

# KMG Health and Safety Officer

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## **Job Description**

To create safety documentation including Risk Assessments, PUWER Assessments and Operating Procedures

To propose ways to reduce risks and develop / implement solutions with the Safety Team and department heads

To maintain and review existing safety documentation

To deliver in house training relating to safety including:

- Toolbox talks on new or amended risk assessments
- Manual handling training
- Safe use of PPE

**Reports to:** Production Manager

## **Person Spec**

### **Required**

Relevant H&S qualification (example: IOSH Managing Safely or equivalent)

Up to date knowledge of current legislation and standards relating to health and safety in the workplace

Experience of creating safety documentation including Risk Assessments, Assessments and Operating Procedures, ideally in relation to manufacturing equipment and processes

Good standard of written English

Competent use of MS Office software (Word, Excel, PowerPoint)

### **Preferred**

Experience of working in a fabrication and manufacturing environment