

Employee		Job Title	Health & Safety Manager
Department	HSQE	Location	Waterloo
Line Manager	Managing Director	No. of Direct Reports	2 - 4

<p>Job Purpose</p> <p>We are seeking an energetic and passionate Health & Safety Manager to join a busy HSQE Team. BCM is a company that invests a huge level of effort into safety improvements and in fostering a strong safety culture. We are seeking a professional who is forward thinking, a team player, and is passionate about his/her profession.</p> <p>Main duties are to manage and monitor Health & Safety standards, processes, communications, training and systems to ensure that BCM are compliant with statutory legal requirements and standards. Promote and ensure the health, safety and wellbeing culture within BCM.</p>
<p>Key Accountabilities</p> <p><i>Below is a list of duties undertaken by the Health and Safety team. Ultimately all are the responsibility of the H&S manager, but some tasks can be delegated to other team members when suitable.</i></p> <p>General duties</p> <ul style="list-style-type: none"> • Act as Principal Contractors License, RSSB, Health Assured (EAP) and CIRAS representative for BCM. • Act as On-Call Manager for out of hours working (as part of a rostered on-call managers team). • Ensure that projects are resourced with HSQE personnel in line with project budgets. Assign work to your team, recruit new members where necessary, provide your direct reports with line management support. • Investigate and record details of any incidents, cases of ill health, accidents, complaints and any nonconformances. Where relevant identify initial causes and investigate underlying causes of the events. Determine remedial action required and close out to prevent reoccurrence. • Complete / review risk assessments for the company/projects including young person, 5-point risk assessments etc. • Arrange Fire Drills and ensure offices have a sufficient level of Fire Marshalls • Review self-medical questionnaires if requested by the HR Manager • Take ownership of mandatory training provisions including fire warden, DSE, eye testing, first aiders and wellbeing consultations • Conduct an Annual Dimensions of Safety Assessment of the Business with MD and together create a strategy for the year ahead (January every year) • Support implementation of the BCM sustainable business plan • Attend safety forums representing BCM • Provide support to Work Winning Team for tenders as and when required. <p>Project delivery</p> <ul style="list-style-type: none"> • Ensure projects are delivered in line with relevant H&S legislation • Attend and conduct HSQE project start up meetings, ensuring projects understand their duties • Review project CPP's • Review and approve the project WPP's • Review project Emergency plans • Approve and review project risk assessments where required • Approve and review excessive hours worked requests • Monitor hours worked, planned and excessive hours for employees in line with the hours worked and fatigue policies • Ensure any BCM site-based safety glasses wearers are provided with prescription safety glasses where required • Manage New COSHH Product Notification <p>Systems</p> <ul style="list-style-type: none"> • Maintain and review BCM IMS procedures and process to ensure they remain compliant with OHSAS 18001 / ISO 45001, statutory requirements, and other standards to which BCM subscribes • Review H&S Policies on an annual basis • Maintain and update the company Legal Register as required • Support the development of a Root Cause Analysis Application for the Rail Sector being championed by the MD. <p>Auditing</p> <ul style="list-style-type: none"> • Conduct office / project audits as per IMS Audit procedure and project audit schedule • Conduct supplier audits during the onboarding process for new subcontractors/vendors • Support external audits such as RISQS, PCL, ISO, OHSAS • Ensure non-conformance is managed in accordance with company procedures

Issue no.:	2	Date:	Feb 2019	Parent document:	HR Procedures	Filing location:	Held with HR
Uncontrolled when downloaded or printed				Document owner:	Head of HR	Page 1 of 3	

Reporting and communication

- Monitor H&S performance data for the company
- Produce a Health, Safety & Wellbeing Periodic Reports for management review including rolling H&S Stats
- Prepare and submit client H&S, Wellbeing KPI requirements
- Act as close call lead for the company and ensure that close calls are reviewed and relevant responses drafted where appropriate
- Classify and upload Close Calls to clients as required and the RSSB website each period
- Prepare Monthly HSQE Briefings, taking information from sources such as CIRAS, British Safety Council, Network Rail
- Create a library of toolbox talks with engaging content for cascade through the business

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Accident & Incident • Audit • Document Control • Communications • HSQE Documentation • Supply Chain Management • Hours Worked - Fatigue Procedure | <ul style="list-style-type: none"> • Nonconformance and Corrective Action • Risk Management • Project Delivery Management • Permits Procedure • Plant Equipment PPE & Materials • Site Set Up & Welfare |
|---|---|

KPIs

You will support and help the company achieve the KPI's as defined within the Sustainable Business Plan.

Job Requirements

Minimum 3 years' experience as a Health & Safety Manager within the industry

Competencies & Training Requirements

<p>Project Delivery Supports delivery of projects on the ground, attending site and advising on H&S matters.</p>	<ul style="list-style-type: none"> - CSCS card to relevant level - PTS - Industry Common Induction (Network Rail)
<p>Project Documentation & Reporting Reviews project paperwork and ensure completion and issue paperwork is on time.</p>	<ul style="list-style-type: none"> - Experience of working and managing an IMS to ISO Standards - Understanding of the BCM IMS - Advanced MS Office skills training / experience
<p>Stakeholder Management Pro-actively manages clients' expectations and satisfaction.</p>	<ul style="list-style-type: none"> - Communications / negotiations / influencing skills training
<p>Technical knowledge Controls and delivers environmental management for the company.</p>	<ul style="list-style-type: none"> - CMIOSH or Grad IOSH (Essential) - Face Fit Test Assessor (Desirable) - Portable Appliance Testing competent (Desirable) - Fire Warden (Desirable) - IEMA Associate Member (Desirable) - CQI Affiliate Member (Advantageous)
<p>Auditing Conducts audits as per audit procedure.</p>	<ul style="list-style-type: none"> - Lead auditor to OHSAS 18001 / ISO 45001 (Desirable)

BCM Leadership Behaviours (for any role):

- **Lead by Example** - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

About us

BCM Construction are an inclusive organisation and equal opportunities employer. We are committed to providing an environment free from discrimination, bullying, harassment or victimisation, and where all employees are treated with respect and dignity. We aim to create a culture of diversity where all employees are valued for their contribution and individuality, and where everyone has an equal chance to succeed.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.

Name:

Signature:

Date:

Deputising Duties

The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).

Name	Position	Location	Date Briefed	Signature