



### **Health and Safety Co-ordinator**

**Location:** Gravesend, Kent

**Hours:** Permanent position, normal working hours 09.00 – 17.30 (with occasional flexibility required).

Leading Edge Labels & Packaging is an award winning state of the art UV Flexo Label & Film Printer based in Kent, offering a wide range of innovative packaging solutions to large retail and blue chip companies globally.

### **The Role**

Leading Edge Labels and packaging are looking to recruit a Health and Safety Co-ordinator at their site in Gravesend, Kent. If you hold a Neobosh General Certificate in Health and Safety and have hands on experience ideally in a manufacturing or printing background we would be interested to hear from you.

You may have recently qualified and be looking for a role where you can use your skills and build your experience.

You may be experienced in factory management, qualified to IOSH Managing Safely level, be actively managing Health and Safety within a legally compliant framework, on a daily basis as a major part of your role and be actively developing your Health and Safety Skills towards qualifying in the very near future to Neobosh General standard.

### **Main Duties and Experience Required**

Working at the direction of the Quality, Health and Safety Manager you will be actively maintaining and evolving our Health and Safety Management System. You will need to demonstrate competence and experience in the following areas:

- Conducting, writing and reviewing of correctly formatted general and specific risk assessments to ensure that they are suitable and sufficient.
- Ability to interpret HSE guidance, other sources of information capture control measures and translate them into safe working procedures that can be trained into individuals or groups.
- Capture and follow up of risk assessment actions to ensure closure.
- Review and Management of PPE across a variety of tasks.
- Review of contractor RAMS, compilation, review and sign off of Permit to Work including a working understanding the circumstances where these will apply.
- Understanding of statutory fire safety requirements and co-ordination of external contractors to ensure compliance.
- Experience of reviewing MSDS and conducting COSHH risk assessments.
- Workplace inspections, capturing and communicating actions.
- Experience of reviewing workplace transport arrangements (driving, forklift truck).
- Knowledge of the requirements of LOLER.
- Manual handling risk assessments.
- Managing workplace safety in a multilingual environment.

- Managing workplace safety with a mixture of temporary and permanent staff across various shifts.
- Experience of working with an H&S committee, capturing actions and following up.
- Good people skills, ability to build positive working relationships with colleagues and influence individuals at all levels.
- Promoting and contributing to the creation of a positive health and safety culture.
- Organised and self-motivated, confident working to challenging deadlines.
- Excellent written and verbal communication skills.

**We at Leading Edge Labels and Packaging are continuing to grow at an exciting pace and are looking for a motivated individual to take the business forward with us.**

**If you believe that you have the ideal skill-set for this role and are interested in joining a dynamic company who value their employees and invest in their future, please do not hesitate – apply today.**