

Health, Safety, Environmental & Quality Assistant

Wynne Construction has an exciting new opportunity for a health, safety, environmental and quality assistant to join our busy health and safety team. Reporting to the HSEQ Manager, we are looking for someone who is highly motivated and passionate about monitoring and supporting our project sites to safeguard our employees, the public and the environment.

The position is based at our head office in Bodelwyddan with travel to sites required.

Main Responsibilities:

- Promoting Health, Safety, Environmental and Quality awareness, and providing support to all personnel on the implementation of policies and processes.
- Providing positive assistance to project sites on HSEQ issues, spending appropriate time on each site to adequately address issues and monitor compliance
- Assisting in project set up, pre-planning of works and safe systems of work.
- Assisting in development of project specific risk assessments, method statements and construction phase plans
- Assisting in managing reporting and investigation procedures for accidents/incidents/near misses and identifying root causes and actions to prevent recurrence.
- Assessing and monitoring sub-contractor supply chain to ensure compliance with company performance requirements.
- Preparing and issuing Health & Safety files and O&M manuals on completion of projects.
- Supporting site visits and delivering H&S presentations to pupils.
- Attending operational management and safety review meetings.
- Assisting with the Integrated Management System (IMS) for Health, Safety, Environment and Quality processes and procedures.
- Identifying and implementing initiatives to improve the IMS.
- Assisting in the implementation and execution of an internal audit schedule of Health, Safety Environmental and Quality processes to measure performance.
- Monitoring and reporting KPIs and performance data.
- Supporting the Design team to fulfil the role of Principal Designer (PD).

Attributes for the Role:

- Passion and determination to drive a positive culture relating to all Health, Safety, Environmental and Quality issues
- A logical approach to working and an attention to detail
- Ability to communicate clearly and effectively
- Ability to work both as part of a team and independently
- Good organisational and time management skills

Experience & Skills

- Knowledge of ISO9001, 14001 and 45001 standards.
- Knowledge of the Construction (Design and Management) Regulations 2015
- Strong IT skills
- Full driving licence
- NEBOSH Construction or General Certificate (desirable)
- NEBOSH Environmental/IEEMA Qualification (desirable)
- Internal Auditor training (desirable)



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