


Job Description Template			
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Review Date:	21/01/2021	Next Review Date:	20/01/2023

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## Job Description – QHSE Manager


<b>Department/location:</b>	QHSE Department
<b>Hours of work:</b>	Mon - Fri 08:30 - 17:00
<b>Reports to:</b>	Technical & Compliance Director
<b>Holiday:</b>	25 days per annum plus 8 Bank Holidays
<b>Other benefits:</b>	Bonus & pension schemes; company car allowance, death in service benefit

### General:

The role of the QHSE Manager is to provide Quality, Health & Safety and Environmental management services and advice to the relevant Division and General Manager to ensure compliance in a number of key areas.

### Main Duties:

- **Risk Assessment:** Ensure comprehensive risk assessments are in place for all activities with significant hazards and foreseeable risks. Provide guidance on completion of risk assessments and review as required. Provide training on hazard identification and risk assessment as necessary. Review risk assessments to ensure suitable and sufficient and adequate controls are in place. Advise Departmental Managers when reviews are necessary. Get involved with completion of risk assessments, as requested/required.
- **Auditing, Monitoring, Review:** Complete to plan & schedule of internal audits and inspections. Provide training, guidance and advice as necessary to personnel involved with completion of audits/inspections. Complete audits and inspections according to schedule. Collate details of all findings and required corrective/preventive action arising from audits/inspections. Oversee completion of actions - and escalate actions which are not completed to GM.
- **Stop the Job audits:** Ensure that unannounced audits are conducted in relation to remote workers and that RAMS controls are in place and understood. Evidence both compliance and non-compliance in relation to RAMS and implement and corrective, or preventative action from findings of audits.
- **Management Systems & Accreditations:** Support and maintain the development of the existing management systems commensurate with ISO standards. Act as site contact for relationships with accreditation bodies and attending surveillance audits.
- **Fire / Emergency Planning:** Maintain and develop appropriate procedures for the prevention of emergency situations and, in the event of emergencies, for the co-ordination of proportionate, effective response to emergency situations. Conduct and coordinate regular routine testing of emergency provisions including fire extinguishers, fire alarm testing and similar
- **Liaison with Enforcement Agencies:** Act as site point of contact for all communications of the sites with enforcement authorities ensuring all communication is escalated and filed appropriately. Develop a positive relationship with enforcement authorities.
- **Incidents, Injuries, Near Misses:** Generate commitment to the correct and prompt reporting of all accidents, incidents, injuries and near misses. Coordinate adequate investigations into all reported events, taking the lead for significant investigations. Ensure all reports are collated to generate comprehensive statistics and maintain accurate records. Escalate any accidents with potential for LTI/RIDDOR/Significant Pollution incidents to Senior Management without delay.
- **Legal Compliance:** Remain up-to-date with all Health, Safety, Environmental and other relevant legislation. Monitor business compliance with legal (and other) requirements via day-to-day duties as described here.

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- **Control of Harmful / Dangerous Substances:** Assist managers with maintaining accurate register of all harmful/hazardous substances, ensuring COSHH assessments are conducted, available at point of use and understood by all.
- **Communication & Consultation:** Establish positive relationships with all employees, suppliers, customers and other stakeholders. Provide/issue regular and topical communications relating to legal compliance, incidents, systems of work etc. via written, verbal and pictorial media as appropriate. Consult with employees regarding how health, safety and environmental requirements can be assimilated into their job. Conduct H&S Committee meetings.
- **Provision of Work Equipment:** Advise of H&S requirements/considerations when work equipment is being selected/obtained, ranging from mobile plant/vehicles, process plant, tools and equipment, through to PPE. Ensure users of equipment receive appropriate training and instruction. Ensure Pre-use checks are in place and suitable for all working equipment.
- **Maintenance of Equipment:** Ensure registers of work equipment (including Lifting gear) requiring maintenance, test and inspection are maintained by relevant personnel. Advise of maintenance frequencies/intervals and competence requirements for testing. Monitor completion of maintenance activities.
- **Significant Hazards:** Co-ordinate activities to establish and control significant hazards, including DSEAR, Transport of Dangerous Goods, Fire etc.
- **Improvement / Development:** Agree local Quality, Health, Safety & Environmental objectives in conjunction with local and Senior Management and establish implementation plans. Provide guidance and support to site based Senior Management in their management of health, safety and environmental issues, so they can lead by example, integrate health, safety and environmental considerations into all operational managements and develop a positive culture.
- **Environmental:** Monitor and record emissions to sewer as operational good practice including odour monitoring. Routine liaison with the Environment Agency and SWW. Investigate and report any incidents or releases which could have an adverse environment impact whether within or outside the installation boundary.
  - Ensure all permit monitoring and reporting is submitted in line with permit requirements.
  - Establish and maintain a Legislation Register of all relevant HS&E legislation affecting its business. Structured risk assessment of the environmental impacts of the company and its operation.
- **Other:** Support and advise on compliance both local operations and senior management on all day to day activities as required.

#### General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

#### Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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### Person Specification

Qualifications/Training	E / D*	How assessed***
NEBOSH General Certificate and / or diploma.	E	CV
ISO & OHSAS certification qualification (Lead auditor would be beneficial).	E**	CV
BSc Chemistry or related discipline.	D	CV
DGSA.	D	CV
COTC (WAMITAB) Treatment and Transfer.	D	CV
<b>Experience</b>		
QHSE Management Experience.	E	CV/I
Chemical / Petrochemical or Hazardous Waste Background.	D	CV/I
ISO & OHSAS certification management experience.	D	CV/I
<b>Specific Post Knowledge/Skills</b>		
Excellent IT skills proficient in MS Word, Excel, PowerPoint and Outlook. Quick to pick up new IT systems such as Effective Software if not previously used.	E	I/PA
Knowledge of industrial services and waste management industries.	D	I
<b>Personal Characteristics</b>		
Conscientious with the strength of character to lead QHSE matters within the Division.	E	I
Flexible to meet the daily changing demands of the role.	E	I

\*Essential or Desirable

\*\*Essential but may be achieved post-employment if not held

\*\*\*Application Form or CV (CV); Interview (I); Presentation (P); Practical Assessment (PA)