are completed on time and exceed the customers' requirements

Skills, experience and qualifications:

- Degree in a relevant building science or Graduate IOSH Status or CMIOSH status.
- Significant experience of working within a construction environment.
- Method Statement Review
- Site inspections and investigations
- Company preparation for Audits
- Compliance and maintenance of relevant standards
- Risk Assessment experience
- CDM Regulations implementation
- Excellent leadership, resource, project planning skills
- Excellent communication, organisation and time management skills
- Management and delegation capabilities
- A positive and professional attitude
- Be able to clearly demonstrate previous working experience of projects within healthcare and education sectors
- Have a flexible outlook towards hours worked (some out of hours may be required)
- Have strong working knowledge of current Health and Safety practice
- Keep Appraised of current changes to legislation
- Attend courses/ seminars to correctly interpret the changes to legislation and to interpret changes to legislation to enable implementation.
- Carry out investigations to all accidents
- Compile H&S Company-wide training matrix
- Arrange for any necessary training including refresher courses for all staff and operatives.
- Arrange health surveillance for operatives

- Assist with compilation and updates of the CPHSP
- Assist tendering department with H&S statements which may be required for tender submissions.
- Arrange for ensuring portable appliances are tested
- Issuing regular Health & Safety Reports to Directors and Senior Management Team
- Assist with sub-contractor vetting
- Implement and deliver In-House Health & Safety Seminars

Preferable:

- NEBOSH Fire Prevention and Risk Management Certificate
- Environmental Management Systems Qualification
- General Management Qualification
- General NEBOSH Certificate
- CSR Site Card
- First Aid Basic Certificate

If you are interested in this vacancy please apply, submitting your CV via our website to

www.stewartandshields.com/careers/