



VACANCY NOTICE

"We aim to recruit for attitude & train for skill in line with our Sertec People Philosophy and accelerator behaviours."

Job Title:	EHS Business Partner
Sertec Site:	Sertec Heavy Stampings
Hours:	Day Shift
Reporting To:	Group EHS Manager
Pay Rate:	Competitive salary

Main Purpose of The Position:

To be responsible for ensuring that all Environmental, Health and Safety procedures including all policies are implemented and adhered to by completing site EHS inspections.

Core Duties:

- To take a proactive role in providing Managers and Supervisors with specialist advise, support and guidance regarding H&S, Environmental, legal and other requirements.
- To play a major role in raising and maintain awareness of H&S / Environmental issues by being active and evident on the shop floor, leading by example and challenging people in situations that are a cause for concern.
- Chair the Health, Safety and Environmental Committee meetings
- To carry out relevant procedural system audits and to report the findings to the EHS officer
- To implement and maintain all the requirements of ISO 45001 and ISO 14001 standards
- Implement Risk and CoSHH assessments and SSOW for all activities.
- To lead accident / near miss reporting and investigations, suggest remedial actions and monitor progress. Collate accident statistics for SBL and lead proactive initiatives to reduce accidents and improve the Health, Safety and welfare of all employees.
- Collate all agreed / required company statistics and KPI'S pertaining to H&S and Environmental issues.

- Toolbox talks in H&s related subjects
- Carry out HS&E inductions for new employee's / contractors
- To undertake, control and review risk assessments
- Maintain the H&S and Environmental Policy
- To work closely with the projects team and production personnel as and when necessary to develop appropriate standards of 'safe systems' for new projects / processes / machinery etc, based on current and potential legislation using IESHR document.
- Coordinate fire alarm testing / fire drills / report on findings and carry out remedial actions.
- Coordinate regular noise surveys and take appropriate actions
- Control of Contractors to include inductions / procedures / safe systems etc.
- Control first aid procedures and facilities / over see ordering of first aid consumables
- Interface with various regulatory bodies such as Health and Safety Executive, Local Authorities and Fire Services as and when necessary.
- Recording of incidents and accidents, producing statistics.
- Producing management reports, newsletters and bulletins.
- Managing and organising the safe disposal of hazardous substances i.e. oils
- Assist in the management of the provision of waste services and maintain records.
- Collating packaging details consumed throughout the site for compliance to waste packaging regulations

Minimum Requirement for Role Attainment:

- Full driving licence is mandatory
- Health and Safety qualification i..e NEBOSH as a minimum.
- Experience of handing administration and documentation is essential.

How To Apply:

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request. Please note, if invited for an interview, please, out of courtesy, make your current line manager aware.

This can be sent to: Rachel.McFarland@Sertec.co.uk

Closing Date:

22/02/2024



“Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.”

Our Company Benefits:

- 10% off Anytime Fitness
- 25 days holiday plus 8 public/bank holidays
- Early finish on a Friday
- Company pension scheme
- Employee recognition schemes
- On site parking
- Access to learning and development courses
- Employee Assistance Programme
- Challenging but highly rewarding career
- Loyalty days

Successful **E**mpowering **R**esponsive **T**eamwork **E**njoyment **C**ommitment