



Safety, Health & Environmental Advisor

Full Time – Permanent – Monday to Friday (can be flexible for someone wanting to work less hours or work remotely some of the time)

Are you an experienced **Safety, Health & Environmental** Advisor? Do you have experience of working within a warehousing and distribution business? Are you **NEBOSH Certified**? Are you able to **manage relationships** and ensure full **compliance** of relevant **legislations**?

At G Comms, we distribute and stock hold materials for the telecommunication's industry. Based within a 30,000sqft site based in Coleshill we have a number of warehousing facilities across the midlands.

As our Safety, Health & Environmental Advisor you will be required to work alongside the management team to promote a positive health and safety culture in the office and busy warehouse facilities. We work hard to ensure our working environments and people are always safe. We work hard at continuous improvements and expect you to strive to identify learning needs across the business and procedure improvements.

Crucially you will be a team player with excellent communication skills who can build and maintain relationships across the business. We require you to influence the team to ensure the compliance of all health and safety.

You will be required to have an excellent understanding of health and safety procedures and all documentation. You must be NEBOSH Qualified and a member of IOSH.

Our expectations of you are:

- To be a credible leader with an engaging and influential style contributing to the leadership on the site.
- Have the ability to coach and develop team members across the business.
- To drive a safety culture throughout.
- The ability to delegate and inspire others to take responsibility for HS&E.
- To have excellent communication skills, with the ability to quickly establish credibility, building and maintaining strong relationships.
- Have experience in a Health & Safety role within distribution (ideally telecomms)
- To be NEBOSH diploma or equivalent.
- have an excellent understanding of all aspects of Health, Safety & Environment (including legislation, audit handling and management systems).
- To have knowledge of environmental & Quality Management Systems.
- To be able, and prepared, to make significant decisions in a timely manner, challenging when appropriate.

- To monitor and review regular site performance through weekly / monthly inspections and audits, including assessment of all risk assessments and method statements ensuring Company policies and procedures are implemented appropriately. Recording any findings, highlighting any areas for improvement as well as any required modification to existing policies or procedures.
- To ensure C.O.S.H.H. and risk assessment registers are maintained on site.
- To assist in monthly and quarterly management review meetings.
- To chair all H&S meetings.
- To assist and participate in the delivery of health and safety, environment and quality toolbox talks and assist in the training requirements on site.
- To ensure full implementation of the Company's accident reporting procedure.
- To ensure that changes in legislation relating to environmental and safety management are communicated.
- To liaise with external auditing body's – schedule audits and assist external auditors and department managers through audit process.

Skills and experience Required:

- Analytical skills to interpret detailed information and regulations
- Proficiency in using Microsoft Office packages
- High quality standards, e.g. attention to detail
- A passion for Health, Safety, Environment & Quality
- IOSH
- NEBOSH

For more details or to apply for the position please get in touch now at HR@gcomms.com.