

# HSE&Q Coordinator

Hydro Group Plc is looking to recruit a HSE&Q Coordinator to join their existing QHSE team. The successful candidate will be responsible for all the companies H&S requirements, compliance to the relevant legislative and regulatory standards as well as assisting in Environmental and Quality activities

The HSE&Q Coordinator will play a vital role in formalising the Health & Safety system to a standard where it can be combined with the current ISO 9001:2015 and ISO 14001:2015 management systems, to meet the company objective of attaining ISO 45001:2018

## HSE&Q Coordinator Main Responsibilities

- Maintain and develop the companies Health & Safety management system
- Support the QHSE Manager in maintaining the company's Integrated Management Systems – ISO 9001:2015 & ISO14001:2015
- Develop, maintain and perform H&S inductions for all new staff and onsite contract workers
- Maintain and action the accident register for monthly reporting purposes
- Create, maintain and review all risk assessments and any associated training requirements
- Promote safe working practices and compliance to wearing the correct PPE at all times
- Ensure the company complies with all its H&S regulatory and legislative obligations
- Carry out daily, weekly and monthly H&S checks alongside the departmental H&S representatives and report back with the results of these activities at the monthly management review meetings
- Maintain both COSHH and REACH documentation and records as appropriate to the companies working practices, customer requirements and legislative and regulatory obligations
- Support the QHSE Manager and Senior Management team to work towards the company's objective of achieving ISO 45001:2018

## Training and Experience

Essential requirements:

- NEBOSH certified
- Previous experience in a leading role within H&S
- Previous experience with ISO 9001, 14001 and 18001
- Experienced working within a manufacturing company
- Excellent communication skills, verbal and written
- Experienced in the use of Microsoft Word and Excel

Preferred but not essential

- First Aid Training
- LOLAR Training
- Internal Auditor Training
- Lead Auditor Training