

# HJALTLAND HOUSING ASSOCIATION LTD

## JOB DESCRIPTION

Job Title: **HEALTH & SAFETY MANAGER**

**RESPONSIBLE TO:** Chief Executive

**RESPONSIBLE FOR:** N/A

**AUTHORITY:** See Item 5 Detailed Financial Procedures Policy.

**PERFORMANCE:** See performance criteria in current Business Plan and as listed below

### **OVERALL AIM OF THE JOB**

To be the lead source of expertise and advice for the Association, responsible for H&S risk management, procedures, policy creation/implementation and advising the Chief Executive, Senior Management Team (SMT), and Employees on all aspects of health and safety matters to ensure safe and effective processes and procedures, which comply with statutory obligations, are maintained.

### **KEY RESULT AREAS/PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Responsible for implementing the Associations Health & Safety management system.
- Be the designated Health & Safety Officer for the Association which includes being the nominated responsible person for, but not limited to, the following areas - Asbestos, Legionella, Fire Safety and CDM.
- Identify spend requirements and monitor the Health and Safety Budget to ensure cost effective spend and meet budget constraints.
- Establish, review and update health & safety policies, procedures and processes, including but not limited to accident reporting, first aid, fire , legionella, asbestos, design and general risk assessments, taking consideration of current and future legislative requirements to ensure compliance with Health and Safety legislation and best practice.
- Responsible for liaising with the Associations appointed external consultancy providing its H&S Management System.
- Establish Health & Safety emergency and risk management procedures, contingency and disaster planning procedures in line with policy and regulation requirements to improve safety and reduce risk.
- Investigate significant incidents and events and provide advice and technical management to support appropriate relevant staff members.
- To create the Health and Safety Strategy and Action Plan, working closely with senior managers and all staff to ensure continuous development and promotion of the Health and Safety provision.
- Establish and monitor systems and processes which ensure fire risk is managed and that staff are sufficiently trained in relation to fire to reduce risk and increase fire safety.
- Produce reports and statistics to SMT and Board to monitor performance in order to manage and mitigate risk.
- Drive and deliver approaches to partnership working across the organisation with a focus on best practice as well as improving the health and safety awareness and improving the H&S Service.

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- Collaborating with other managers, to ensure the effective and smooth running of the Association from a health and safety perspective.
- Influence SMT decisions and organisational priorities by research, reporting, options appraisals and producing and presenting sound business case to inform decision making.
- Responsible for ensuring and promoting that all appropriate regulations are being observed where works are being carried out (e.g. development sites) and that safe methods or work are in operation for optimum safety.

Responsible for ensuring the Association meets all its obligations under the Construction Design & Management (CDM) regulations. Under (CDM) the Association has many roles including client, principal designer, designer, principal contractor and contractor.

### TRAINING/MONITORING

- Responsible for updating and maintaining the Associations training plan in relation to health & safety in line with legislative requirements and best practice.
- Devise and deliver Health & Safety training courses, briefings and tool box talks for staff, at all levels, including Board Members.
- Ensuring all staff refresher training is arranged and implemented within accepted timescales.
- Co-operate in all H&S audits and assessments, both internal and external, and implement any agreed improvements.
- Carrying out periodic assessments and audits of internal working practices and procedures, including recording findings and implementing any agreed improvements.
- Carry our periodic inspections of the Associations buildings, plant and vehicles to ensure compliance with the H&S management system.
- Maintaining all necessary registers in relation to H&S including, but not limited to, asbestos, fire, electrical and legionella.

### GENERAL

- Follow and promote the Association's Equal Opportunities Policy as it relates to the carrying out of all duties attached to the post.
- Implement the Association's Health and Safety at Work Policy as it relates to the carrying out of all duties attached to the post.
- To undertake job-related training as necessary.
- To update job procedure files as required.
- Make full use of new technology for all appropriate tasks.
- To comply fully with the Association's Standing Orders and Procedures.
- To liaise closely with other members of staff
- To undertake other appropriate work, within the scope of the Post, as agreed with the Chief Executive.
- Due to the wide spread of properties, extensive travel throughout the Islands may be necessary.
- To assist the One Stop Shop in the provision of its service to clients .
- Normal hours of work are 35 hours per week, Monday to Friday inclusive.

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### **JOB LOCATION**

The Post-holder will be located in the Association's offices in Lerwick.

This job description will be reviewed at least once annually or otherwise at the request of the Post-holder or Chief Executive.

Date                   \_\_\_\_\_

Review Date       \_\_\_\_\_