

## Health and Safety Officer

<b>Job Title:</b>	Health and Safety Officer
<b>Reports to:</b>	Head of Client Services
<b>Location:</b>	11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway
<b>Contract Details:</b>	Permanent Contract, 39 hours per week
<b>Salary Details:</b>	Commensurate with Experience
<b>Job Purpose:</b>	To advise, report and communicate on safety, health and welfare issues and to assist the management team in the development and delivery of policy and practice in line with the legislation and standards and promote a positive safety, health and welfare culture throughout the organisation.
<b>Main duties &amp; Responsibilities:</b>	<p><b><u>Safety Management System</u></b></p> <ul style="list-style-type: none"> <li>• Review, monitor and manage the design, and implementation of the safety, health and welfare at work policy, practices and systems, within Galway Simon Community.</li> <li>• Collaborate and communicate with management and employees (through chairing the Safety Committee and other ad hoc working groups as required) on operational and policy matters and advise on any areas requiring change.</li> <li>• Co-ordinate the meetings of the Health and Safety Committee.</li> <li>• Ensure that all areas of the organisation are the subject of health and safety inspections, providing a full report on the findings and develop action plans with the responsible manager for continuous improvement.</li> <li>• Liaise with the Service/Department Managers to ensure an annual safety plan with relevant K.P.I.'s is developed for the overall Services/Departments.</li> </ul> <p><b><u>Compliance</u></b></p> <ul style="list-style-type: none"> <li>• Regularly review Legislation, Regulations and National Standards in relation to Health and Safety and update all relevant policies and procedures accordingly to ensure that the Galway Simon Community is compliant with relevant legislation. In particular that the safety systems applied by the organisation are appropriate and robust.</li> <li>• Full responsibility for the preparation and continual review of risk assessments as necessary including developing an action plan for the delivery of identified risk controls.</li> <li>• Maintain and update Safety Statement of Galway Simon Community on a regular basis, to ensure compliance.</li> <li>• Ensure that all systems on Fire Prevention are regularly tested and working correctly.</li> <li>• Ensure that there are adequate fire precautions taken and fire drills are carried out regularly.</li> </ul> <p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>• Develop, monitor and manage a training database and liaise with the HR department on the delivery of training programmes to staff to ensure compliance with all Health and Safety training requirements.</li> <li>• Devise and implement relevant Health &amp; Safety training, through regular briefings, to ensure managers and employees develop awareness and understanding of their responsibilities.</li> <li>• Communicate health and safety policies in line with legislation to employees and managers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Deliver induction training to new employees and safety training on specific areas e.g. manual handling, fire safety, etc. and ergonomic assessments.</li> </ul> <p><b><u>Incidents/Accidents</u></b></p> <ul style="list-style-type: none"> <li>• Take responsibility for implementing a robust incident/accident management system to encourage reporting and to reduce and/or eliminate risks/hazards.</li> <li>• Carry out post incident/accident investigations thoroughly, completing reports on investigation outcomes including corrective actions; drive the corrective actions completion and as necessary inform, develop and propose changes in safety procedures.</li> <li>• Report accidents to Health &amp; Safety Authority through website, as appropriate and liaise with Finance department re. reporting to insurers.</li> </ul> <p><b><u>Fleet Management</u></b></p> <ul style="list-style-type: none"> <li>• Manage Galway Simon Community Fleet Cars, in accordance with Safe Driving for Work policy and procedure.</li> </ul> <p><b><u>Hazardous Substances</u></b></p> <ul style="list-style-type: none"> <li>• Ensure all hazardous substances are assessed, monitored and controlled with adequate records maintained and where possible substituted by less hazardous substances.</li> <li>• Ensure any hazardous or dangerous substances are stored and handled correctly in accordance with established rules and procedures.</li> </ul> <p><b><u>COVID-19 Compliance</u></b></p> <ul style="list-style-type: none"> <li>• Monitor the management of Covid-19 protocols and mitigation measures in place and provide regular updates in line with changes in government and public health guidelines.</li> <li>• Review existing policy, procedure, practices and processes as required. Provide support to the relevant teams in carrying out their duties around COVID-19 protocols.</li> </ul> <p><b><u>Administration &amp; Record Management</u></b></p> <ul style="list-style-type: none"> <li>• Ensure all required records are up-to-date, accurate and provide reports as necessary to management to fulfil compliance with external regulation and internal Galway Simon Community standards.</li> <li>• Monitor ViClarity system and initiate actions to relevant staff.</li> <li>• Manage the administration of the Lone Working Protection System</li> </ul> <p>This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.</p>
<b>Person Specification:</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have a positive, creative and focused approach to targets and outcomes for employees and clients.</li> <li>• Have a high level of professionalism, commitment to the role and ‘solution focused’.</li> <li>• Have a positive, team-oriented spirit.</li> <li>• Have ability to plan and participate directly in delivering an excellent health, and safety experience for employees and clients.</li> <li>• Have capacity to work independently, taking a lead on key areas of work using their own initiative.</li> <li>• Be committed to the highest standards of excellence in health and safety.</li> <li>• Represent Galway Simon Community at meetings conferences, seminars and other events.</li> <li>• Project a positive image of the Galway Simon Community at all times.</li> <li>• Maintain confidentiality on all matters relating to clients, and general Galway Simon Community business.</li> <li>• Adhere to all Galway Simon Community policies and procedures currently in operation.</li> </ul>

<b>Skills and Experience</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• 1-2 years’ experience working in a health and safety environment.</li> <li>• Relevant qualification such as Degree/Diploma or equivalent in Health &amp; Safety.</li> <li>• A comprehensive knowledge of current health and safety legislation, regulations and practice.</li> <li>• Experience dealing with regulatory and statutory bodies, e.g. HSA; EPA.</li> <li>• A proven ability to establish policy, systems and structures for the management of safe service delivery in consultation with key stakeholders.</li> <li>• Experience of leading and effectively managing change and implementing continuous improvement processes with multiple stakeholders.</li> <li>• Proven ability to deal with complex situations in a multi-stakeholder environment in a sensitive and pragmatic way.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Good organisational skills with the ability to multi-task.</li> <li>• Highly developed oral, written, presentation skills</li> <li>• Excellent record-keeping, research and report writing.</li> <li>• Computer literacy, specifically a good working knowledge of Microsoft Word, Excel and Outlook.</li> <li>• Full clean driving and ability to attend multi-locations as required.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Experience working and in a social care environment would be a distinct advantage.</li> <li>• Data analysis skills and experience.</li> <li>• IT knowledge of appropriate database software packages, e.g. Vi-Clarity</li> <li>• Current or previous experience working or volunteering in homeless related services and/or in a Clinical or Social Care Setting.</li> <li>• Internal Auditor qualification.</li> <li>• Manual Handling Instructor qualification</li> </ul>
<b>To apply:</b>	<p>Please send an up-to-date CV detailing your experience and relevant accomplishments, together with an email/letter outlining the following:</p> <ol style="list-style-type: none"> <li>1. Why you are interested in this role?</li> <li>2. Provide, in summary, your motivation for wanting to work in Health &amp; Safety.</li> <li>3. Why would you like to work for Galway Simon Community?</li> </ol> <p>Interested applicants should submit their your CV and cover letter to <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a> on closing date <b>19<sup>th</sup> September 2021 by 5pm.</b></p>
<p>All job offers will be subject to satisfactory pre-employment medical checks and Garda vetting.</p>	
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	