

# Job Description

**Job title:** QHSE Compliance Officer

**Reports to:** Managing Director

## **Main Duties:**

Ensure the company complies with relevant health & safety legislation.

- Maintain and update health & safety policies, documentation and procedures, including but not limited to first aid, fire, LOLER, PUWER, risk assessments, workplace safety and COSHH.
- Create and manage generic risk assessments in conjunction with the technical services team.
- Create and update COSHH assessments based on periodic reviews of chemicals used by the engineers and electricians.
- Investigate significant accidents and incidents and implement improvements to prevent re-occurrence.
- Carry out workplace audits and inspections to provide health & safety assurance as necessary (including SVT).
- Create health & safety improvement plans.
- Keep abreast of changes in health & safety legislation, new products and industry best practice.
- Periodically brief employees and the management team on health & safety best practice and safety improvements, carrying out toolbox talks as necessary.
- Update customer pre-qualification databases and work with external auditors to maintain third party accreditations ie. Achilles UVDB
- Ensure staff training is current and maintain company-wide training records.

## **Maintain ISO9001 Accreditation**

- Ensure the quality management system remains compliant.
- Review and update policies and procedures.
- Complete a Management Review
- With the management team, identify and document company objectives, risks and opportunities for improvement.
- Carry out audits against a self-determined audit plan.
- Develop a robust and efficient system for managing suppliers.
- Responsible for document control.
- Identify non-conformities and put together corrective actions.
- Work with external auditors to maintain accreditation.

## **Ensure the company complies with relevant environmental legislation**

- Develop an environmental management system with a view to pursuing ISO14001
- Develop and maintain the Impacts and Aspects register
- Carry out workplace audits and inspections to provide environmental assurance.

- Keep abreast of changes in environmental legislation, new products and industry best practice.
- Identify risks and opportunities for improvement and put together proposals to the management team for approval.

**Other Duties:**

Carry out assigned tasks and other duties in a safe manner, in accordance with instructions and complying with relevant DH Marine policies and procedures as necessary.

The above list of duties is not exhaustive or exclusive.

Criteria	Essential	Desirable
Skills / competencies	<ul style="list-style-type: none"> <li>• Excellent people skills, able to communicate with people at all levels and handle confrontation</li> <li>• PC literate, with good working knowledge of Outlook, MS Word and Excel</li> <li>• Current car driving licence</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Possess a NEBOSH General Certificate in Occupational Health &amp; Safety or equivalent</li> <li>• Basic knowledge of mechanical / electrical systems</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified as an internal or external auditor</li> </ul>
Experience Required	<ul style="list-style-type: none"> <li>• 2-3 years in a similar role working with health &amp; safety and quality management systems</li> <li>• Internal auditing</li> <li>• Carrying out inductions</li> <li>• Accident investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with the health &amp; safety expectations of the oil &amp; gas industry</li> </ul>
Special attributes	<ul style="list-style-type: none"> <li>• Must be able to engage with staff to promote compliance and good practice and engagement with Company systems</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Able to deal confidently with people in a professional manner</li> <li>• Able to work as part of a team</li> <li>• Able to multitask and use own initiative to solve problems</li> <li>• Able to prioritise tasks and work to deadlines, working alone and largely unsupervised.</li> </ul>	