



TOTAL VEHICLE SOLUTIONS



## Job Description

**Job title:** 'HSE & Facilities Engineer'

**Location:** Eurocentral, Scotland

**Reports to:** Matt Wilson

### General Description:

The primary role of the 'HSE & Facilities Engineer' is to advise the Management Team on all Health, Safety, Environmental and Welfare matters to ensure the Company complies with its statutory obligations.

The 'HSE & Facilities Engineer' will also be responsible for all Visitors and Contractors coming onto site.

### Duties and Responsibilities:

The 'HSE & Facilities Engineer' has delegated responsibility from the Management Team for all aspects of 'Health and Safety', to control and update the 'Health & Safety Management System' and to ensure that all Departments operate to the procedures and instructions contained therein:-

They will:

- Understand the application of the Health and Safety at Work, etc. Act 1974 and other legislation relevant to the Companies business.
- Keep up to date with changes in current legislation and to bring to the attention of the Management Team.
- Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.
- Ensure that all "assessments" as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same.
- To recommend control measures and advise on the standard of P.P.E. issued to employees.
- Conduct Health and Safety inspections and prepare reports of all the company's operations.
- Immediately contact the Management Team if situations are found, that in the opinion of, require immediate rectification or the stopping of any operation.
- To notify the Management Team if the corrective action agreed after any workplace inspection is not implemented by the arranged date.
- To carry out investigations into all 'Accidents' and 'Near-Miss' incidents and to record the findings, analyze the data, review for trends, and advise of changes required.
- Advise the Management Team of all incidents reportable under R.I.D.D.O.R.



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- To arrange Health surveillance as instructed.
- To highlight areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or H.S.E. guidance.
- To arrange Health and Safety training courses as required.
- To bring new techniques for improving 'Health and Safety' to the Management Team.
- To promote and excite the workforce for a healthy 'Safety Culture'
- To manage and control all site contractors and visitors, including site inductions, insurance, and RAMS.
- To arrange any assessments / works required by the facility to maintain and / or improve.
- To manage and control site contractor and management system – SINICA.
- Other duties as required by Line Manager.

### Experience, Knowledge & Skills

#### Essential

#### Education and Training

- NEBOSH National General Certificate or similar.
- Experience of taking responsibility for own actions, using initiative, working with minimum supervision.
- Experience of managing a team.

#### Achievements, Knowledge and Experience

- Demonstrable experience of coaching and influencing colleagues at all levels of the business.
- Excellent communication skills.
- The ability to have both an open-minded and decisive approach.
- Good organisational and prioritisation skills
- Proficient in IT, including MS Office.
- Ability to organise their own time to ensure that checks and inspections are conducted within prescribed timescales.
- Ability to gather information, interpret facts, and make recommendations.

#### Preferred

- NEBOSH Certificate in Environmental Management.
- Experience of working in an engineering environment.
- UK driving license.
- Facilities Management Experience.