

## Job Description

**Title:** Compliance, Health and Safety Administrator

**Responsible to:** Compliance, Health and Safety Manager

**Key Relationships:** HR Director  
Training and HR Support Manager  
HR Administrative Team  
Directors  
Divisional Managers  
Regional Managers  
Operations/Contract Managers  
On-site Operational Team  
Business Development Managers  
Sales Administration Department  
Finance and Administration Department  
Clients  
Suppliers/Subcontractors/External Organisations

The purpose of this Job Description is to identify key task elements and responsibilities of the role. It cannot be a definitive description of all the tasks that the Administrator may be required to complete.

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### MAIN RESPONSIBILITIES

To provide professional administration and operational support to the Compliance, Health and Safety Manager, contributing to the smooth running of compliance at all locations (including Head Office, regional offices and client sites)

### DUTIES AND RESPONSIBILITIES

#### Administration

- To provide a complete, effective and confidential administration service in line with the Compliance and Health and Safety requirements.
- Ensuring databases are kept up to date, to ensure accurate records. Maintain the Document Centre.
- Provide administration and operational support for the Chemical Safety process in line with COSHH legislation and OHSAS: 18001 standards.
- Provide administration and operational support for GDPR compliance, and in line with Company Policies and Procedures
- Administration of the "Control of contractors" in line with OHSAS: 18001 standards.
- Coordinate the Display Screen Equipment process in line with DSE legislation and OHSAS: 18001 standards.
- Provide administration control for all Accident, and Near Miss Investigations for all locations in line with OHSAS: 18001 standards.
- Provide administration support ensuring all Risk Assessments (RAMS) and EHS Manuals are in line with Company Policy, and Site-specific compliance.

- Maintain the Non-Conformance Database.
- Record all accident, incident and RIDDOR reports and provide monthly updated reports to the manager and HR Director.
- Liaise with the company insurance providers as required
- Coordinate audit planning and assist with audits as and when required.
- To be proactive in improving processes and compliance.
- To work collaboratively with the whole HR team to ensure standard processes are understood, complied with and amended as necessary.
- To ensure all management and control systems are adhered to, and that the company is complying with HR, Health and Safety and quality and environmental standards.
- Attend team meetings and others as required, take accurate minutes and distribute as required in a timely fashion
- Meet and greet visitors as required. Ensuring all visitors complete the Visitors Book when entering and leaving the premises.
- To provide support with ad-hoc projects.

### **Personal**

- To provide the company's administration activities in an efficient and professional manner, ensuring a professional image at all times.
- To follow guidance and direction given by management to ensure that company policies and procedures are implemented and adhered to.
- Attend company training and meetings as and when required.
- Take responsibility for own personal development.
- Communicate with the managers on a regular basis.